



Republic of the Philippines  
**Department of Education**

15 APR 2014

DepEd MEMORANDUM  
No. **45**, s. 2014

**CHANGE IN AND ADDITIONAL PROVISIONS TO DEPED MEMORANDUM NO.15, S. 2014**  
(Training of Trainers (TOT) and Mass Training of Grades 3 and 9 Teachers)


To : Bureau Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Relative to DepEd Memorandum No. 15 s. 2014 entitled *Training of Trainers (TOT) and Mass Training of Grades 3 and 9 Teachers*, Paragraph No. 6 is changed from Human Resource Training and Development/In-Service Training (HRTD/INSET) Funds to local funds and this will read as follows:

*“6. Traveling expenses of participants and trainers during the mass training shall be charged to **local funds** subject to the usual accounting and auditing rules and regulations.”*

2. Further, the following are additional provisions to serve as clarification to the said Memorandum:

- a. The mass training to be conducted by the schools division office (SDO) shall entitle the participants and teacher-trainers, *five days service credits* and for non-teacher-trainers, *five days Compensatory Time Off (CTO)*;
  - b. The production of Grade 3 materials such as curriculum guides, teaching guides and learning materials which are needed by the participants during the First Quarter shall be done by the SDO charged to the downloaded Human Resource Training and Development/In-Service Training (HRTD/INSET) Funds to the regions/divisions; and
  - c. The SDOs shall determine the mother tongue languages and the number of copies to be reproduced per language based on their needs.
3. Other provisions of the said Memorandum will remain in effect.
4. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Reference: DepEd Memorandum: (No. 15, s. 2014)  
To be indicated in the Perpetual Index under the following subjects:

CHANGE  
CURRICULUM

TEACHERS  
TRAINING PROGRAMS