



Republic of the Philippines  
**Department of Education**

27 AUG 2013

DepEd MEMORANDUM  
No. **154**, s. 2013

**NATIONAL TRAINING OF TRAINORS ON MANAGING K TO 12 OR ENHANCED  
BASIC EDUCATION PROGRAM TEACHING AND LEARNING**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary Schools  
All Others Concerned

1. Success in the performance of the function of curriculum and instruction, the core business of the Department, is basically dependent on the quality of teaching-learning in every classroom and learning center managed and facilitated by teachers and the quality of instructional leadership and management provided by the school heads and supervisors. Thus, to enhance the capability of classroom teachers, school leaders and supervisors, the Department of Education (DepEd) will conduct the **National Training of Trainors on Managing the K to 12 or the Enhanced Basic Education Program Teaching and Learning** on September 2-6, 2013, inclusive of travel time, at the DepEd *ECOTECH* Center, Lahug, Cebu City.

2. At the end of the Training, the participants will be able to:
- align personal vision-mission as instructional leaders and school managers to the DepEd's vision and mission;
  - identify competencies needed to perform their role in attaining the learning outcomes;
  - suggest how their updated knowledge, skills and attitudes (KSAs) on K to 12 or the Enhanced Basic Education Program can be used to improve teaching-learning;
  - demonstrate effective listening, giving feedback, coaching, problem solving, decision making and facilitation skills to facilitate their own learning and to provide appropriate technical assistance to teachers in their learning and growth activities;
  - provide valuable and practical insights in improving the conduct of quality assurance, monitoring and evaluation, and reporting on teaching and learning; and
  - express stronger commitment to improve performance as instructional leaders and school managers.

3. This training design and number of participants per region are contained in the following enclosures:

- Enclosure No. 1 - Program of Activities; and
- Enclosure No. 2 - Number of Participants per Region.

4. The target participants include one (1) division lead trainor from each of the 219 schools divisions and one (1) training and development team leader from each of the 17 regions.
5. The schools division/city superintendent shall nominate the division lead trainor from among the school heads, and district and education supervisors preferably with training on Facilitation Skills and Management of Learning, and with interest in School Leadership. The regional director shall nominate the training and development team leader for the region.
6. Traveling expenses, board and lodging of the participants, resource persons and training management team, supplies and materials, and other incidental expenses to be incurred relative to this national training shall be charged to the OSec Human Resource Training and Development (HRTD) Funds subject to the usual accounting and auditing rules and regulations.
7. The regional office is requested to send the nominated participants through email addresses: [dina.ocampo@deped.gov.ph](mailto:dina.ocampo@deped.gov.ph) and [lorna.dino@deped.gov.ph](mailto:lorna.dino@deped.gov.ph) on or before **August 30, 2013**.
8. For more information, all concerned may contact **Ms. Lolet Escandor**, Office of the Assistant Secretary for Programs and Projects, Department of Education (DepEd), Meralco Avenue, Pasig City at telephone no.: (02) 638-3703 or through email address: [loletescaandor@gmail.com](mailto:loletescaandor@gmail.com).
9. Immediate dissemination of this Memorandum is desired.

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

Encls.:

As stated

Reference:

N o n e

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

CURRICULUM  
OFFICIALS  
PROGRAMS  
PROJECTS  
TRAINING PROGRAMS

[Enclosure No. I to DepED Memorandum No.154, s. 2013]

National Training of Trainers for School Heads, Supervisors and other Instructional Leaders on Managing K -12 Teaching and Learning  
Ecotech Center, Lahug, Cebu City, September 3-6, 2013

**INDICATIVE PROGRAM OF ACTIVITIES**

Time	Day 0( September 3 )	Day 1 ( September 4 )	Day 2( September 5 )	Day 3( September 6 )
7:00 – 7:45				
7:45 – 8:00			MOL	MOL
8:00 – 9:00		<ul style="list-style-type: none"> <li>Opening Program</li> <li>Program Orientation</li> <li>Leveling of Expectations</li> </ul>	Managing K to 12 Curriculum & Delivery <ul style="list-style-type: none"> <li>Emphatic Listening</li> <li>Giving and Receiving Feedback</li> <li>Learning Outcome-based Coaching</li> <li>Technical Assistance to teachers</li> </ul>	Quality Assurance and Monitoring and Evaluation  ↓
9:00 – 10:00		Updates on K to 12		
10:00 – 11:00				
11:00 – 12:00				
12:00 – 12:45		L U N C H B R E A K		
1:00 – 2:30		Personal Vision and Mission		
2:30 – 3:00				
3:00 – 4:00		Instructional Leader's Competencies		
4:00 – 5:30	Arrival, Registration and Billing			
5:30 – 6:30				Closing Program
6:30 – 7:30		D I N N E R B R E A K		

[Enclosure No.2 to DepEd Memorandum No.154, s. 2013]

**Number of Participants Per Region**

<b>Region</b>	<b>T&amp;D Team Leader</b>	<b>Number of Divisions</b>	<b>Division Lead Trainer</b>	<b>Total per Region</b>
I	1	13	13	14
II	1	9	9	10
III	1	20	20	21
IV-A	1	18	18	19
IV-B	1	7	7	8
V	1	13	13	14
VI	1	18	18	19
VII	1	19	19	20
VIII	1	13	13	14
IX	1	8	8	9
X	1	14	14	15
XI	1	10	10	11
XII	1	9	9	10
XIII	1	12	12	13
CAR	1	7	7	8
NCR	1	16	16	17
ARMM	1	12	12	13
<b>Total</b>	17	218	218	235