



Republic of the Philippines  
**Department of Education**

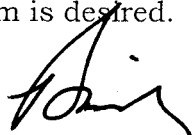
23 APR 2015

DepEd MEMORANDUM  
No. **38**, s. 2015

**GRADE 10 TECHNOLOGY AND LIVELIHOOD EDUCATION  
NATIONAL TRAINING OF TRAINERS (TLE NTOT)**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division Superintendents

1. In line with the implementation of the K to 12 Basic Education Program, the Department of Education (DepEd), through the Bureau of Secondary Education (BSE), in coordination with the regional offices (ROs), shall conduct the **Grade 10 Technology and Livelihood Education National Training of Trainers (TLE NTOT)** from April 28 to May 1, 2015 at the Tagaytay International Convention Center (TICC), Tagaytay City.
2. The TLE NTOT aims to familiarize the trainer-participants with the training design and simulate the conduct of the different sessions.
3. The participants are the TLE regional and schools division supervisors/coordinators who are advised to bring their own laptop.
4. Training costs, which cover board and lodging, travel expenses of the management staff, trainers, participants and resource persons, honoraria of resource persons, supplies and materials and other incidental expenses shall be charged to the Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations. Check-in shall be on **April 27, 2015** with dinner as the first meal, and check-out shall be on **May 1, 2015** with breakfast as the last meal.
5. Enclosed is the training matrix for reference.
6. For more information, all concerned may contact **Jocelyn DR Andaya, Director III and Officer-in-Charge**, Bureau of Secondary Education (BSE), Department of Education Central Office (DepEd CO), 3<sup>rd</sup> Floor Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 633-7267.
7. Immediate dissemination of this Memorandum is desired.

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

Encl.: As stated

Reference: None

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

Learning Area, TECHNOLOGY AND LIVELIHOOD EDUCATION  
OFFICIALS  
TRAINING PROGRAMS

SMA, DM Grade 10 TLE NTOT, 0241/April 20, 2015

**Grade 10 TLE National Training of Trainers (NTOT)  
Tagaytay International Convention Center (TICC), Tagaytay City  
April 28 – May 1, 2015**

**PROGRAM OF ACTIVITIES**

Time	Day 0	Day 1 (April 28)	Day 2 (April 29)	Day 3 (April 30)	Day 4 (May 1)
8:00 – 9:00	<b>Arrival of Participants and Registration</b>	<b>Opening Program</b> <ul style="list-style-type: none"> <li>Objectives of the Program and Activities</li> <li>TOT Training Design with Program of Activities</li> </ul>	<b>Session 6:</b> Breakout Session  <ul style="list-style-type: none"> <li>Walkthrough of CG, LM, TG</li> </ul>	<b>Session 7: (WS)</b>  <ul style="list-style-type: none"> <li>Preparation of Training Implementation Plan (TIP) and Tasking Discussion of TORS</li> </ul>	<b>Session 8: (WS)</b>  Commitment Building Clearing House Closing Program  <b>Departure</b>
9:00 – 10:00					
10:00 – 10:30					
10:30 – 12:00					
12:00 – 1:00					
1:00 – 2:30	<b>Arrival of Participants and Registration</b>	<b>AM SNACK</b>  <b>Session 1:</b> Getting to Know Me and Expectations Setting	<b>L U N C H</b>	<b>I A M S N A C K I</b>	<b>H</b>
2:30 – 3:40					
3:40 – 4:00					
4:00 – 5:00					
6:00 – 7:00					
Expected Outputs	<b>Directory of Participants</b> <b>Personal Mission Statement</b>  <b>Identification of difficult topics, clarifying vague concepts, and Training Implementation Plan</b>				