



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



DIVISION MEMORANDUM

No. 108 s. 2016

To: **Public Schools District Supervisors**
Concerned Public Elementary School Heads

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

Subject: **Grade 6 National Training of Trainers**

Date: **February 14, 2017**

- 1.) In reference to Regional Memorandum No. 041 dated February 13, 2017 re: Grade 6 National Training of Trainers (NTOT) on February 19-25, 2017 in Ecotech Center, Lahug, Cebu City, the field is hereby advised to send the following teacher-participants to the said training.

English	Marie Leizel Jumawan	Don Mariano Marcos ES
Filipino	Cherrie Anne Bohol	Jolencio Alberca ES
Science	Eva Rosario Pascua	Digos City CES
Mathematics	Lhieny Nonette Merca	Pedro Basalan ES
AralPan	Maria Gilda Lustre	Pedro Garcia ES
EsP	Irene Torrevillas	Badiang ES
ICT/Entrep/HE	Lorelie Oding-Casoñete	Don Mariano Marcos ES
Agri/IA	Sherwin Alonzo	Dawis ES
Music/Arts	Rodolfo Osorno II	Ramon Magsaysay CES
PE/Health	Jennifer Barsalote	G. Reusora CES

- 2.) Travel expenses of the participants in the NTOT shall be charged to 2016 continuing Human Resource Training and Development (HRTD) Funds, while the participants for the Mass Training of Teachers (MTOT) shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- 3.) Details of the training are stipulated on the attached documents.
- 4.) For immediate dissemination and compliance

City Schools Division of Digos

RELEASED

FEB 15 2017 TIME: 8:15 AM
By: *[Signature]*



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



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Website: <http://www.region11.deped.gov.ph>
SED Email Address: sed.deped11@gmail.com

February 13, 2017

REGIONAL MEMORANDUM
NO. 041, S. 2017

GRADE 6 NATIONAL TRAINING OF TRAINERS AND MASS TRAINING OF
TEACHERS FOR THE K TO 12 BASIC EDUCATION PROGRAM

TO: SCHOOLS DIVISION SUPERINTENDENTS/
OIC-SCHOOLS DIVISION SUPERINTENDENTS

1. The Department of Education (DepEd), through the Bureau of Learning Delivery-Teaching Learning Division (BLD-TLD) shall conduct the Grade 6 National Training of Trainers (NTOT) on February 19-25, 2017 in Ecotech Center, Lahug, Cebu City.
2. Travel expenses of the participants in the NTOT shall be charged to 2016 continuing Human Resource Training and Development (HRTD) Funds while participants for the Mass Training of Teachers (MTOT) shall be charged to local funds, all subject to the usual accounting and auditing rules and regulations.
3. Further details are in the enclosures including list of DepEd ROXI NTOT for Grade 6 K to 12.
4. Immediate dissemination of this Memorandum is desired.

Department of Education
Regional Office
RECORDS SECTION

RELEASED

By: [Signature]

Incl: As stated

Reference: DepEd Memo No. 18, s. 2017

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

[Signature]
TERESITA G. TAMBAGAN
Officer-In-Charge

Office of the Assistant Regional Director

TO BE INDICATED IN THE PERPETUAL INDEX UNDER THE FOLLOWING
GRADE 10 PROGRAM TEACHER TRAINING

ROC12/drd

LIST OF GRADE 6 TRAINERS FROM REGION XI

DIVISION	FILIPINO	ENGLISH	MATH	SCIENCE	ARALING PANLIPUNAN	ESP	ICT/ENTREPRENEURSHIP	AGRI/FA	MUSIC/ARTS	PE AND HEALTH	TOTAL
COMVAL	Fowena B. Garcia	John Tabanvag	Gladys C. David	Marilou Saavedra	Michael S. Anoda	Neri L. Laurina	Suzanne S. Caballero	Maria Linda A. Colita	Mary Ida P. De Asis	Catherine C. Apalisok	10
DAVAO CITY	Mary Grace M. Coronel	Jennylyn T. Ealyot	Rogelio A. Ricdel	Daryl D. Lamentac	Rubelyn Magsay	Arlen Joy D. Angalan	Arbie Dela Torre	Prima Rose Nacito	Voltaire D. Fernandez	Anita Teresa C. Ducusin	19
	Virginia C. Ortega	Lelani L. Rodriguez	Cherrie P. Padayag	Lanie Marie D. Gella	Rosemarie T. Realino	Christine D. Basillote	Roldan Roperos		Leonardo C. Tongson	Jessie Magallano	
DAVAO DEL NORTE	Michelle Bagnol	Jerlyn Eaconga	Bayani Escoton	Rizra Ratucay	Shirley Gako	Jocellie Jemandre	Richard Cia	Vincent Garsuta	Marissa Fuentespin	Jestoni Salazar	10
DAVAO DEL SUR	Josephine Cadorra	Estrellita Senarillos	Maria Chanel Retes	Rosalia Bautista	Francis Maye Daya	Glee Cavan	Joy Delimeno	Alberto Lapena	Sizette Rivera	Gilbert Lozada	10
DAVAO ORIENTAL	Evelyn S. Solis	Geneva G. Amora	Jennifer Palma Gil	Eudecel A. Gavnillo	Gary S. Acebido	Sonia B. Linsag	Cora Montellano	Kevin Honey Espirituo	Ana Maria Saumat	Arcilyn G. Cadiz	10
DIGOS CITY	Cherrie Anne Bohol	Marie Leizel Jumawan	Uhieny Nonette Marca	Eva Rosario Pascua	Maria Gilda Ilustre	Stella Marie Recla	Lorelie Odling Casonete	Sherwin Alonzo	Rodolfo Osorno II	Jennifer Barsalote	10
IGACOS	Cynthia S. Torculas	Meljoan E. Alquiselas	Lyn C. Dela Cerna	Norma E. Atis	Marichu M. Celestial	Arlene R. Mancio	Lira S. Rubio	Rechelle S. Morales	Maureen A. Longhas	Charmie Z. Gonzales	10
MATI CITY	Genevieve D. Elias	Marietta Capitanon	Maribel M. Esgana	Natalie A. Albao	Andrew M. Enriquez	Elenita S. Ramayla	Dennis Macaubos	Darry Prudente	Francis T. Esteben	Gene Icell Sacay	10
PANABO CITY	Emelita Flores	Cheryl Cabatilla	Johanna Linterna	Angelito Jake Catacutan	Gina Taylaran	Jemaima Rivas	Rhenna Puyat	Elgene Lanzader	Jhonna Mamari	Arlene Lauron	10
TAGUM CITY	Ma. Teresa Burigay	Julius Tacibon	Richyl Azarcon	Kristine Meos	Jessica D. Lagura	Jonalyn Pasquito	Eunilyn Leopardas	Neriza Cajal	Unique Sajol	Gina Concha	10
TOTAL PER AREA	11	11	11	11	11	11	11	10	11	11	109

Prepared / Submitted by :

JANETTE S. VELOSIO, Ed.D.
 Chief, CLMD



Republic of the Philippines
Department of Education

08 FEB 2017

DepEd MEMORANDUM
No. **18** s. 2017

**GRADE 6 NATIONAL TRAINING OF TRAINERS AND MASS TRAINING
OF TEACHERS FOR THE K TO 12 BASIC EDUCATION PROGRAM**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public Elementary School Heads
All Others Concerned

1. In line with the implementation of the K to 12 Basic Education Program, the Department of Education (DepEd), through the Bureau of Learning Delivery-Teaching Learning Division (BLD-TLD), in coordination with the regional offices (ROs), shall conduct the **Grade 6 National Training of Trainers (NTOT)**. The NTOT shall be conducted by cluster on the following dates:

Date	Cluster
February 12-18, 2017	Visayas
February 19-25, 2017	Mindanao
March 5-11, 2017	Luzon (Batch 1)
March 12-18, 2017	Luzon (Batch 2)

2. The **Mass Training of Teachers (MTOT)** shall be conducted within the months of April and May 2017.

3. The NTOT aims to build the capacity of trainers to conduct the MTOT. The MTOT intends to provide teachers with concrete understanding of the curriculum framework, learning standards and competencies, pedagogy, teaching plans and assessment.

4. The participants in the NTOT are teacher-trainers and supervisors selected and recommended by their respective schools division superintendents (SDSs), and endorsed by the regional directors (RDs) based on the criteria found in Enclosure No. 1. The names of the participants shall be submitted to the Bureau of Learning Delivery- Teaching and Learning Division (BLD-TLD) through email address: bld.tld@deped.gov.ph on or before February 8, 2017. Only those who completed the NTOT shall serve as MTOT trainers. The number of trainers per region is indicated in Enclosure No. 2.

5. Training costs, which covers board and lodging, travel expenses of the management staff, trainers and resource persons, honoraria of resource speakers, supplies and materials, and other incidental expenses shall be charged to the 2016 continuing Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations. The travel expenses of the participants shall be charged to the same funds, 50 percent of which shall be downloaded directly to the SDOs except for the Autonomous Region in Muslim Mindanao (ARMM) where participants' transportation allowance shall be paid in full upon submission of the travel documents to include boarding pass, subject to the usual accounting and auditing rules and regulations.

6. The participants in the MTOT are permanent or regular teachers handling Grade 6 subjects in all public elementary schools nationwide. Travel expenses of teachers, trainers, and management staff shall be charged to local funds, subject to the usual accounting and auditing rules and regulations. Training funds for the conduct of MTOT will be downloaded to the SDOs.
7. To ensure that each of the schools divisions will have trainers in all learning areas or in at least 80 percent of the learning areas, the schools division selection team should consider teachers'/trainers' specialization and expertise, and that each of the learning areas is represented. In cases where this is not possible due to the number of Grade 6 teachers who will be trained in the MTOT, the schools division should partner with nearby schools divisions to ensure that they have the complete pool of trainers. Likewise, regional representatives who participated in the NTOT should serve as trainers in the schools divisions with minimal number of trainers.
8. *Edukasyong Pantahanan at Pangkabuhayan* (EPP)/Technology and Livelihood Education (TLE) participants to the NTOT shall bring their respective laptops, pocket WIFI, and mobile phones.
9. The following documents are enclosed for ready reference:
 - Enclosure No. 1 - Criteria in the Selection of NTOT Trainers;
 - Enclosure No. 2 - Summary of the Number of Grade 6 Teachers and Trainers by Learning Area and by Region; and
 - Enclosure No. 3 - Training Matrix of the Grade 6 NTOT for the K to 12 Basic Education Program.
10. The participants, trainers, and management staff in the NTOT and MTOT shall be entitled to service credits pursuant to DepEd Order (DO) No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers* and DO 19, s. 2011 entitled *Granting of Vacation Service Credits to Teachers Implementing Drop-out Reduction Program (DORP) and Open High School Program (OHSR)*. Moreover, nonteaching staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Services Rendered*.
11. For more information, all concerned may contact the **Bureau of Learning Delivery-Teaching Learning Division**, Department of Education Central Office, 4th Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-2948 and (02) 637-4799.
12. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls: As stated
References: DepEd Order (Nos. 53, s. 2003 and 19, s. 2011)
To be indicated in the Perpetual Index under the following subjects:

CURRICULUM	TEACHERS
ELEMENTARY EDUCATION	TRAINING PROGRAMS
PROGRAMS	

LCV/CAR: DM: Grade 6 NTOT & MTOT for Kto12
0108-Feb 02/ Feb 03 2017/2-6-17

(Enclosure No. 1 to DepEd Memorandum No. 18, s. 2017)

CRITERIA IN THE SELECTION OF NTOT TRAINERS

They shall:

1. be a Master Teacher /or any equivalent/;
2. be a learning area specialist or have taught the learning area and/or grade level for at least five (5) years;
3. be recommended by the school head;
4. have had experience as a trainer or facilitator;
5. have attended previous DepEd training programs related to the K to 12 Curriculum;
6. be computer literate;
7. be physically fit (or certified by a government physician);
8. have a good command of English and Filipino; and
9. be not more than 55 years old.

Enclosure: No. 3 to DepEd Memorandum No. 18, s. 2017)

**National Training of Trainers (NTOT)
Training Design for the K to 12 Basic Education Program**

The NIDT aims to build the capacity of the teacher-trainers to conduct the Mass Training of Teachers (MTOT).

Its specific objectives are: to:

1. discuss updates on the K to 12 Basic Education Program and its implementation;
2. impart strategies on how to use the curriculum in planning for instruction that cater to all types of learners;
3. identify specific strategies and tools in assessing learning;
4. prepare action plan on the conduct of the mass training for grade 6 teachers.

DAY 1		DAY 2	
8:00 - 12:00		Arrival	
1:00 - 3:00	Registration	By region	Focal with AA
3:00 - 5:00	Soft Opening Program	Plenary	TLD Academic and Communication Team
6:00 - 7:30		Dinner	
6:00 - 7:45	Breakfast		
7:45 - 8:00	Management of Learning		
8:00 - 8:30	Expectations setting	By Learning Areas	Focal Persons
8:30 - 10:00	Understanding the Curriculum	By Learning Areas	Focal Persons
10:00 - 10:15	Snacks		
10:15 - 12:00	Continuation of the Curriculum Framework	By learning area	Focal person/Team
1:00 - 3:00 PM	Walk through of the Curriculum Guides	By learning area	Focal person/Team
3:15-5:00 PM	Continuation of the Walkthrough of the Curriculum	By learning area	Focal person/Team
5:00 - 6:00	Dishwashing		

**National Training of Trainers (NTOT)
Training Design for the K to 12 Basic Education Program**

Days 3 - 5 (Applying the K to 12 Grade 6 Curriculum with focus on pedagogy and Assessment)	6:00 - 7:30	Dinner			
	6:00 - 7:45	Breakfast			
	7:45 - 8:00	Management of Learning			
	8:00 - 10:00	Strategies in Teaching the Learning Area	By Learning Area	Focal person/Team	Video, ppt, manila paper, pencil pen, meta cards
	10:00 - 10:15	Snacks			
	10:15 - 12:00	Continuation of the Strategies	By Learning Area	Focal person/Team	
	1:00 - 3:00 PM	Continuation of the Strategies	By Learning Area	Focal person/Team	
	3:15-5:00 PM	Continuation of the Strategies	By Learning Area	Focal person/Team	
	5:00 - 6:00	Debriefing			
	6:00 - 7:30	Dinner			
	6:00 - 7:45	Breakfast			
Day 6 Specific Assessments, Utilization and Access to LRMDs, and planning for the Mass Training	7:45 - 8:00	Management of Learning			
	8:00 - 10:00	Assessment in the Learning Area	By Learning Area	Focal person/Team	
	10:15-12:00	Continuation of Assessment	By Learning Area	Focal person/Team	
	1:00 - 3:00	Access to the LRMDs and the Utilization of Existing Learning Resources	By Learning Area	Focal person/Team	
	3:15-5:00	Planning the Conduct of the Mass Training of Teachers	By Region	Regional in-charge	

	5:00 – 6:00	Debriefing		
	6:00 – 7:30	Dinner		
	6:00 – 7:45	Breakfast		
	7:45 – 8:00	Management of Learning		
Day 7	8:00 – 11:00	Presentation of Regional/Division Plan for the MITOT		
	11:00 – 12:00	By Region/Division Representative		
	12:00 – 1:00	Closing Program		
	1:00 – 5:00	Lunch		
		Departure		

Rosalina J. Villanueva

Chief, TLD-BLD

(Enclosure No. 2 to DepEd Memorandum No. 18, s. 2017)

Data for the National Training of Trainers by Region/Cluster
Summary of the Number of Grade 6 Teachers and Trainers by Learning Area and by Region

Region	Total No. of Gr. 6 Teachers	Number of Divisions	Number of Trainers (1 per learning area)	No. of Participants by Subject Area												Total
				Filipino	English	Math	Science	AP	EAP	LPP			MA	PEH		
										ICT/Technology	AHE	Agri/TA				
I - Ilocos Region	4,185	14	143	14	15	15	15	14	14	14	14	14	14	14	143	
II - Cagayan Valley	2,940	9	110	10	14	14	14	10	10	10	9	10	10	10	110	
III - CALABARZON	7,884	19	272	30	30	30	30	26	26	25	25	25	25	25	272	
IV - Central Luzon	1,588	8	88	8	9	8	8	8	8	8	5	5	5	5	88	
V - Bicol Region	2,833	7	88	9	9	9	9	9	9	8	8	9	9	9	88	
VI - Western Visayas	19,008	67	681	71	73	76	76	67	67	61	61	63	63	63	681	
VII - Central Visayas	6,808	20	248	27	23	28	28	23	23	23	23	23	23	23	248	
VIII - Eastern Visayas	5,150	13	180	22	22	22	22	17	17	17	17	17	17	17	180	
IX - Mindanao	5,986	16	200	20	23	20	20	20	20	20	20	20	20	20	200	
Sub-Total (Luzon)	18,124	48	638	69	73	70	70	60	60	60	60	60	60	60	638	
Sub-Total (Visayas)	37,132	106	1,320	140	144	146	146	127	127	121	121	121	123	123	1,320	
Sub-Total (Mindanao)	2,660	16	80	10	16	10	10	10	10	8	6	6	6	6	80	
IX - Zamboanga Peninsula	4,475	8	128	20	21	21	21	9	9	8	8	8	8	8	128	
X - Northern Mindanao	4,259	13	168	16	17	17	17	16	16	12	12	12	12	12	168	
XI - Davao Region	4,685	13	164	12	12	12	12	12	12	12	12	12	12	12	164	
XII - SOCCSKSARGEN	16,078	50	540	58	60	60	60	47	47	40	37	37	37	37	540	
Sub-Total (Mindanao)	3,084	9	103	10	11	11	11	10	10	10	10	10	10	10	103	
X - Northern Mindanao	3,314	15	122	13	13	13	13	10	10	10	10	9	9	9	122	
XI - Davao Region	3,256	10	109	11	11	11	11	11	11	11	10	11	11	11	109	
XII - SOCCSKSARGEN	3,150	9	105	11	11	11	11	11	10	10	10	10	10	10	105	
Caraga	2,411	12	96	11	12	12	12	10	5	5	5	5	5	5	96	
ARMM	2,042	12	84	10	10	10	10	10	10	8	6	6	6	6	84	
Sub-Total (Mindanao)	17,267	68	619	68	68	68	66	62	56	52	51	51	51	51	619	
Grand Total	70,478	222	2,479	264	274	274	272	230	230	213	209	211	211	211	2,479	



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



DIVISION MEMORANDUM NO. 108 s. 2017

TO : **IRENE TORREVILLAS**
Teacher I
Badiang Elementary School

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

SUBJECT : **Grade 6 National Training of Trainers (NTOT)**

DATE : **February 14, 2017**

- 1.) You are hereby directed to attend the National Training of Trainers (NTOT) for Grade 6 Teachers on Edukasyon sa Pagpapakatao as replacement of Mrs. Stella Marie Recla on February 19 – 25, 2017 at Ecotech Center, Lahug, Cebu City. Details of the training are found in the attached documents.
- 2.) Travel expenses of the participants in the NTOT shall be charged to 2016 continuing Human Resource Training and Development (HRTD) Funds, while the participants for the Mass Training of Teachers (MTOT) shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- 3.) For immediate dissemination and compliance.

DepEd Schools Division of Digo.

RELEASED

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FEB 15 2017 8:15 AM

By: *[Signature]*