



Republic of the Philippines
Department of Education

08 FEB 2017

DepEd MEMORANDUM
No. **18** s. 2017

**GRADE 6 NATIONAL TRAINING OF TRAINERS AND MASS TRAINING
OF TEACHERS FOR THE K TO 12 BASIC EDUCATION PROGRAM**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public Elementary School Heads
All Others Concerned

1. In line with the implementation of the K to 12 Basic Education Program, the Department of Education (DepEd), 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)**. The NTOT shall be conducted by cluster on the following dates:

Date	Cluster
February 12-18, 2017	Visayas
February 19-25, 2017	Mindanao
March 5-11, 2017	Luzon (Batch 1)
March 12-18, 2017	Luzon (Batch 2)

2. The **Mass Training of Teachers (MTOT)** shall be conducted within the months of April and May 2017.

3. The NTOT aims to build the capacity of trainers to conduct the MTOT. The MTOT intends to provide teachers with concrete understanding of the curriculum framework, learning standards and competencies, pedagogy, teaching plans and assessment.

4. The participants in the NTOT are teacher-trainers and supervisors selected and recommended by their respective schools division superintendents (SDSs), and endorsed by the regional directors (RDs) based on the criteria found in Enclosure No. 1. The names of the participants shall be submitted to the Bureau of Learning Delivery- Teaching and Learning Division (BLD-TLD) through email address: bld.tld@deped.gov.ph on or before February 8, 2017. Only those who completed the NTOT shall serve as MTOT trainers. The number of trainers per region is indicated in Enclosure No. 2.

5. Training costs, which covers board and lodging, travel expenses of the management staff, trainers and resource persons, honoraria of resource speakers, supplies and materials, and other incidental expenses shall be charged to the 2016 continuing Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations. The travel expenses of the participants shall be charged to the same funds, 50 percent of which shall be downloaded directly to the SDOs except for the Autonomous Region in Muslim Mindanao (ARMM) where participants' transportation allowance shall be paid in full upon submission of the travel documents to include boarding pass, subject to the usual accounting and auditing rules and regulations.

6. The participants in the MTOT are permanent or 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 the usual accounting and auditing rules and regulations. Training funds for the conduct of MTOT will be downloaded to the SDOs.

7. 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 learning 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 participated in the NTOT should serve as trainers in the schools divisions with minimal number of trainers.

8. *Edukasyong Pantahanan at Pangkabuhayan* (EPP)/Technology and Livelihood Education (TLE) participants to the NTOT shall bring their respective laptops, pocket WiFi, and mobile phones.

9. The following documents are enclosed for ready reference:

- Enclosure No. 1 - Criteria in the Selection of NTOT Trainers;
- Enclosure No. 2 - Summary of the Number of Grade 6 Teachers and Trainers by Learning Area and by Region; and
- Enclosure No. 3 - Training Matrix of the Grade 6 NTOT for the K to 12 Basic Education Program.

10. The participants, trainers, and management staff in the NTOT and MTOT shall be entitled to service credits pursuant to DepEd Order (DO) No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers* and DO 19, s. 2011 entitled *Granting of Vacation Service Credits to Teachers Implementing Drop-out Reduction Program (DORP) and Open High School Program (OHSP)*. Moreover, nonteaching staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Services Rendered*.

11. For more information, all concerned may contact the **Bureau of Learning Delivery-Teaching Learning Division**, Department of Education Central Office, 4th Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-2948 and (02) 637-4799.

12. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls: As stated

References: DepEd Order (Nos. 53, s. 2003 and 19, s. 2011)

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

CURRICULUM
ELEMENTARY EDUCATION
PROGRAMS

TEACHERS
TRAINING PROGRAMS

(Enclosure No. 1 to DepEd Memorandum No. 18, s. 2017)

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.

(Enclosure No. 2 to DepEd Memorandum No. 18, s. 2017)

Data for the National Training of Trainers by Region/Cluster
 Summary of the Number of Grade 6 Teachers and Trainers by Learning Area and by Region

Region	Total No. of Gr. 6 Teachers	Number of Divisions	Number of Trainers (1 per learning area)	No. of Participants by Subject Area										Total	
				Filipino	English	Math	Science	AP	EsP.	EPP		MA	PEH		
										ICT/Entrep /HE	Agri/IA				
I - Ilocos Region	4,165	14	143	14	15	15	15	14	14	14	14	14	14	14	143
II - Cagayan Valley	2,940	9	110	10	14	14	14	10	10	9	9	10	10	10	110
IVA - CALABARZON	7,684	19	272	30	30	30	30	26	26	25	25	25	25	25	272
CAR - Cordillera Administrative Region	1,586	8	68	8	8	8	8	8	8	5	5	5	5	5	68
IVB - MIMAROPA	2,633	7	88	9	9	9	9	9	9	8	8	9	9	9	88
Luzon (Batch 1)	19,008	57	681	71	76	76	76	67	67	61	61	63	63	63	681
III - Central Luzon	6,988	20	249	27	28	28	28	23	23	23	23	23	23	23	249
V - Bicol Region	5,150	13	190	22	22	22	22	17	17	17	17	17	17	17	190
NCR - Natl. Capital Reg.	5,986	16	200	20	20	20	20	20	20	20	20	20	20	20	200
Luzon (Batch 2)	18,124	49	639	69	70	70	70	60	60	60	60	60	60	60	639
Sub-Total (Luzon)	37,132	106	1,320	140	146	146	146	127	127	121	121	123	123	123	1320
<i>NIR</i>	2,660	16	80	10	10	10	10	10	10	8	5	5	5	5	83
VI - Western Visayas	4,475	8	128	20	21	21	21	9	9	8	8	8	8	8	133
VII - Cntral Visayas	4,259	13	168	16	17	17	17	16	16	12	12	12	12	12	147
VIII - Eastern Visayas	4,685	13	164	12	12	12	12	12	12	12	12	12	12	12	120
Sub-Total (Visayas)	16,079	50	540	58	60	60	60	47	47	40	37	37	37	37	482
Mindanao															
IX - Zamboanga Peninsula	3,094	8	103	10	11	11	11	10	10	10	10	10	10	10	103
X - Northern Mindanao	3,314	15	122	13	13	13	13	10	10	10	10	9	9	9	110
XI - Davao Region	3,256	10	109	11	11	11	11	11	11	11	10	11	11	11	109
XII - SOCCSKSARGEN	3,150	9	105	11	11	11	11	11	10	10	10	10	10	10	105
Caraga	2,411	12	96	11	12	12	10	10	5	5	5	5	5	5	80
ARMM	2,042	12	84	10	10	10	10	10	10	6	6	6	6	6	84
Sub-Total (Mindanao)	17,267	66	619	66	68	68	66	62	56	52	51	51	51	51	591
Grand Total	70,478	222	2,479	264	274	274	272	236	230	213	209	211	211	211	2393

(Enclosure No. 3 to DepEd Memorandum No. 18, s. 2017)

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

The NTOT aims to build the capacity of the teacher-trainers to conduct the Mass Training of Teachers (MTOT).

Its specific objectives are to:

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

DAY	TIME	ACTIVITY	PROCESS	IN-CHARGE/ PRESENTER	MATERIALS NEEDED	EXPECTED OUTPUT
Day 1	8:00 – 12:00	Arrival				
	1:00 – 3:00	Registration	By region	Focal with AA	Registration form	
	3:00 – 5:00	Soft Opening Program	Plenary	TLD Academic and Communication Team	Video Presentation <ul style="list-style-type: none"> • Secretary • Usec. Dina 	
	6:00 – 7:30	Dinner				
DAY 2 (Understanding and Appreciating the K to 12 Curriculum with focus on the Grade 6 curriculum)	6:00 – 7:45	Breakfast				
	7:45 – 8:00	Management of Learning				
	8:00 – 8:30	Expectations setting	By Learning Areas	Focal Persons	Ppt, manila paper, pentel pen, meta cards	
	8:30 – 10:00	Understanding the Curriculum	By Learning Areas	Focal Persons	Video, Ppt, manila paper, pentel pen, meta cards	
	10:00 – 10:15	Snacks				
	10:15 – 12:00	Continuation of the Curriculum Framework	By learning area	Focal person/Team		
	12:00-1:00PM	Lunch				
	1:00 – 3:00 PM	Walk through of the Curriculum Guides	By learning area	Focal person/Team		
	3:00-3:15 AM	Snacks				
	3:15-5:00 PM	Continuation of the Walkthrough of the Curriculum	By learning area	Focal person/Team		
	5:00 – 6:00	Debriefing				

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

DAY	TIME	ACTIVITY	PROCESS	IN-CHARGE/ PRESENTER	MATERIALS NEEDED	EXPECTED OUTPUT
Days 3 - 5 (Applying the K to 12 Grade 6 Curriculum with focus on pedagogy and Assessment)	6:00 – 7:30					
	6:00 – 7:45					
	7:45 – 8:00					
	8:00 – 10:00	Strategies in Teaching the Learning Area	By Learning Area	Focal person/Team	Video, ppt, manila paper, pentel pen, meta cards	
	10:00 – 10:15					
	10:15 – 12:00	Continuation of the Strategies	By Learning Area	Focal person/Team		
	12:00-1:00PM					
	1:00 – 3:00 PM	Continuation of the Strategies	By Learning Area	Focal person/Team		
	3:00-3:15 AM					
	3:15-5:00 PM	Continuation of the Strategies	By Learning Area	Focal person/Team		
	5:00 – 6:00					
	6:00 – 7:30					
6:00 – 7:45						
7:45 – 8:00						
8:00 – 10:00	Assessment in the Learning Area	By Learning Area	Focal person/Team			
10:00-10:15 AM						
10:15-12:00	Continuation of Assessment	By Learning Area	Focal person/Team			
12:00-1:00						
1:00 – 3:00	Access to the LRMDS and the Utilization of Existing Learning Resources	By Learning Area	Focal person/Team			
3:00-3:15						
3:15-5:00	Planning the Conduct of the Mass Training of Teachers	By Region	Regional in-charge			
Day 6 (Specific Assessments, Utilization and Access to LRMDS, and planning for the Mass Training						

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

DAY	TIME	ACTIVITY	PROCESS	IN-CHARGE/ PRESENTER	MATERIALS NEEDED	EXPECTED OUTPUT
		(NTOT)				
	5:00 – 6:00			Debriefing		
	6:00 – 7:30			Dinner		
	6:00 – 7:45			Breakfast		
	7:45 – 8:00			Management of Learning		
Day 7	8:00 – 11:00	Presentation of Regional/Division Plan for the MTOT	By Region/Division	Region/Division Representative		
	11:00 – 12:00	Closing Program				
	12:00 – 1:00			Lunch		
	1:00 – 5:00			Departure		

Prepared by:

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