



March 1, 2017

REGIONAL MEMORANDUM  
 No. 08, s. 2017

RECEIVED  
 DIVISION OFFICE  
 MIMAROPA REGION  
 001101  
 3/1/17

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

**To: All Schools Division Superintendents**

- Per DepEd Memorandum, No. 18, s. 2017 from the Office of the Secretary, Leonor Magtolis Briones, the Department of Education, 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)** for Luzon Batch 1 on March 5-11, 2017 and the **Mass Training of Teachers (MTOT)** which shall be held within the month of April and May, 2017. This is in line with the implementation of the K to 12 Basic Education Program.
- The NTOT aims to build the capacity of trainers to deliver the different sessions during the MTOT.
- Participants to this activity are teacher/School Head-trainers and supervisors to be selected by this Office through the Schools Division Superintendents based on the attached criteria. Their names shall be submitted through email address: [hrdd.depedro4b@gmail.com](mailto:hrdd.depedro4b@gmail.com) and [clmd.depedro4b@gmail.com](mailto:clmd.depedro4b@gmail.com) (following the attached template) on or before **March 1, 2017**. Only those who completed the NTOT shall serve as MTOT trainers. The number of trainers per Schools Division shall be as follows:

Name of Division	No. of Elementary Schools	No. of Grade 6 Teachers	No. of Trainers per Division (1-2 per learning area)
Regional Office			3
Calapan City	49		8
Marinduque	181		10
Oriental Mindoro	419		16
Puerto Princesa City	75		9
Romblon	216		10
Occidental Mindoro	298		13
Palawan	605		19
<b>TOTAL</b>	<b>1843</b>	<b>2633</b>	<b>88</b>

- 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 training 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

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participated in the NTOT should serve as trainers in the schools divisions with minimal number of trainers.

5. Authority to Travel of all NTOT participants will be prepared by the Regional Office. Training costs, which cover board and lodging, travel expenses of the trainer-participants shall be charged to the 2016 continuing Human Resource Training and Development (HRTD) Funds, 50% of which shall be downloaded directly to the SDOs, where participants' transportation allowance shall be paid in full upon submission of the travel documents to include boarding pass, subject to usual accounting and auditing rules and regulations.

6. The MTOT intends to provide teachers with concrete understanding of the curriculum framework, learning standards and competencies, teaching plans and assessment. The participants in the MTOT are the permanent 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 usual accounting and auditing rules and regulations. Training funds for the conduct of MTOT will be downloaded to the SDOs.

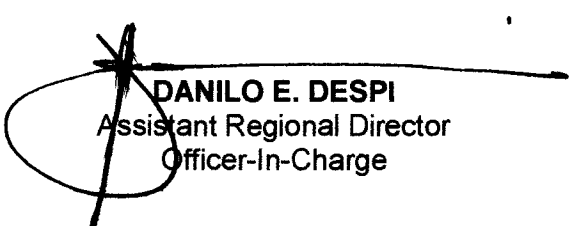
7. The following documents are enclosed for reference:

- Enclosure No. 1 - Summary of the Number of Trainers by Learning Area by Division
- Enclosure No. 2 - Template for the List of Trainers
- Enclosure No. 3 - Criteria on the Selection of NTOT Trainers (adopted from DepEd Memorandum no. 18, s. 2017 as Enclosure No. 1)
- Enclosure No. 4 - Training Matrix for the Grade 6 NTOT for the K to 12 Basic Education Program (adopted from DepEd Memorandum no. 18, s. 2017 as Enclosure No. 3)

8. As stated in DepEd Memorandum cited in item no. 1, the participants, trainers and management staff in the NTOT and the MTOT shall be entitled to service credits pursuant to DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers* and DepEd Order No. 19, s. 2011 entitled *Granting of Vacation Service Credits to Teachers Implementing Dropout Reduction Program (DORP) and Open High School Program (OHSP)*. Moreover, non-teaching staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

9. For clarifications, please communicate with the Regional Office through the Human Resource Development Division at telephone no. (02) 637-2912.

10. Immediate dissemination of this Memorandum is desired.

  
**DANILO E. DESPI**  
Assistant Regional Director  
Officer-In-Charge

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Enclosure No. 1 to Regional Memorandum No. 08, s. 2017

**Summary of the Number of Trainers by Learning Area by Division**

Office/ SDO	Filipino	English	Math	Science	AP	EsP	ICT/ Entrep/ HE	Agri/ IA	Music Arts	PE Health	<b>TOTAL</b>
RO	0	1	0	0	0	0	0	0	1	1	<b>3</b>
Calapan City	1	1	1	1	1	1	1	1	0	0	<b>8</b>
Marinduque	1	1	1	1	1	1	1	1	1	1	<b>10</b>
Occidental Mindoro	1	1	2	1	2	1	1	1	2	1	<b>13</b>
Oriental Mindoro	2	1	1	2	1	2	1	2	2	2	<b>16</b>
Palawan	2	2	2	2	2	2	2	1	2	2	<b>19</b>
PPC	1	1	1	1	1	1	1	1	0	1	<b>9</b>
Romblon	1	1	1	1	1	1	1	1	1	1	<b>10</b>
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>88</b>

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Enclosure No. 2 to Regional Memorandum No. 02, s. 2017

### Template for the List of Trainers

Name of Division : \_\_\_\_\_

Number of Trainers: \_\_\_\_\_

NAME	DESIGNATION	OFFICIAL STATION	MOBILE NUMBER	EMAIL ADDRESS

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**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.

(Adopted from DepEd Memorandum No. 18, s. 2017 as Enclosure No. 1)

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

The NTOT 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	TIME	ACTIVITY	BY	FOCAL PERSON/TEAM	TOOLS/MATERIALS	OUTPUT
Day 1	8:00 – 12:00	Arrival				
	1:00 – 3:00	Registration	By region	Focal with AA	Registration form	
	3:00 – 5:00	Soft Opening Program	Plenary	TLD Academic and Communication Team	Video Presentation • Secretary • Usec. Dina	
	6:00 – 7:30					
	6:00 – 7:45					
	7:45 – 8:00					
	8:00 – 8:30	Expectations setting	By learning Areas	Focal Persons	Ppt, manila paper, pentel pen, meta cards	
	8:30 – 10:00	Understanding the Curriculum	By learning Areas	Focal Persons	Video, Ppt, manila paper, pentel pen, meta cards	
	10:00 – 10:15					
	10:15 – 12:00	Continuation of the Curriculum Framework	By learning area	Focal person/Team		
DAY 2 (Understanding and Appreciating the K to 12 Curriculum with focus on the Grade 6 curriculum)	12:00 – 1:00 PM	Walk through of the Curriculum Guides	By learning area	Focal person/Team		
	1:00 – 3:00 PM					
	3:15-5:00 PM	Continuation of the Walkthrough of the Curriculum	By learning area	Focal person/Team		
	5:00 – 6:00					



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

DAY	TIME	ACTIVITY	PRESENTER	INCHARGE PRESENTER	MAN/INSTRUMENTAL	EXPECTED OUTPUT	
<b>Day 7</b>	5:00 – 6:00	(NTOT)					
	6:00 – 7:30						
	6:00 – 7:45						
	7:45 – 8:00						
	8:00 – 11:00	Presentation of Regional/Division Plan for the MTOT					
	11:00 – 12:00	Closing Program					
	12:00 – 1:00						
	1:00 – 5:00						

Prepared by:

Rosalina J. Villaneza  
Chief, TLD-BLD

(Adopted from DepEd Memorandum No. 18, s. 2017 as Enclosure No. 3)