



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
Division of Digos City



*Office of the Schools Division
Superintendent*

Telefax: (082) 553 – 8396; 553-8376

Division Memorandum

No. 293, s. 2017

To: MOISES R. PERRAL, MT II, SHS in Digos City
ELIAS G. CUEVAS, T II, SHS in Digos City

From: DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

For and in the absence of the SDS:


EMMANUEL P. HUGO
Chief – SGOD, Officer-in-Charge

Subject: NATIONAL TRAINING OF TRAINERS (NTOT) ON APPLIED TRACK
SUBJECTS FOR SENIOR HIGH SCHOOL (SHS) TRAINING OF
TEACHERS

Date: April 28, 2017

In pursuance to the Regional Memorandum dated April 27, 2017 regarding the **Senior High School Training of Teachers for the K to 12 Basic Education Program**, this Office informs and advises the following teachers to attend the National Training of Trainers (NTOT) on Applied Track Subjects on April 28-May 2, 2017 at Golden Peak Hotel, Cebu City:

1. Moises R. Perral, Master Teacher II, as vice of Faye Anne S. Cadorna who is on Maternity Leave and thereby is not available for the training, with Dr. Perral who has earned the degree Doctor of Education and units in Doctor of Philosophy in Linguistics and presently teaching English subjects in the Senior High School;
2. Elias G. Cuevas, Teacher II, as vice of Dave Markniel L Saturnino who was recommended but inadvertently missed that he has not satisfied the required five-year teaching experience, with Dr. Cuevas who is adept on research having earned the degree Doctor of Education as well as units in Doctor of Philosophy in Linguistics.

Attached is the said Regional Memorandum for your reference. ~~DepEd Schools Division of Digos~~

For your information, guidance and compliance.

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Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI
Lungsod ng Dabaw



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April 27, 2017

MEMORANDUM

To : Schools Division Superintendents
Assistant Schools Division Superintendents
Division Senior High School Coordinators

Subject : NATIONAL TRAINING OF TRAINERS (NTOT) ON APPLIED
TRACK SUBJECTS FOR SENIOR HIGH SCHOOL (SHS)
TRAINING OF TEACHERS

1. In pursuance to the DepED Memorandum No. 84, s. 2017 regarding the Senior High School Training of Teachers for the K to 12 Basic Education Program, this Office advises the following to attend the National Training of Trainers (NTOT) on Applied Tracks Subjects on April 28- May 2, 2017 at Golden Peak Hotel, Cebu City:

	NAME	REGIONAL / DIVISION	APPLIED TRACK SUBJECT
1.	Ma. Cielo D. Estrada	EPS, CLMD - DepED Region XI	English for Academic and Professional Purposes
2.	Dr. Manuel P. Vallejo	EPS, CLMD - DepED Region XI	
3.	Djohanie Aguilar	EPS, Panabo City	
4.	Divilyn M. Rodriguez	Davao City	
5.	Faye Ann S. Cardona	Digos City	
6.	Dr. Romulo Peralta	Davao City	Filipino sa Piling Larang
7.	Alex A. Songahid	Comval	
8.	Lovelyn Salomon	Panabo City	
9.	Evelyn A. Pasana	IGACOS	
10.	Mary Jane Mejorada	Tagum City	
11.	Oliver Jouie Sitoy	Mati City	Practical Research 1
12.	Kharlo Ivar Escudro	Comval	
13.	Rodney Hurano	IGACOS	
14.	Dave Markniel L. Saturnino	Digos City	
15.	Lovella Peronilla	Panabo City	
16.	Antonio Palma Gil	Davao Oriental	Practical Research 2
17.	Steve G. Zacal	Davao City	
18.	Ma. Melanie Edig	Tagum City	
19.	Cherry Ann D. Into	Davao City	
20.	Mylene Coquilla	Tagum City	

2. The participants are requested to observe the following :
- take the cheapest means of transportation to and from the venue;
 - attend the opening and closing program;
 - present the authority to travel signed by the Regional Director;
 - bring their own laptops (preferably with a broadband connection and with CD/DVD ROM, extension wires, hard and electronic copies of the curriculum guides);
 - come in proper attire; and
 - attend all sessions on time as early leavers and non-submission of training outputs shall receive only a Certificate of Appearance.

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

By: [Signature]
Date: 4/28/17 Time:

**National Training of Trainers (Applied Subjects)
MECHANICS OF THE WORKSHOP**

Participants must:

1. register on-line on this site: www.deped.in/NTOTApplied;
2. bring their own laptop with CD rom;
3. present their Travel Authority signed by the Regional Director or Asst. Regional Director;
4. observe the schedule of the training;

VisMin Cluster (Cebu City)	First Meal	Last Meal	Check-in	Check out
	April 28 (breakfast)	May 2 (Lunch)	April 28 2PM	May 2 12NN

NOTE: Participants must be at the venue at 6:00AM on the first day for the opening program. Those who will arrive a night before or earlier than the first day shall shoulder their own board and lodging chargeable against local funds.

5. come in proper attire and observe proper decorum at all times;
6. come on time. Session starts at 8AM and ends at 5PM;
7. sign in the Attendance Sheet twice a day for morning and afternoon sessions;
8. attend the Opening and Closing Program. Early leavers who fail to submit the training outputs shall only receive Certificate of Appearance;
9. evaluate the activity. No Evaluation, No Certificate policy applies; and
10. follow the exact number of regional delegation. Companions like family members, relatives and the like are not allowed in the training. DepEd has a limited budget solely for the official participants.

4/25/2017

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3. Board and lodging of the participants including supplies and materials for the training shall be charged to Human Resource Training and Development (HRTD) Funds while travel and incidental expenses shall be charged against local funds, all subject to the usual accounting and auditing rules and regulations.
4. All other details of the said Memorandum are in the enclosures.
5. This serves as their authority to travel.
6. Immediate dissemination of this Memorandum to all concerned is desired.


ATTY. ALBERTO T. ESCOBAR, CESO III
Regional Director

ROC1/jgv