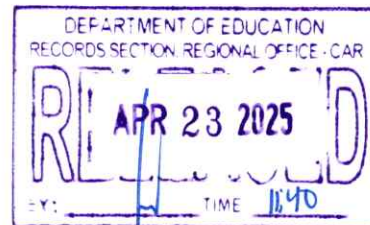




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



22 April 2025

REGIONAL MEMORANDUM

No. **286-2025**

**UPDATES ON THE CONDUCT OF BATCH 5 TRAINING ON TRAINERS
METHODOLOGY LEVEL 1 FOR TEACHERS**

To: Assistant Regional Director
Schools Division Superintendents
All Other Concerned

1. In reference to Regional Memorandum No. 256, s. 2025 titled "*Submission of Requirements of Batch 5 Trainers Methodology Level 1 and Competency Assessors*," this Office, through the Human Resource Development Division (HRDD) in partnership with TESDA-CSITE, hereby issues updates regarding the list of participants, training schedule, training matrix, Technical Working Group (TWG), and venue of the aforementioned training.

2. The schedule and venue of the training are as follows:

Activity	Dates	Venue
Phase 1 (face to face)	April 28-May 7, 2025 Check-in time: 3:00pm onwards (April 27, 2025) First Meal: Dinner (April 27, 2025)	Baguio Place Hotel, Legarda Road, Baguio City
Phase 2 (online sessions)	May 8-20, 2025	Respective Workstations
Phase 3 (face to face)	May 21-30, 2025 Check-in time: 3:00pm onwards (May 20, 2025) First Meal: Dinner (May 20, 2025)	Plaza Lodge, South Drive, Baguio City

3. Replacements of participants are the following:

Division	From	To	School
Baguio City	Paul Colingan	Bobby Liclican	Pines City National High School
	Jesusa Yadao	Jayvee L. Lee	Happy Hallow National High School
	Warren Ngayawon	Jazel C. Aquino	Happy Hallow National High School
	Cheryle Mabli	Jake Albert A. Dacay	Happy Hallow National High School
	Frances Beraquit	Vianey Napadao	Dona Aurora National High School
	Warren Ngayawon	Ron Akiapat	Pines City National High School



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DepEd Tayo Cordillera



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		Grace Gad-oan	Sto Tomas National High School
Mountain Province	Oscar B. Matias	Annie B. Padacdac	Banao National High School
	Noel C. Manlapaz	Dexter R. Estacio	Anonat NAV High School
	Novelyn L. Bitaga	Margie L. Moldero	Mayag National High School
	Silvestre A. Sadagan	Maverick L. Navarra	Serapio Gawan National High School
	Bonieleen T. Soga-ang	Marjorie B. Tillao	Bacarri National Trade-Agricultural School
Tabuk City	Lalein P. Maruquin	Precy Melanie B. Tariagao	Tabuk City NHS
	Angeline Sagangab	Michigan B. Laoagan	Appas IS
	Glen D. Tongdo	Elmer Baawa	Balawag NHS
	Henzel Wanawan	Jonas Y. Garvin	Tabuk City NHS
	Michelle A. Galdoc	Hydralyn Palchan	Kalinga NHS

4. All participants (refer to Enclosure 1) required to accomplish and submit the following documents in hard copy to the Program Management Team (PMT) **on or before April 28, 2025:**

- Letter of Intent** (letter addressed to their respective Schools Division Superintendent and duly signed by the scholar)
- Contract** (duly signed by the signatories and notarized before uploading to the link)
- Actual Profile Sheet** (save as PDF)
- Updated **PRC** (save as PDF)
- NC II** (save as PDF)

5. The templates for the Letter of Intent, Contract, and Participant Profile Sheet may be accessed through the following link: <https://tinyurl.com/TECTM1>. All Education Program Supervisors (EPS) in EPP/TLE from the Schools Division Offices (SDOs) are requested to assist in ensuring the timely submission of the required documents.


6. Attached for your reference are the following enclosures:

- Technical Working Group
- Training Matrix

7. All other provisions indicated in RM 256 s. 2025 remains in place.

8. For queries and clarifications, please contact **Rosita C. Agnasi**, OIC-HRDD-NEAPR or through email address at car.neapr@deped.gov.ph and **Jennifer P. Ande**, the Chief Education Supervisor at the Curriculum and Learning Management Division, through landline number (074) 422-7096 or email address: car.clmd@deped.gov.ph.

9. Wide dissemination of and compliance with this Memorandum is directed.


 Digitally signed by ESTELA P. LEON-CARIÑO EdD, CESO III
 Date: 2025.04.23 11:10:04 +08'00'
ESTELA P. LEON-CARIÑO EdD, CESO III
 Director IV /Regional Director

(Enclosure 1 to RM No. _____) 286.2025

PROGRAM MANAGEMENT TEAM

Office/Division	Key Personnel	Role
Regional Office	Estela P. Leon-Carino	Program Consultant
	Ronald B. Castillo	Program Consultant
	Rosita C. Agnasi	Program Manager
	Elvernice S. Fanged	Program Focal Person
	Jennifer P. Ande	Learning Manager
	Jonalyn Ambrona	Program Co-Focal Person
	Jefferson Villena	Logistics
	Ide A. Liwanen	Facilitator
	Dexter B. Andres	Facilitator
	Florence E. Balictan	Monitoring and Evaluation
TESDA	4 CSITE Personnels	Resource Speakers
Central Office	1 BLD Representative	Monitoring and Evaluation
	1 NEAP Representative	Monitoring and Evaluation
	1 TEC Representative	Monitoring and Evaluation

TRAINING MATRIX

DATE/TIME	ACTIVITY	IN-CHARGE
PHASE 1 (Face to Face): April 28, 2025 – May 7, 2025, at Baguio Palace Hotel, Legarda Road,		
Day 0 (April 27, 2025)	Arrival (3:00pm onwards)	Baguio Palace Hotel Staff
Day 1: April 28, 2025		
8:30 am – 9:00 am	Registration	PMT
9:00 am-10:00 am	Opening Program Nationalistic Song Prayer DepEd Quality Policy Statement Acknowledgment of Participants Statement of Purpose Welcome Remarks/Message Message Presentation of Training Matrix and House Rules Presentation of the Monitoring and Evaluation Process Presentation of TESDA Program	AVP AVP AVP Jonalyn C. Ambrona Education Program Supervisor - TVL Jennifer P. Ande Chief, CLMD Estela P. Leon-Cariño Regional Director Daisy Bugallon Executive Director, CSITE Rosita C. Agnasi OIC-HRDD Florence E. Balictan EPS, QAD Felixberto B. Matute Jr. Campus Administrator, CSITE
10:00am – 10:30am	Health Break	
10:30 am-12:00nn	Trainer's Orientation on Course Overview and Pre-Assessment	CSITE Team TM Trainers
12:00 nn – 1:00 pm	Health Break	
1:00 pm – 3:00 pm	Competency 1 – Plan Training Session	CSITE Team TM Trainers
3:00 pm – 3:15 pm	Health Break	
3:15 pm – 5:45 pm	Continuation: Competency 1 – Plan Training Session	CSITE Team TM Trainers
Day 2: April 29, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Acknowledgment of Participants Recap Energizer	SDO Tabuk City and Kalinga
8:30 am – 5:00 pm	Continuation: Competency 1 – Plan Training Session and Assessment Output: Training Session Prepared and Competency 1 Skills Assessed	CSITE Team TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
Day 3: April 30, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance Recap	SDO Tabuk City and Kalinga

	Energizer	
8:30 am – 5:45 pm	Competency 2: Utilize Electronic Media in Facilitating Training Workshop and Assessment Output: Competency 2 Skills Assessed	CSITE Team TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
Day 4: May 1, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Acknowledgment of Participants Recap Energizer	SDO Tabuk City and Kalinga
8:30 am – 5:45 pm	Competency 3 – Facilitate Learning Sessions Workshop Output: Facilitation of Learning Sessions Learnt	CSITE Team TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
Day 5: May 2, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance Recap Energizer	SDO Tabuk City and Kalinga
8:30 am – 5:45 pm	Continuation of Competency 3 – Facilitate Learning Sessions Workshop and Assessment Output: Competency 3 Skills Assessed	CSITE Team TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
Day 6: May 3, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Acknowledgment of Participants Recap Energizer	SDO Ifugao and Mountain Province
8:30 am – 12:00 nn	Competency 4 – Conduct Competency Assessment Workshop	CSITE Team TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
1:00 pm – 5:45 pm	Competency 4 – Conduct Competency Assessment Output: Competency 4 Skills Assessed	CSITE Team TM Trainers
Day 7: May 4, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance	SDO Ifugao and Mountain Province

	Recap Energizer	
8:30 am – 12:00 nn	Competency 5 – Maintain Training Facilities	CSITE Team TM Trainers
1:00 pm – 5:45 pm	Workshop 5	CSITE Team TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
Day 8: May 5, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Acknowledgment of Participants Recap Energizer	SDO Ifugao and Mountain Province
8:30 am – 12:00 nn	Continuation of Competency 5 – Maintain Training Facilities - Reading Assignment - Portfolio Preparation	CSITE Team TM Trainers
1:00 pm – 5:45 pm	Competency 5 Assessment Output: Competency 5 Skills Assessed	CSITE Team TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
Day 9: May 6, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance Recap Energizer	SDO Ifugao and Mountain Province
8:30 am – 5:45 pm	Competency 6: Supervised Work-based Learning Workshop and Assessment Output: Competency Skills Assessed	CSITE Team TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
Day 10: May 7, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Acknowledgment of Participants Recap Energizer	SDO Ifugao and Mountain Province
8:30 am – 5:45 pm	Skills Demonstration of Conducting Assessment and Institutional Summative Assessment Output: 6 Competencies learned and Assessed	CSITE Team TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
Phase 2: Day 11-23: May 8-20, 2025 (Online Activity) with CSITE Team, TM Trainer <u>Modular Platform – (13 days) Portfolio Development Synchronous/Asynchronous Activities</u>		

Guidepost 2:

- All teacher participants will develop their individual portfolio with the guidance from the trainer during **Synchronous / Asynchronous Activities for 13 days duration of Phase II.**
- Trainers will guide each teacher participant on the expected outcome of the portfolio for all COC 1-6 and training delivery.
- Trainers will group the participants (break out groupings) for the scheduled demonstration and portfolio checking.
- All sessions shall have working/non-working AM and PM snacks.

Note: May 20, 2025: Arrival at the Plaza Lodge, South Drive will be 3:00pm onwards

First Meal: Dinner

Day 11: May 8, 2025	<i>Preparation of Individual Portfolios</i>	
Day 12: May 9, 2025	Competency 1 – Plan Training Session	
Day 13: May 10, 2025	<i>Preparation of Individual Portfolios</i>	
Day 14: May 11, 2025	Competency 2 – Utilize Electronic Media in Training Facilitation	
Day 15: May 12, 2025	<i>Preparation of Individual Portfolios</i>	
Day 16: May 13, 2025	Competency 3 – Facilitate Learning Sessions	
Day 17: May 14, 2025	<i>Preparation of Individual Portfolios</i>	
Day 18: May 15, 2025	Competency 4 – Conduct Competency Assessment	
Day 19: May 16, 2025	<i>Preparation of Individual Portfolios</i>	
Day 20: May 17, 2025	Competency 5 – Maintain Training Facilities	
Day 21: May 18, 2025	<i>Preparation of Individual Portfolios</i>	
Day 22: May 19, 2025	Competency 6 – Supervise Work-based Learning	
Day 23: May 20, 2025	<i>Preparation of Individual Portfolios</i> Competency 6 (Conduct Competency Assessment)	
Day 24: May 21, 2025	Face to Face	Plaza Lodge, South Drive, Baguio City
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance Recap Energizer	SDO Baguio City and Benguet
8:30 am – 5:45 pm	Trainers Inputs Demo Teaching for COC 1 and COC 2	CSITE Team TM Trainers
Day 25: May 22, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance Recap Energizer	SDO Baguio City and Benguet
8:30 am – 5:45 pm	Continuation...Trainers Inputs Demo Teaching for COC 1 and COC 2	CSITE Team TM Trainers
Day 26: May 23, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance Recap Energizer	SDO Baguio City and Benguet
8:30 am – 5:45 pm	Participant Demo Teaching for COC 1 and COC 2	CSITE Team TM Trainers
Day 27: May 24, 2025		
8:00 am-8:30 am	Preliminaries	SDO Baguio City and Benguet

	Nationalistic Song Prayer Checking Attendance Recap Energizer	
8:30 am – 5:45 pm	Participant Demo Teaching for COC 1 and COC 2	CSITE Team TM Trainers
Day 28: May 25, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance Recap Energizer	SDO Baguio City and Benguet
8:30 am – 5:45 pm	Participant Demo Teaching for COC 1 and COC 2	CSITE Team TM Trainers
Day 29: May 26, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance Recap Energizer	SDO Abra and Ifugao
8:30 am – 5:45 pm	Participant Demo Teaching for COC 1 and COC 2	CSITE Team TM Trainers
Day 30: May 27, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance Recap Energizer	SDO Abra and Ifugao
8:30 am – 5:45 pm	Participant Demo Teaching for COC 1 and COC 2	CSITE Team TM Trainers
Day 31: May 28, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance Recap Energizer	SDO Abra and Ifugao
8:30 am – 5:45 pm	Preparation for the National Assessment	CSITE Team TM Trainers
Day 32: May 29, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance Recap Energizer	SDO Abra and Ifugao
8:30 am – 12:00 nn	Preparation for the National Assessment	CSITE Team TM Trainers
1:00 pm – 5:45 pm	Preparation for the National Assessment	Elvernice S. Fanged/Dexter B. Andres Education Program Specialist II/Education Program Supervisor

Day 33: May 30, 2025		
8:00 am-8:30 am	Preliminaries Nationalistic Song Prayer Checking Attendance Recap Energizer	SDO Abra and Ifugao
8:30 am – 12:00 nn	Presentation of WAP	Elvernice S. Fanged/Dexter B. Andres Education Program Specialist II/Education Program Supervisor
1:00pm – 2:00pm	Post test and Preparation for National Assessment	CSITE Team TM Trainers
2:00 pm – 3:00 pm	Closing Program	
	Nationalistic Song Prayer Cordillera Hymn DepED Quality Policy Statement Impressions Message Challenge and Message Pledge of Commitment Awarding of Certificates Snippets of the Training Acknowledgment Solidarity Song	SDO Apayao Participant SDO Abra Participant SDO Baguio City Participant SDO Benguet Participant Participants HE Group IA Group ICT Group AFA Group Fernando Estacio SEPS/Focal Person-Central Office Ronald B. Castillo Assistant Regional Director, DepED-CAR ALL Participants Ronald B. Castillo Assistant Regional Director, DepED-CAR Ferdinand Estacio SEPS/Focal Person, DepED Central Office To be assisted by: Jennifer P. Ande Chief, CLMD Rosita C. Agnasi OIC-HRDD AVP Jennifer P. Ande Chief, CLMD AVP