



Republic of the Philippines  
**Department of Education**

**23 JAN 2017**

DepEd MEMORANDUM  
No. **12**, s. 2017

**ADMINISTRATIVE MEETING ON THE CAPACITY BUILDING OF GRADE 6,  
GRADE 10 ARLING PANLIPUNAN AND SENIOR HIGH SCHOOL TEACHERS  
FOR THE K TO 12 BASIC EDUCATION PROGRAM**

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

1. The Department of Education (DepEd), through the Teacher Education Council (TEC), will conduct the **Administrative Meeting on the Capacity Building of Grade 6, Grade 10 Araling Panlipunan and Senior High School (SHS) Teachers for the K to 12 Basic Education Program**. The details of the activity are as follows:

Activity	Date	Venue
Administrative Meeting (Luzon Cluster)	February 6-8, 2017 (exclusive of travel time)	Queen Margaret Hotel Lucena City
	Check-in: Feb. 5, 2017; 2:00 p.m. Check-out: Feb 8, 2017; 12 noon	First Meal: Feb. 5, 2017 Dinner Last Meal: Feb. 8, 2017 Lunch
Administrative Meeting (VisMin Cluster)	February 27-March 1, 2017 (exclusive of travel time)	Villa Amor Hotel Koronadal City
	Check-in: Feb. 26, 2017; 2:00 p.m. Check-out: March 1, 2017; 12 noon	First Meal: Feb. 26, 2017 Dinner Last Meal: March 1, 2017 Lunch

2. The Meeting aims to:
- present updates on the K to 12 Basic Education Program;
  - discuss the highlights, issues, and gaps of the Grade 5 and SHS National Training of Trainers (NTOT) and Mass Training of Teachers (MTOT);
  - discuss the mechanics or plans for the implementation of the Grade 6, Grade 10 *Araling Panlipunan*, and SHS teacher training; and
  - draft the Regional Training Implementation Plan (RTIP) and Division Training Implementation Plan (DTIP).

3. The participants of this activity are the following:
  - a. DepEd Central Office (CO) officials and personnel from the following offices:
    - Office of the Undersecretary for Curriculum and Instruction (4)
    - Office of Procurement Service (1)
    - Office of Planning Service (1)
    - Bureau Directors (4)
      - Bureau of Curriculum Development (BCD)
      - Bureau of Learning Delivery (BLD)
      - Bureau of Learning Resources
      - National Educators Academy of the Philippines (NEAP)
    - Training Management Team (BCD and BLD Specialists) (10)
    - QAME Management Team (NEAP Specialists) (4)
    - Teacher Education Council (TEC) (5)
    - Finance Service (1)
  - b. One Training Team per region:
    - Regional Director/Assistant Regional Director
    - Chief, Curriculum and Learning Management Division
    - Chief, Human Resource Development Division
    - Schools Division Superintendent/Assistant Schools Division Superintendent per Schools Division Office
    - Chief, School Governance and Operations Division
4. Participants are requested to bring their laptops, extension cords, flash drive, and pocket wifi.
5. The tentative program of activities, and list of participants are contained in the enclosures.
6. All expenses relative to the board and lodging of the participants, including supplies and materials, and travel expenses of CO participants, shall be charged to TEC MOOE Funds, while the travel expenses of regional and schools division participants shall be charged to their local funds subject to the usual accounting and auditing rules and regulations.
7. For more information, all concerned may contact the **Teacher Education Council (TEC) Secretariat**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 638-6170 or telefax no. (02) 638-6172.
8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
 Secretary

Encls.:

As stated

Reference:

DepEd Memorandum No. 57, s. 2016

To be indicated in the Perpetual Index  
under the following subjects:

BASIC EDUCATION  
CONFERENCE  
MEETING  
OFFICIALS  
PROGRAMS  
SCHOOLS  
SENIOR HIGH SCHOOL  
TEACHERS

SMMA, DM Administrative Meeting on the Capacity Building of Grade 6 and SHS Teachers  
0007-January 6/17, 2017

(Enclosure to DepEd Memorandum No. 12, s. 2017)

**PROPOSED PROGRAM FOR THE ADMINISTRATIVE MEETING WITH  
REGIONAL TRAINING TEAMS**

Luzon: Feb.6-8, 2017 Queen Margaret Hotel, Lucena City  
VisMin: Feb. 27-March 1, 2017 Villa Amor Hotel, Koronadal City

**Day 0** – Arrival and Billeting of Participants

**Day 1**

<b>Time/Duration</b>	<b>Activity</b>	<b>Person-in-Charge/ Office-in-Charge</b>
8:00 – 12:00	Billeting and Registration	TEC Secretariat
1:00 – 1:30	Opening Program -National Anthem -Prayer	TEC Secretariat
	Welcome Remarks	Regional Office
	Introduction of Participants Statement of Purpose	TECS
1:30 – 2:30	Updates on the K to 12 Basic Education Program	Usec. Dina S. Ocampo
2:30 – 3:30	Highlights, Issues, and Gaps of the Grade 5 Teacher Training including Financial and Administrative Matters	BLD
3:30 – 4:30	Highlights, Issues, and Gaps of the SHS Teacher Training including Financial and Administrative Matters	BCD
4:30 – 5:00	Open Forum	

**Day 2**

<b>Time/Duration</b>	<b>Activity</b>	<b>Office-in-Charge</b>
8:00 – 9:00	Training Design of the Grade 6, Grade 10 Araling Panlipunan and SHS Teacher Training	BCD and BLD
9:00 – 9:45	Learning Resources	BLR
9:45 – 10:00	COFFEE BREAK	
10:00 – 11:00	Training Standards and Terms of Reference (TOR) of the Regional/Division Training	NEAP

	Teams	
11:00 – 12:00	Teacher Training Procurement and Financial Matters	Procurement Service Finance Service
12:00 – 1:00	LUNCH BREAK	
1:00 – 5:00	Workshop Mechanics Workshop on the preparation of RTIP and DTIP (Break out session)	TECS Groups

### Day 3

Time/Duration	Activity	Person-in-Charge
8:00 – 11:00	Presentation and Critiquing of Output	Groups
11:00 – 12:00	Agreements and Next Steps Closing Program	TEC, BLD, BCD, BLR and NEAP

**LIST OF PARTICIPANTS FOR THE ADMINISTRATIVE MEETING WITH  
REGIONAL TRAINING TEAMS**

Luzon: Feb.6-8, 2017 Queen Margaret Hotel, Lucena City  
VisMin: Feb. 27-March 1, 2017 Villa Amor Hotel, Koronadal City

**LUZON CLUSTER**

<b>Office</b>	<b>Name of Participants</b>	<b>Total Number of Participants</b>
<b>Central Office</b>		
OUCI	Undersecretary and EA	4
OUCI	Bureau Directors (BLD, BCD, BLR, NEAP)	4
OUCI	Training Management Team (BCD and BLD Specialists)	10
OUCI	QAME Management Team (NEAP)	4
Office of Procurement Service	Representative	1
OPS	Representative	1
TEC Secretariat	ED, EPS, AO, Admin Staff	5
Finance	Representative	1
<b>Regional Offices (Luzon)</b>	RD/ARD	8
	CLMD Chiefs	8
	HRDD Chiefs	8
	K to 12 Coordinators (For Elementary and SHS)	16
<b>Division Offices (Luzon)</b>	SDSs/ASDSs	106
	SGOD Chiefs	106
	<b>TOTAL</b>	<b>282</b>

**LIST OF PARTICIPANTS FOR THE ADMINISTRATIVE MEETING WITH  
REGIONAL TRAINING TEAMS**

Luzon: Feb.6-8, 2017 Queen Margaret Hotel, Lucena City  
VisMin: Feb. 27-March 1, 2017 Villa Amor Hotel, Koronadal City

VISMIN CLUSTER

<b>Central Office</b>		
OUCI	Undersecretary and EA	4
OUCI	Bureau Directors (BLD, BCD, BLR, NEAP)	4
OUCI	Training Management Team (BCD and BLD Specialists)	10
OUCI	QAME Management Team (NEAP)	4
Office of Procurement Service	Representative	1
OPS	Representative	1
TEC Secretariat	ED, EPS, AO, Admin Staff	5
Finance	Representative	1
<b>Regional Offices (VisMin)</b>	RD/ARD	10
	CLMD Chiefs	10
	HRDD Chiefs	10
	K to 12 Coordinators (For Elementary and SHS)	20
<b>Division Offices (VisMin)</b>	SDSs/ASDSs	113
	SGOD Chiefs	113
	<b>TOTAL</b>	<b>306</b>