



MAY 15 2007

DepED MEMORANDUM  
No. 204, s. 2007

TEACHERS' TRAINING FOR TECH-VOC EDUCATION (TVE) TEACHERS

To: Regional Directors  
Regional Supervisors/TLE/Tech-Voc Coordinators  
Vocational School Administrators/ Principals of Tech-Voc Schools  
TVE/TLE Teachers of Tech-Voc Schools

1. Consistent with the present educational thrust of the Department to strengthen the 261 technical-vocational high schools, a series of regional trainings for Tech-Voc Education (TVE) teachers for the eighteen (18) identified priority subject areas shall be conducted in coordination with the Technical Education and Skills Development Authority (TESDA).
2. It is the objective of the Department to upgrade the technical and vocational skills of the TVE teachers and **for these teachers to acquire a National Certificate (NC) Level I or II in their field of specialization.**
3. **Simultaneous three-week (continuous) trainings shall be conducted at the Regional Training Centers/Institutions of TESDA in your respective and/or nearby regions from May 21 to June 8, 2007.**
4. Enclosure No. 1 is the list of TVE teachers by region, who will attend the training in TESDA and their respective training venues according to their specialization. Only those in the list who were pre-qualified based on their field of specialization will be accommodated. **Substitute or alternate TVE teachers/training participants shall not be allowed as they may not meet the standards set by the TESDA in the competency assessment.** Other TVE teachers not included in this training shall be accommodated in the second year of implementation of this strengthened TVE program of the Department.
5. **The Regional TVE Task Force, particularly the Regional Directors and Regional Tech-Voc/TLE Supervisors are hereby directed to coordinate with the TVE teachers/training participants and with their TESDA regional counterparts in preparation for the forthcoming training program.** Enclosure No. 2 is the directory of regional and provincial training centers of TESDA.
6. **Regional Tech-Voc/TLE Supervisors shall be the lead persons/coordinators of this regional training program and shall likewise monitor the same.**
7. Enclosure Nos. 3, 4 and 5 are the Profile Sheet, Action Plan and Evaluation Form, respectively, to be accomplished by the TVE participants in the training and submitted to their Regional Tech-Voc/TLE Supervisors immediately after the training. The Regional Tech-Voc/TLE Supervisors shall submit a summary of the same to the TVE Task Force at DepEd Central Office.

8. Training costs such as training fees, board and lodging of the participants shall be charged against the Human Resource Training and Development (HRTD) Funds while transportation expenses shall be charged against local school funds of field schools.

9. Participants are expected to be at the training venue before 8:00AM on May 21, 2007. For board and lodging accommodation concerns, kindly contact the TESDA regional counterparts for guidance.

**10. The participants of these trainings are hereby exempted from the policy of prohibiting teachers' training during school days.**

11. For further inquiries, kindly contact the TVE Task Force Office, DepEd Central Office, c/o Ms. Yrrah Jean Pineda at 09178047209 or Ms. Prescy Ong at 09178146434 or at tel. nos. (02) 633-1720 and 633-9346.

12. Immediate dissemination of and strict compliance with this Memorandum is desired.



**JESLI A. LAPUS**  
Secretary

Encls.:

As stated

References:

DepED Order: Nos. 5 and 17, s. 2007

DepED Memorandum: Nos. 58 and 165, s. 2007

Allotment: 1—(D.O. 50-97)

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

TEACHERS  
TECHNICAL EDUCATION  
TRAINING PROGRAMS  
VOCATIONAL EDUCATION



## TVE TEACHER'S PROFILE

### PERSONAL INFORMATION

**Name**  Last  First  Middle

**Address**  Number  Street  Barangay/District

Municipality  Province  Regions  ZIP Code

**Contact / Email Add**  Telephone / Cell phone Number  Email Address

**Gender**  Male  Female

**Civil Status**  Single  Married  Widow/er  Separated

**Employment Status**  Casual  Contractual  Temporary  Permanent

**Technical Vocational Schools**  Arts and Trades  Agriculture  Fishery

**Birth Date**  **Age**  **Birth Place**  **No. of Years in Government Service**  **Religion**

### EDUCATIONAL ATTAINMENT

School	Educational Level	Degree	Major	Year Graduated

### EMPLOYMENT

**School Name**

Division / School Address  School Telephone # / Email Address

**Position**  **Subjects Taught/Handled**

### SKILLS SPECIALIZATION

Trade Area/s	Competency Level	Certificate No.	Date
	NC		
	NC		
	NC		

### TRAININGS / SEMINARS ATTENDED (in the last five (5) years)

Title	Venue	No. of Hours	Date

This is to certify that the information stated above are true and correct

\_\_\_\_\_  
Signature



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
*Technical-Vocational Education Task Force*  
DepEd Complex, Meralco Avenue, Pasig City



NAME : \_\_\_\_\_ School : \_\_\_\_\_ Division : \_\_\_\_\_ Region : \_\_\_\_\_

**ACTION PLAN FOR THE SCHOOL**

KEY RESULT AREA <i>(program proposed)</i>	ACTIVITIES	BUDGETARY REQUIREMENTS	PERSONNEL INVOLVED	TIMEFRAME	REMARKS



### TESDA TRAINER'S EVALUATION FORM

**Instructions:** For each statement, evaluate based on the following rating system (VG) very good (G) good (F) fair (P) poor and your remarks.

#### A. TECHNICAL COMPETENCY

	Rating	Remarks
Technical Knowledge		
Technical Skills		

#### B. TRAINING COMPETENCY

	Rating	Remarks
Plan Training Session <i>Including formulate performance objectives, preparedness on instrument notes, material, tools &amp; equipment and the training venue</i>		
Conduct Training Session <i>Including introduce session, deliver lectures, facilitate group discussions, demonstrate the application of concept/principle, technique &amp; process, conduct simulation and summarize the session</i>		
Manage learning Setting <i>Including maintain trainee discipline &amp; safety, assist in implementing training support activities, facilitate maintenance of equipment &amp; facilities</i>		
Evaluate Trainees <i>Including evaluation instrument, trainees rate</i>		
Provide Technical Support <i>Including Asses requested assistance, determine capability to render assistance, prepare proposal for assistance requested and provide requested assistance</i>		

#### C. ATTITUDE/BEHAVIOR/PERSONALITY

	Rating	Remarks
<i>Including mannerism, poise, composure, enthusiasm, authoritative and open to suggestion/comments</i>		

#### D. TRAINING MATERIALS EVALUATION

	Rating	Remarks
<i>Including sufficiency of knowledge &amp; skills content, consistency of the objectives of the course</i>		