

Republic of the Philippines Department of Education MIMAROPA REGION



Meralco Ave. cor. St. Paul Road, Pasig City

March 1, 2017

REGIONAL MEMORANDUM No. _____, s. 2017

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

- 1. 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.
- 2. The NTOT aims to build the capacity of trainers to deliver the different sessions during the MTOT.
- 3. 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 (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:

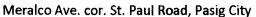
Name of Division	No. of Elementary Schools	No. of Grade 6 Teachers	No. of Trainers per Division (1-2 per learning area)
Regional Office			3
Calapan City	49		8
Marinduque	181		10
Oriental Mindoro	419		16
Puerto Princesa City	75		9
Rombion	216		10
Occidental Mindoro	298		13
Palawan	605		19
TOTAL	1843	2633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

4. 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

HRDD/FBD



Republic of the Philippines Department of Education MIMAROPA REGION





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



Republic of the Philippines Department of Education MIMAROPA REGION Place Ave. cor. St. Paul Road, Pasis City



Meralco Ave. cor. St. Paul Road, Pasig City

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

Summary of the Number of Trainers by Learning Area by Division

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



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Enclosure No. 2 to Regional Memorandum No. 08, s. 2017

Template for the List of Trainers

Name of Divisi Number of Tra				
NAME	DESIGNATION	OFFICIAL STATION	MOBILE NUMBER	EMAIL ADDRESS

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

Its specific objectives are to: The NTOT aims to build the capacity of the teacher-trainers to conduct the Mass Training of Teachers (MTOT).

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

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

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

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			Closing Program	11:00 - 12:00	
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Prepared by:

Rosalina J. Villaneza Chief, TLD-BLD