



Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **15**, s. 2014

07 FEB 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

1. In line with the progressive implementation of the K to 12 Basic Education Program, the Department of Education (DepEd) through the Bureau of Elementary Education (BEE) and Bureau of Secondary Education (BSE), will conduct the **Training of Trainers (TOT) and Mass Training of Grades 3 and 9 Teachers** between April and May 2014.

2. The Training of Trainers aims to:

- a. provide teacher-trainers with a concrete understanding of the Grades 3 and 9 curriculum frameworks, learning standards and competencies, assessment and teaching plans; and
- b. provide them with opportunities to acquire and demonstrate the cognitive and affective competencies needed by the Grades 3 and 9 teachers in the effective delivery of the curriculum and in their role as facilitators of learning.

3. The sessions and activities will focus on building the capacity of the trainers to enable the Grades 3 and 9 teachers to:

- a. appreciate the K to 12 coded curriculum and practice using the curriculum guides, teaching guides and learning materials;
- b. demonstrate understanding of the issues/concerns relative to content, performance standards, assessment and rating system;
- c. identify the most appropriate pedagogies, and understand how to localize and indigenize the curriculum;
- d. cite concrete measures or interventions to assist all types of students; and
- e. cite connections of daily teaching and learning to the development of learning outcomes.

4. All activities, expected outputs, target dates and responsible persons/offices involved are indicated in Enclosure No. 1. Enclosure Nos. 2 and 3 contain the Indicative Training Matrix for the TOT of Grades 3 and 9 Teachers, respectively.

5. The regional team shall be selected and recommended by the regional director. They shall comprise the pool of trainers in their respective regions and shall conduct the Regional Mass Training of Grades 3 and 9 Teachers between April 7 and May 15, 2014.

6. Traveling expenses, board and lodging and other incidental expenses of participants, resource persons and training management team shall be charged to the Human Resource Training and Development (HRTD) Funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

Reference:

DepEd Memorandum: No. 62, s. 2011

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

CURRICULUM
TRAINING PROGRAMS
TEACHERS

SMA, DM Training of Teachers and Mass Training . . . Teachers
0086-January 28/February 3/4, 2014

GRADES 3 AND 9 TEACHERS TRAINING SCHEDULE OF ACTIVITIES

Activities	Outputs	Target Dates	Responsible Person/Office
I. Preparatory			
A. Determine Number of Grades 3 and 9 teachers	List of Grades 3 and 9 target pax	July to Nov 2013	ASec w BSE and BEE <i>Regional Offices</i>
B. Preparation of Budget Estimates for Nat TOT and Mass Training and prep activities <ul style="list-style-type: none"> • for Grade 3 • for Grade 9 	Budget Estimates	Oct 2013 to Jan 2014	BEE and BSE IMCS Budget Division Accounting Division
C. Preparation of Memo and Request for Authority to conduct and download funds	Authority and Memo	Nov 2013 to Jan 2014	BSE, BEE
D. Identification of Writers and Trainers	List of Writers and Trainers	20-24 January 2014 (3 rd wk of Jan 2014)	BSE, BEE w/NEAP <i>Regional/Division Offices</i>
E. Curriculum (Session Guide) Preparation <ol style="list-style-type: none"> 1. Writeshop 2. Review/Editing 	Session Guides	- 3-7 February 2014 (1 st week of Feb 2014) - 10-14 February 2014 (2nd week of Feb 2014)	ASec w/BSE and BEE, NEAP Selected writers/trainers
F. Orientation of RDs, SDS, Chiefs of HRDD and TEIs	<i>Regional Mass Training</i> Implementation Plan	- 11-12 Feb (<i>VisMin Cluster</i>) - 25-26 Feb (<i>Luzon Cluster</i>)	ASec w/ BSE, BEE, NEAP, TEC Selected Trainers <i>Regional/Division Offices</i> Selected TEI representatives
G. Orientation of Trainers for the Nat TOT	- Training Teams and Assignments - Final Session Guides	- 3-7 March 2014 (1 st wk of March, 2014)	ASec w BEE, BSE, NEAP Selected Trainers
II. Implementation/Conduct of Training and Monitoring of Conduct of Training <ul style="list-style-type: none"> • National TOT • Mass Training 	- Trainers for Mass Training <i>Trained</i> - 100% of Grades 3 and 9 Teachers <i>Trained</i>	TOT: Grade 3: March 30-April 6 (<i>VisMin Cluster</i>); April 7-14 and Apr 21-28 (<i>Luzon Cluster</i>) Grade 9: May 4-10 (<i>Luzon Cluster</i>); April 20-26 (<i>VisMin Cluster</i>) Mass Training: anytime from May 5-23	ASec w BEE, BSE and NEAP Selected Trainers <i>Regional Chiefs of HRDD</i> Representatives of TEIs
III. Monitoring of the Utilization of Learnings Gained from Mass Training <ul style="list-style-type: none"> • Preparation of Guidelines and Tools • Monitoring of Grades 3 and 9 Teachers 	- Guidelines and Tools - Monitoring Data/Reports	- 18-20 March 2014 (3 rd week of March) - June 2014-March 2015	ASec w NEAP SDOs/Schools

INDICATIVE TRAINING MATRIX
National Training of Trainers of Grade 3 Teachers for the K to 12 Basic Education Program

Time	Day 0		Day 1 (Plenary Sessions)			Day 2 (Breakout Sessions)				Day 3 (Breakout Sessions)				Day 4 (Breakout Sessions)				Day 5 (Breakout Sessions)					
	Topics/Activity	Group A	Group B	Group C	Group D	Group A	Group B	Group C	Group D	Group A	Group B	Group C	Group D	Group A	Group B	Group C	Group D	Group A	Group B	Group C	Group D		
8:00 - 12:00	Travel Time • Registration • Soft Opening Program • Orientation K to 12 BEP	21 st century learners and teachers			L a n g u a g e s	L a n g u a g e s	L a n g u a g e s	L a n g u a g e s	L a n g u a g e s	Math	Science	AP	ESP	AP	ESP	AP	ESP	Science	Math	M/A	PEH	MA	PEH
		• Child Development Approaches					Science	Math	ESP	AP	ESP	AP	Math	Science	PEH	MA	PEH	MA					
1:00 - 5:00	Updates on K to 12	Topics for Discussion per Learning Area 1. Curriculum Framework Grade Level Standards, Content and Performance Standards <ul style="list-style-type: none"> • How to use the Curriculum Guide • Walk through of the Learning Competencies • How to use the set of Grade 3 Learning Competencies 2. Approaches and Strategies (With integration of Learning Technologies) 3. Assessment of Learning Outcomes LECTURE DEMO 4. Walk through of Sample Teachers' Guide and Learning Modules (First Quarter) <ul style="list-style-type: none"> • How to use the TGs and LMs 																					
5:00-6:00	DINNER																						
6:00 - 7:00		• Child Rights and Protection										• Inclusive Education											
		CLEARING HOUSE/CLOSING																					

INDICATIVE TRAINING MATRIX
National Training of Trainers of Grade 9 Teachers for the K to 12 Basic Education Program

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
9:00 – 10:15	Arrival and Settling In	PS2 The Adolescent Learner in the 21st Century	PS4 Identifying Power Standards, and Unpacking Learning Competencies	PS5 Providing for Differentiated Instruction (DI)	WS8 Lesson Planning	Demo Teaching	PS8 Action Planning
10:15 – 10:30		AM Snack Break					
10:30 – 12:00	Opening Program Statement of Purpose Workshop Mechanics Expectations	PS3 The Teacher in the 21 st Century	WS3 Preparing the Quarterly Program of Work	W6 Preparing Learning Materials	WS9 Preparing Instructional Materials	Demo Teaching	PS9 Clearing House Closing Program
12:00- 1:00		Lunch Break					
1:00 – 2:30	PS1 The K to 12 Curriculum: Current Status, Moving Forward	WS1 Appreciating the Grade 3/9 Curricula Using the CG, TG and LM	WS4 Curriculum Enrichment (Integration)	PS6 Assessment for/of Learning	Demo Teaching	PS7: The Grading System: Understanding the Levels of Assessment and Proficiency	Departure Home Sweet Home
2:30 – 2:45		PM Snack Break					
2:45 – 4:00	WS2 Issues and concerns re CGs/TGs/LMs	WS5 Curriculum Enrichment (Making Connections and Localization)	WS7 Preparing Assessment Tools	Demo Teaching	Issues and Concerns on the Grading System ↓		

PS – Plenary Session WS – Workshop