



Republic of the Philippines  
**Department of Education**

28 JUN 2016

DepEd MEMORANDUM  
No. **105**, s. 2016

**SENIOR HIGH SCHOOL (SHS) TRAINING OF TEACHERS  
FOR THE K TO 12 BASIC EDUCATION PROGRAM**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Public Secondary Schools Heads  
All Others Concerned

1. In line with *Republic Act (RA) No. 10533* or the *Enhanced Basic Education Act of 2013* and the implementation of the K to 12 Basic Education Program, the Department of Education (DepEd), through the Bureau of Curriculum Development (BCD), in coordination with the National Educators Academy of the Philippines (NEAP), the Teacher Education Council Secretariat (TECS), and the Regional Offices (ROs) shall conduct the **Senior High School (SHS) Training of Teachers (TOT) for the K to 12 Basic Education Program** in two phases:

- a. National Training of Trainers (NTOT)
- b. Mass Training of Teachers (MTOT)

2. Details of the SHS NTOT are as follows:

Activity	Objective	SHS Track	Participant	Date (Exclusive of Travel Time)	Venue
National Training of Trainers	<ul style="list-style-type: none"><li>• To build the capacity of trainers to conduct the TOT</li><li>• To familiarize trainers with the training design and the session guides</li><li>• To simulate the conduct of the different sessions</li></ul>	Technical-Vocational Livelihood (TVL)	Trainers from Region/Division/School	April 25 to 29, 2016	DAP, Tagaytay City
		General/Common Topics	NEAP Trainers from the Region/Division/School	April 25 to 29, 2016	ECOTECH Center, Cebu City

The trainers were selected based on a set of criteria as articulated in Enclosure No. 1.

3. Details of the SHS MTOT are as follows:

a. The participants in the training shall be the SHS teachers who have been hired and have reported on their first day of service in public secondary schools. The summary of the number of teachers to be trained in every region is reflected in Enclosure No. 2.

b. The schedule of the MTOT is as follows:

Activity	Objective	SHS Track	Participant	Date (Exclusive of Travel Time)	Venue
Mass Training of Teachers on Common Topics	To provide teachers with concrete understanding of common topics	<ul style="list-style-type: none"> <li>• Academic</li> <li>• TVL</li> <li>• Arts and Design</li> <li>• Sports</li> </ul>	Teachers of all tracks	Between May 2016 and March 2017	To be identified by the ROs
Mass Training of Teachers on the TVL Track, Academic Track, Arts and Design Track, Sports Track and Physical Education (PE) and Health and Personal Development	To provide teachers with concrete understanding of the Curriculum Frameworks, Learning Standards and Competencies, Teaching Plans and Assessments	TVL	Teachers of TVL Specializations	Between May 2016 and March 2017	
		Academic	Teachers of Core, Applied and Specialized Subjects		
		Arts and Design	Teachers of Applied and Arts and Design Specialized Subjects	May 18-30, 2016	BP Makiling, Los Baños, Laguna
		Sports	Teachers of Applied and Sports Specialized Subjects	June 1-10, 2016	TICC, Tagaytay City
		Academic (PE and Health and Personal Development)	Teachers of PE and Health and Personal Development	May 27-June 2, 2016	ECOTECH Center, Lahug, Cebu City
				June 5-11, 2016	Baguio Teachers Camp, Baguio City

c. The teachers shall be trained by a pool of trainers from DepEd and partner institutions including Higher Education Institutions (HEIs) and the National Commission on Culture and the Arts (NCCA), together with the Cultural Center of the Philippines (CCP).

d. The Regional Directors (RDs) and the Schools Division Superintendents (SDSs) **shall ensure that the teachers prioritize the training over other activities.**

e. The Regional Offices shall conduct the SHS MTOT on Common Topics and TVL Track in batches of sixty (60) teachers. Likewise, the ROs shall either engage the services of the HEIs that appear in

Enclosure No. 3 to conduct the SHS MTOT on the Academic Track or they may conduct the training and invite HEI subject experts to serve as resource persons. The ROs shall be guided by the SHS Teacher Groupings contained in Enclosure No. 4.

- f. The ROs shall make necessary arrangements to complete the training reflected in the Regional Training Implementation Plan (RTIP) during the School Year 2016-2017. Moreover, the Schools Division Offices (SDOs) shall organize special classes to discuss the walkthrough of Curriculum Guides (CGs) for teachers hired after June 13, 2016 following the RTIP, charged against local funds.

4. The funds for the MTOT shall be drawn from DepEd's Human Resource Training and Development (HRTD) Funds covering board and lodging of participants, travel expenses of the management staff, trainers and resource persons (RPs), honoraria of RPs, training materials and administrative cost of training, subject to the usual accounting and auditing rules and procedures.

5. Funds for MTOT of Common Topics, Academic Track and TVL Track shall be downloaded to the ROs. Travel expenses of the participants shall be charged against local funds. Funding for the training per track are detailed in Enclosure Nos. 6A-6C while the summary of budget allocation and utilization guidelines are found in Enclosure No. 6D.

6. Below are the Enclosures for the guidance of all concerned.

- Enclosure No. 5A - Training Matrix of the SHS MTOT on Common Topics
- Enclosure No. 5B - Training Matrix of the SHS MTOT on the TVL Track
- Enclosure No. 5C - Training Matrix of the SHS MTOT on the Academic Track
- Enclosure No. 5D - Training Matrix of the SHS MTOT on Arts and Design Track
- Enclosure No. 5E - Training Matrix of the SHS MTOT on the Sports Track
- Enclosure No. 5F - Training Matrix of the SHS MTOT on PE and Health and Personal Development
- Enclosure No. 6A - Estimated Budgetary Requirement of SHS MTOT on Common Topics
- Enclosure No. 6B - Estimated Budgetary Requirement of SHS MTOT on the TVL Track
- Enclosure No. 6C - Estimated Budgetary Requirement of SHS MTOT on the Academic Track
- Enclosure No. 6D - Budget Allocation by region and Fund Utilization for the Senior High School (SHS) Mass Training of Teachers (MTOT)


Annex 1 - Memorandum of Agreement with HEI  
Template

Annex 2 - Financial Report Template

7. Participants and trainers shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*. On the other hand, non-teaching personnel, including the management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.

8. For more information, all concerned may contact the **Bureau of Curriculum Development**, Department of Education (DepEd) Central Office at 3/F, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City, at telephone no. (02) 636-5096, telefax no. (02) 633-7267, or through email at [jocelyn.andaya005@deped.gov.ph](mailto:jocelyn.andaya005@deped.gov.ph).

9. Immediate dissemination of this Memorandum is directed.

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

Encls.:

As stated

Reference:

DepEd Order: (No. 53, s. 2003)

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

LEARNERS  
SCHOOLS  
SECONDARY EDUCATION  
SENIOR HIGH SCHOOLS  
STRAND: Curriculum and Instruction  
TEACHERS  
TRAININGS

(Enclosure No. 1 to DepEd Memorandum No. 105, s. 2016)

### **Criteria in the Selection of NTOT Trainers**

The following are the criteria in the selection of trainers. They shall:

1. have been a learning area specialists or have taught the learning area for at least 4 years;
2. have been involved in previous trainings as trainers/facilitators/writers for the K to 12 for DepEd trainers. For Non-DepEd trainers, they should have been involved in previous trainings as trainers in their respective areas;
3. possess excellent communication and facilitation skills;
4. be physically healthy as certified by a government physician; and
5. not be more than 55 years old.

(Enclosure No. 2 to DepEd Memorandum No. 105, s. 2016)

**NUMBER OF SHS TEACHERS FOR TRAINING PER REGION AND PER TRACK/SUBJECT**

I	916	14	80	2	1019	2031
II	550	8	60	6	610	1234
III	1276	18	140	22	2516	3972
IV-A	1189	20	120	14	3581	4924
IV-B	625	18	60	14	743	1460
V	1257	26	150	24	1120	2577
CAR	234	4	50	4	351	643
NCR	524	18	100	18	2999	3659
VI	650	10	110	8	1069	1847
VII	926	12	130	18	1176	2262
VIII	775	2	140	2	1005	1924
NIR	607	8	80	10	1017	1722
IX	482	18	70	14	711	1295
X	505	6	90	10	872	1483
XI	540	6	50	2	996	1594
XII	683	10	70	8	771	1542
XIII	398	4	50	2	594	1048
ARMM	179	6	40	4	704	933
TOTAL:	12316	208	1590	182	21854	36150

**Note:** Disaggregated number of teachers per track was projected based on the list of school offerings.

## LIST OF RECOMMENDED HEIS

No.	Region	Name of HEI-Service Providers	Division	HEI Classification				
				COE	Area of Specilization	COD	Area of Specilization	COT
1	I	Don Mariano Marcos Memorial State University- North	La Union			✓	Teacher Ed, IT, Agriculture, Fisheries	✓
2	I	Mariano Marcos State University - Laoag City	Laoag City	✓	Agriculture	✓	Teacher Education, Engineering, Science & Mathematics	
3	I	Pangasinan State University	Pangasinan	✓	Fisheries	✓	Teacher Ed	✓
4	I	Saint Louis College	San Fernando City	✓	Teacher Education	✓	Business Ad	✓
5	I	Lyceum Northwestern, Dagupan City	Dagupan City			✓	IT	
6	I	University of Luzon *	Dagupan City			✓	Teacher Education, Criminology, IT	✓
7	I	Lorma Colleges, San Fernando City, La Union	San Fernando City			✓	IT	
8	I	University of Northern Philippines *	Vigan City			✓	Teacher Education	✓
9	I	Colegio de Dagupan	Dagupan City			✓	Teacher Ed , IT	
11	II	Nueva Vizcaya State University - Bayombong	Nueva Vizcaya	✓	Forestry	✓	Agriculture	
12	II	Isabela State University - Echague, Isabela	Isabela	✓	Teacher Education	✓	Agriculture	
13	II	Isabela State University - Cabagan , Isabela *	Isabela			✓	Teacher Education	
14	II	Saint Paul University - Tuguegarao	Tuguegarao City	✓	Nursing, Teacher Ed.,	✓	IT & Business Management	✓
15	II	Saint Mary's University	Nueva Vizcaya	✓	Teacher Education	✓	Engineering, IT	✓
16	II	University of La Salette - Santiago, Isabela	Isabela			✓	IT	
17	II	Philippine Normal University- North Luzon Campus *	Isabela	✓	Teacher Education			✓
18	III	Angeles University Foundation	Angeles City	✓	IT, Teacher Ed / Engineering, Medical & Allied, Criminology		Engineering	✓
19	III	Central Luzon State University	Muñoz Science City	✓	Agriculture, Fisheries Science & Mathematics, Vet Med,	✓	Teacher Ed	✓
20	III	Holy Angel University	Angeles City			✓	Business & Management, Engineering, IT, Teacher Ed	✓
21	III	Systems Plus College Foundation	Angeles City			✓	IT	
22	III	Don Honorio Ventura Technical State Univ.	Pampanga			✓	Teacher Ed	
23	III	Tarlac College of Agriculture *	Tarlac	✓	Teacher Education,	✓	Agriculture	
24	III	Baliuag University	Bulacan			✓	IT	✓
25	III	Tarlac State University	Tarlac City			✓	Teacher Ed	✓
26	IV-A	De La Salle University - Dasma	Dasmariñas City	✓	Teacher Ed	✓	IT, Science and Math	✓
27	IV-A	Lyceum of the Philippines University	Batangas City	✓	Business & Management, HRM, Tourism, Med Tech	✓	Business Ad, IT	
28	IV-A	University of Batangas	Batangas City	✓	Teacher Ed	✓	Business & Mgt, Business Ad	✓
29	IV-A	Batangas State University *	Batangas City			✓	Teacher Education, Communication	✓
30	IV-A	Laguna State Polytechnic University- San Pablo City *	San Pablo City			✓	Teacher Education	
31	IV-A	University of the Philippines - Los Baños	Laguna	✓	Agriculture, Forestry, IT, Science & Math, Vet Med, Communication	✓	Science & Math, Chemical Eng'g	✓
32	IV-A	Cavite State University	Cavite	✓	Agriculture			
33	IV-A	Manuel S. Enverga University Foundation	Lucena City	✓	Criminology	✓	IT	✓
34	IV-A	Adventist University of the Philippines *	Cavite	✓	Business Administration, Teacher Ed	✓	Business Ad	
35	IV-A	Southern Luzon State University *	Quezon			✓	Teacher Education, Forestry	✓
36	IV-A	University of Perpetual Help System- Binan *	Laguna			✓	Teacher Education, IT	
37	V	Ateneo de Naga University	Naga City	✓	Teacher Ed, IT	✓	Business and Management, Business Ad, Entrep	✓
38	V	Bicol University	Legazpi city	✓	Teacher Ed	✓	Agriculture, Nursing	✓
39	V	Universidad de Santa Isabel	Naga City			✓	Teacher Ed	
40	V	Catanduanes State University	Catanduanes			✓	Teacher Ed	
41	V	Central Bicol State University of Agriculture	Camarines Sur			✓	Agriculture, Teacher Ed	
42	CAR	Saint Louis University	Baguio City	✓	Teacher Ed	✓	Engineering, IT, Medical & Allied, Business and Management, Entrep	✓

No.	Region	Name of HEI-Service Providers	Division	HEI Classification				
				COE	Area of Specialization	COD	Area of Specialization	COT
43	CAR	University of Baguio	Baguio City	✓	Criminology	✓	Science & Math, Teacher Education	✓
44	CAR	University of the Cordilleras	Baguio City	✓	Criminology, IT, Teacher Ed			✓
45	CAR	Benguet State University *	Benguet	✓	Teacher Education	✓	Agriculture, Nutrition	
46	NCR	Asia Pacific College	Makati City	✓	IT	✓	Engineering	
47	NCR	Ateneo de Manila University	Quezon City	✓	Business & Mgt, Humanities, IT, Science & Math, Social & Behavioral Sciences, Business Ad, Entrep	✓	Humanities, Science & Math	✓
48	NCR	Centro Escolar University	Manila City	✓	Teacher Ed, Humanities	✓	Business & Mgt,	✓
49	NCR	De La Salle University - Manila	Manila City	✓	IT, Science & Math, Social & Behavioral Sciences, Teacher Ed	✓	Engineering, Social & Behavioral Sciences, Literature	
50	NCR	Philippine Normal University	Manila City	✓	Teacher Ed,			✓
51	NCR	Philippine Womens University	Manila City	✓	Fine and Applied Arts			
52	NCR	St. Paul University - Manila	Manila City	✓	Fine and Applied Arts	✓	Nursing	
53	NCR	St. Scholastica's College	Manila City	✓	Fine and Applied Arts			
54	NCR	University of Santo Tomas	Manila City	✓	Fine and Applied Arts, Humanities, Medical & Allied, Science & Math, Teacher Ed, HRM, Tourism, Chemical Eng'g	✓	Engineering, Mass Comm & Documentation, Social & Behavioral Sciences, Humanities, IT	✓
55	NCR	UERMMM Ctr.	Manila City	✓	Medical & Applied	✓	Nursing	
56	NCR	University of the Philippines - Diliman	Quezon City	✓	Fine & Applied Arts, Humanities, IT, Mass Comm & Documentation, Science & Math, Social & Behavioral Sciences, Teacher Education, Engineering			✓
57	NCR	Adamson University *	Manila City			✓	Engineering, Teacher Education	
58	NCR	FEU - East Asia College	Manila City	✓	IT, Teacher Ed			
59	NCR	Jose Rizal University	Mandaluyong City	✓	Business Ad	✓	Business & Mgt	
60	NCR	Lyceum of the Philippines University	Manila City	✓	Customs Admin, HRM, Tourism	✓	Business & Mgt	
61	NCR	Manila Central University	Caloocan City	✓	Optometry	✓	Medical & Allied	
62	NCR	Mapua Institute of Technology	Manila City	✓	Engineering	✓	Engineering, IT	
63	NCR	Our Lady of Fatima University - Valenzuela City	Quezon City	✓	HRM	✓	Medical & Allied	
64	NCR	Polytechnic University of the Philippines	Manila City			✓	Humanities, Mass Comm & Documentation	✓
65	NCR	Technological Institute of the Philippines	Manila City/Quezon City	✓	Engineering	✓	Engineering, IT	
66	NCR	University of the East Manila	Manila City			✓	IT	✓
67	NCR	University of Asia and the Pacific *	Pasig City			✓	Teacher Education	
68	NCR	Miriam College *	Quezon City	✓	Teacher Ed., Business Ad, Entrep			
<b>Visayas</b>								
69	VI	West Visayas State University	Iloilo City	✓	Teacher Ed	✓	Agriculture, Forestry, Nursing	✓
70	VI	Aklan State University	Aklan			✓	Agriculture	
71	VI	Central Philippine University	Iloilo City	✓	Business Ad	✓	Business & Mgt, Engineering, Teacher Education, Chemical Eng'g	
72	VI	University of San Agustin - Iloilo	Iloilo			✓	Teacher Ed	
73	VI	University of the Philippines - Visayas	Iloilo	✓	Fisheries	✓	Science & Math,	
74	VI	Iloilo Science and Technology University *	Iloilo City			✓	Teacher Education	✓
75	VII	Cebu Institute of Technology University	Cebu City	✓	IT			
76	VII	Cebu Normal University	Cebu City	✓	Medical & Allied, Teacher Ed			✓
77	VII	University of San Carlos	Cebu City	✓	Science & Math, Social & Behavioral Sciences, Bus Ad, Entrep, Chemical Eng'g	✓	Business & Mgt, Engineering, Humanities, Teacher Education, HRM, Tourism, Science and Math	
78	VII	University of San Jose Recoletos	Cebu City	✓	Teacher Ed, Business & Mgt	✓	Engineering, IT, Business Ad	
79	VII	University of the Philippines - Cebu	Cebu City	✓	IT			



No.	Region	Name of HEI-Service Providers	Division	HEI Classification				
				COE	Area of Specialization	COD	Area of Specialization	COT
80	VII	University of the Visayas - Cebu City	Cebu City			✓	Business & Mgt	
81	VII	Holy Name University *	Tagbilaran City			✓	Teacher Education	
82	VII	Siquijor State College *	Siquijor			✓	Teacher Education	
83	VIII	Leyte Normal University	Tacloban City	✓	Teacher Ed			✓
84	VIII	Visayas State University - Baybay, Leyte	Leyte	✓	Agriculture			✓
85	VIII	Southern Leyte State University- Tomas Oppus *	Southern Leyte			✓	Teacher Education	✓
86	VIII	Asian Development Foundation College - Tacloban	Tacloban City			✓	IT	
87	VIII	University of Eastern Philippines	Northern Samar			✓	Humanities, Science and Math	✓
<b>Mindanao</b>								
88	NIR	Negros Oriental State University	Negros Oriental			✓	Teacher Education	
89	NIR	University of St. La Salle	Bacolod City			✓	Teacher Education	
90	NIR	Siliman University	Dumaguete City	✓	Medical & Allied, Teacher Ed	✓	Business & Mgt, IT, Science & Math, Social & Behavioral Sciences, Medical & Allied,	✓
91	NIR	University of Negros Occidental Recoletos	Negros Occidental			✓	Engineering, IT	
92	NIR	University of St. La Salette - Bacolod City	Bacolod City			✓	Business & Mgt, Engineering	
93	IX	Ateneo de Zamboanga University	Zamboanga City	✓	Humanities, IT, Teacher Education			✓
94	IX	Dipolog Medical Center College Foundation	Dipolog City			✓	IT	
95	IX	St. Vincent's College - Dipolog City	Dipolog City			✓	IT	
96	IX	Western Mindanao State University	Zamboanga City			✓	Teacher Ed, Forestry	✓
97	IX	Zamboanga City State Polytechnic College *	Zamboanga City			✓	Teacher Ed	
98	X	Capitol University	Cagayan de Oro City			✓	Criminology, IT	✓
99	X	Central Mindano University, Musuan, Bukidnon	Bukidnon	✓	Agriculture, Forestry, Vet Med, Science and Math	✓	Teacher Education, Science and Math	
100	X	Mindanao State University - IIT - Iligan City	Iligan City	✓	Science & Math, Teacher Ed, Ceramic Eng'g,	✓	Engineering, Humanities, Itm, Social Science	
101	X	Bukidnon State University	Bukidnon			✓	Humanities, Teacher Education	✓
102	X	Cagayan de Oro College - Carmen, CDO	Cagayan de Oro City	✓	Criminology	✓	Criminology	
103	X	Xavier University *	Cagayan de Oro City	✓	Teacher Education, Agriculture	✓	Chemical Eng'g, Humanities, Science and Math	✓
104	X	Misamis University *	Ozamis City			✓	Teacher Ed, Criminology, IT	
105	X	Liceo de Cagayan University	Cagayan de Oro City			✓	Rad Tech, IT	✓
106	XI	University of Mindanao, Davao City	Davao City	✓	Teacher Ed, Business Ad, Criminology	✓	Business & Mgt, Engineering, IT,	✓
107	XI	University of Southeastern Philippines, Davao City	Davao City	✓	Teacher Ed	✓	Humanities	
108	XI	University of the Immaculate Conception	Davao City	✓	Teacher Ed	✓	IT, Business Ad	
109	XI	Ateneo de Davao University, Davao City	Davao City			✓	Teacher Ed, IT	✓
110	XI	University of Southeastern Philippines, Tagum City	Tagum City	✓	Agriculture	✓	IT	
111	XI	University of the Philippines - Davao City	Davao City			✓	IT, Science and Math	
112	XII	Notre Dame of Marbel University - Koronadal	Koronadal City			✓	Engineering, IT, Teacher Ed	✓
113	XII	Notre Dame of Dadiangas University - Gen San	General City			✓	Engineering	✓
114	CARAGA	Father Saturnino Urios University - Butuan	Butuan City			✓	Teacher Ed	✓
115	CARAGA	CARAGA State University	Butuan City			✓	Science & Mathematics, IT	✓
116	CARAGA	Philippine Normal University - Agusan Campus	Agusan del Sur	✓	Teacher Ed			✓
117	ARMM	University of Southern Mindanao - Cotabato	Cotabato	✓	Agriculture Ed	✓	Vet Med, Science and Math	✓

**SHS TEACHER GROUPINGS**

<b>GROUP I: HUMANITIES AND SOCIAL SCIENCES AND RELATED SUBJECT GROUPS</b>	
I-A	<ol style="list-style-type: none"> <li>1. Oral Communication</li> <li>2. Reading and Writing</li> <li>3. English for Academic and Professional Purposes</li> <li>4. Practical Research 1</li> </ol>
I-B	<ol style="list-style-type: none"> <li>1. Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino</li> <li>2. Pagbasa at Pagsusuri ng iba't-ibang Teksto sa Pananaliksik</li> <li>3. Pagsulat sa Filipino sa Piling Larangan</li> </ol>
I-C.1	<ol style="list-style-type: none"> <li>1. 21st Century Literature from the Philippines and the World</li> <li>2. Contemporary Philippine Arts from the Region</li> <li>3. Understanding Culture, Society and Politics</li> <li>4. Introduction to the Philosophy of the Human Person</li> </ol>
I-C.2	<ol style="list-style-type: none"> <li>1. Applied Economics (GAS)</li> <li>2. Soc. Sci 1 (GAS)</li> <li>3. Disaster Readiness and Risk Reduction (GAS)</li> <li>4. Entrepreneurship</li> <li>5. Practical Research 1</li> </ol>
I-C.3	<ol style="list-style-type: none"> <li>1. Creative Writing (HUMSS)</li> <li>2. Creative Nonfiction (HUMSS)</li> <li>3. Disciplines and Ideas in the Social Science (HUMSS)</li> <li>4. Disciplines and Ideas in the Applied Social Science (HUMMS)</li> <li>5. Entrepreneurship</li> </ol>
I-C.4	<ol style="list-style-type: none"> <li>1. Community Engagement, Social Participation and Citizenship (HUMSS)</li> <li>2. World Religion and Belief Systems (HUMSS)</li> <li>3. Trends, Networks and Critical Thinking in the 21st Century (HUMSS)</li> <li>4. Entrepreneurship</li> <li>5. Practical Research 1</li> </ol>
I-D	<ol style="list-style-type: none"> <li>1. Media and Information Literacy</li> <li>2. Empowerment Technologies for Strand (A)</li> <li>3. Practical Research 2</li> <li>4. Entrepreneurship</li> <li>5. Practical Research 1</li> </ol>
<b>GROUP II: ABM - Accountancy, Business and Management</b>	
II-A	<ol style="list-style-type: none"> <li>1. Business Math</li> <li>2. Business Ethics and Responsibilities</li> <li>3. Organization and Management</li> <li>4. Principles of Marketing</li> <li>5. Entrepreneurship</li> </ol>
II-B	<ol style="list-style-type: none"> <li>1. Fundamentals of Accountancy, Business and Management 1</li> <li>2. Fundamentals of Accountancy, Business and Management 2</li> <li>3. Business Finance</li> <li>4. Applied Economics</li> <li>5. Entrepreneurship</li> </ol>
<b>GROUP III: STEM - Science, Technology, Engineering and Mathematics</b>	
III-A	<ol style="list-style-type: none"> <li>1. General Mathematics</li> <li>2. Statistics and Probability</li> <li>3. Pre-Calculus</li> <li>4. Basic Calculus</li> <li>5. Entrepreneurship</li> </ol>
III-B	<ol style="list-style-type: none"> <li>1. Earth Science</li> <li>2. Earth and Life Science</li> <li>3. Physical Science</li> <li>4. Disaster Readiness and Risk Reduction (STEM)</li> <li>5. Entrepreneurship</li> </ol>
III-C	<ol style="list-style-type: none"> <li>1. General Biology 1</li> <li>2. General Biology 2</li> <li>3. General Chemistry 1</li> <li>4. General Chemistry 2</li> <li>5. Entrepreneurship</li> </ol>
<b>GROUP IV: TVL – TECHNICAL AND VOCATIONAL AND LIVELIHOOD</b>	
IV-A	Specialized TVL/Agri-Fisheries
IV-B	Specialized TVL/Industrial Arts
IV-C	Specialized TVL/ICT
IV-D	Specialized TVL/Home Economics
<b>GROUP V: SPORTS (P.E AND HEALTH, PERSONAL DEVELOPMENT AND SPECIALIZED SPORTS SUBJECTS)</b>	
<b>GROUP VI: ARTS AND DESIGN</b>	

**SENIOR HIGH SCHOOL (SHS) MASS TRAINING OF TEACHERS (MTOT) ON COMMON TOPICS**  
**Training Matrix**

Time	Day 1	Day 2	Day 3	Day 4
6:00-7:30	Breakfast			
7:30-8:00	Registration	MOL		
8:00-9:00	Opening Program	4. K to 12 Updates	8. Contextualization	12. Gender and Development in the SHS Classroom
9:00-10:00	1. Understanding DepEd's Mandate, VMV and Strategic Thrust and			
10:00-11:00	Directions	5. Walkthrough of the SHS Curriculum	9. Lesson Planning	13. School Structure and Processes
11:00-12:00				
12:00-1:00	Lunch			
1:00-2:00	2. Understanding the SHS Learner	6. K to 12 Pedagogies	10. Preparation of Materials	14. Magna Carta for Teachers and Professional Ethics for Teaches
2:00-3:00				
3:00-4:00	3. 21st Century Skills	7. K to 12 Assessment	11. LRMDS	
4:00-5:00				

**Senior High School (SHS) Mass Training of Teachers (MTOT) on the TVL Track**  
TRAINING MATRIX

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
8:00-8:30		Management of Learning							
8:30-12:00	Arrival and Registration	Walkthrough of Curriculum Guide for Specialization (by cluster)	Demo Teaching/ Processing and Return Demo/ Processing (for selected specializations only)	Continuation of Walkthrough of Curriculum Guide	Continuation of Demo Teaching/ Processing and Return Demo/ Processing	Walkthrough of Curriculum Applied Subjects	Continuation of Walkthrough of Curriculum Guide for Applied Subjects	Demo Teaching/ Processing and Return Demo/ Processing for Applied Subjects	Culminating Activity/ Immersion
12:00-1:00		Lunch Break							
1:00-3:00	Opening Program								Commitment Building
2:30-3:00	Mechanics of the Training								Clearing House
3:00-5:00	Presentation of EPP-TLE-TVL Framework, Overview on SHS TVL Track								Deepening of Content with sample modules

(Enclosure No. 5C to DepEd Memorandum No. 105, s. 2016)

### Senior High School (SHS) Mass Training of Teachers (MTOT) on the Academic Track

#### TRAINING MATRIX

		<b>Subjects:</b> <i>Oral Communication; Komunikasyon at Pananaliksika/Wika at Kulturang Pilipino; 21<sup>st</sup> Century Literature from the Philippines and the World; Applied Economics; Creative Writing; Community Engagement, Social Participation and Citizenship; Media and Information Literacy; Business Math; Fundamentals of Accountancy, Business and Management 1; General Mathematics; Earth Science; and, General Biology I</i>			<b>Subjects:</b> <i>Reading and Writing; Pagbasa at Pagsusuri ng Iba'tibang Tekstosa/Pananaliksik; Contemporary Philippine Arts from the Region; Social Science 1; Creative Non-fiction; World Religion and Belief Systems; Empowerment Technologies for Strand; Business Ethics and Responsibilities; Fundamentals of Accountancy, Business and Management 2; Statistics and Probability; Earth and Life Science; General Biology 2</i>			
<b>Time</b>	<b>Day 0</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	
<b>8:00 – 8:30</b>		1 <sup>st</sup> Quarter: Walkthrough of Curriculum Guides Appropriate Strategies/ Assessment/ Classroom Management	2 <sup>nd</sup> Quarter: Walkthrough of Curriculum Guides Appropriate Strategies/ Assessment/ Classroom Management	Demo Teaching/ processing for 1 <sup>st</sup> Quarter	1 <sup>st</sup> Quarter: Walkthrough of Curriculum Guides Appropriate Strategies/ Assessment/ Classroom Management	2 <sup>nd</sup> Quarter: Walkthrough of Curriculum Guides Appropriate Strategies/ Assessment/ Classroom Management	Demo Teaching/ processing for 1 <sup>st</sup> Quarter	
<b>8:30 – 10:30</b>				Return Demo/ processing for 1 <sup>st</sup> Quarter				Return Demo/ processing for 1 <sup>st</sup> Quarter
<b>10:30 – 12:00</b>								
<b>12:00 – 1:00</b>	LUNCH							
<b>1:00 – 3:00</b>	Arrival and Registration Opening Program Mechanics of Training			Demo Teaching/ processing for 2 <sup>nd</sup> Quarter	Deepening of Content	Deepening of Content	Demo Teaching/ processing for 2 <sup>nd</sup> Quarter	
<b>3:00 – 5:00</b>		Deepening of Content	Deepening of Content	Return Demo/ processing for 2 <sup>nd</sup> Quarter	*provision for special discussion of content – voluntary basis	*provision for special discussion of content – voluntary basis	Return Demo/ processing for 2 <sup>nd</sup> Quarter	
<b>5:00 – 7:00</b>		*provision for special discussion of content – voluntary basis	*provision for special discussion of content – voluntary basis					
	D I N N E R							

		<b>Subjects:</b> <i>English for Academic and Professional Purposes; Pagsulat sa Filipino sa Piling Larangan; Understanding Culture, Society and Politics; Disaster Readiness and Risk Reduction; Disciplines and Ideas in the Social Science; Trends, Networks and Critical Thinking in the 21<sup>st</sup> Century; Practical Research I; Organization and Management; Business Finance; Pre-Calculus; Physical Science; General Chemistry I</i>			<b>Subjects:</b> <i>Practical Research I; Introduction to the Philosophy of the Human Person; Disciplines and Ideas in the Applied Social Science; Practical Research 2; Principles of Marketing; Applied Economics; Basic Calculus; Disaster Readiness and Risk Reduction; General Chemistry 2</i>	
<b>Time</b>	<b>Day 7</b>	<b>Day 8</b>	<b>Day 9</b>	<b>Day 10</b>	<b>Day 11</b>	<b>Day 12</b>
<b>8:00 – 8:30</b>	Film Showing/ Film Analysis	Management of Learning			Management of Learning	
<b>8:30 – 10:30</b>		1 <sup>st</sup> Quarter: Walkthrough of Curriculum Guides Appropriate Strategies/ Assessment/ Classroom Management	2 <sup>nd</sup> Quarter: Walkthrough of Curriculum Guides Appropriate Strategies/ Assessment/ Classroom Management	Demo Teaching/ processing for 1 <sup>st</sup> Quarter	1 <sup>st</sup> Quarter: Walkthrough of Curriculum Guides Appropriate Strategies/ Assessment/ Classroom Management	2 <sup>nd</sup> Quarter: Walkthrough of Curriculum Guides Appropriate Strategies/ Assessment/ Classroom Management
<b>10:30 – 12:00</b>				Return Demo/ processing for 1 <sup>st</sup> Quarter		
<b>12:00 – 1:00</b>	L U N C H					
<b>1:00 – 3:00</b>	Collaborative Learning			Demo Teaching/ processing for 2 <sup>nd</sup> Quarter		
<b>3:00 – 5:00</b>		Deepening of Content	Deepening of Content	Return Demo/ processing for 2 <sup>nd</sup> Quarter	Deepening of Content	Deepening of Content
<b>5:00 – 7:00</b>		*provision for special discussion of content – voluntary basis	*provision for special discussion of content – voluntary basis		*provision for special discussion of content – voluntary basis	*provision for special discussion of content – voluntary basis
	D I N N E R					

	<b>Subjects: Entrepreneurship</b>					
<b>Time</b>	<b>Day 13</b>	<b>Day 14</b>	<b>Day 15</b>	<b>Day 16</b>	<b>Day 17</b>	<b>Day 18</b>
<b>8:00 – 8:30</b>	Management of Learning					
<b>8:30 – 10:30</b>	Demo Teaching/ processing for 1 <sup>st</sup> Quarter	Film Showing/ Film Analysis	1 <sup>st</sup> Quarter: Walkthrough of Curriculum Guides	1 <sup>st</sup> Quarter: Walkthrough of Curriculum Guides	Demo Teaching/ processing for 1 <sup>st</sup> Quarter	SHS Culminating Activity/ Research/ Immersion Program
<b>10:30 – 12:00</b>	Return Demo/ processing for 1 <sup>st</sup> Quarter		Appropriate Strategies/  Assessment/ Classroom Management	Appropriate Strategies/  Assessment/ Classroom Management	Return Demo/ processing for 1 <sup>st</sup> Quarter	
<b>12:00 – 1:00</b>	L U N C H					
<b>1:00 – 3:00</b>	Demo Teaching/ processing for 2 <sup>nd</sup> Quarter	Collaborative Learning			Demo Teaching/ processing for 2 <sup>nd</sup> Quarter	Commitment Building  Clearing House & Closing Program
<b>3:00 – 5:00</b>	Return Demo/ processing for 2 <sup>nd</sup> Quarter		Deepening of Content	Deepening of Content	Return Demo/ processing for 2 <sup>nd</sup> Quarter	
<b>5:00 – 7:00</b>			*provision for special discussion of content – voluntary basis	*provision for special discussion of content – voluntary basis		
	D I N N E R					








**SENIOR HIGH SCHOOL (SHS) MASS TRAINING OF TEACHERS (MTOT) ON THE ARTS AND DESIGN TRACK**

The Training aims to:

1. Orient Senior High School teachers on the Arts and Design Curriculum;
2. Provide teachers with concrete understanding of the curriculum frameworks, learning standards and competencies, assessments and teaching plans;
3. Develop pedagogical capability to deliver curriculum.

Time	Day 0 May 17	Day 1 May 18	Day 2 May 19	Day 3 May 20	Day 4 May 21	Day 5 May 22	Day 6 May 23
8:00 – 8:30			Management of Learning				
8:30 – 10:00		Opening Program Welcome Remarks Mechanics of the Training	<b>Understanding Elements and Principles of Arts</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management	<b>Work Immersion</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management  RP: Myla Perez and Ann Peñaredondo	<b>Personal and Physical Development in the Arts</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management	<b>Creative Industries 1: Visual, Literary, and Media Arts</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management	<b>Creative Industries 1: Visual, Literary, and Media Arts</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management
10:00 – 10:15							
10:15 – 10:30							
10:30 – 12:00		<b>Developing Filipino Identity</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management					
12:00 – 1:00	<b>LUNCH</b>						
1:00 – 1:30	Arrival and Registration	↓	↓	<b>Practical Research 1 &amp; 2</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management  RP: Manuel Kristoffer Giron & Roselle Pineda	↓	↓	<b>Creative Industries 2: Performing Arts (Music, Dance, and Theater)</b> Walkthrough of Curriculum Guides Content Standards <ul style="list-style-type: none"> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management
1:30 – 2:00							
2:00 – 3:00							
3:00 – 4:00		Deepening of Content and Demo Teaching	Deepening of Content and Demo Teaching	Deepening of Content and Demo Teaching	Deepening of Content and Demo Teaching	Deepening of Content and Demo Teaching	
4:00 – 5:00							
5:00 – 7:00				*Provision for Special Discussion of Content – voluntary basis	*Provision for Special Discussion of Content – voluntary basis	*Provision for Special Discussion of Content – voluntary basis	*Provision for Special Discussion of Content – voluntary basis



Time	Day 7 May 24	Day 8 May 25	Day 9 May 26	Day 10 May 27	Day 11 May 28	Day 12 May 29	Day 13 May 30					
8:00 – 8:30	Assembly	Management of Learning										
8:30 – 10:00	<b>Museum Visit and Show Viewing c/o NCCA</b> 	<b>Creative Industries 2: Performing Arts</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management	<b>Entrepreneurship in the Arts</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management  RP: Theresa Gallardo	<b>Leadership and Management in the Arts</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management 	<b>Apprenticeship in the Visual, Literary, and Media Arts</b>  <b>Apprenticeship in the Performing Arts</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management	<b>Presentations in the Performing Arts</b>  <b>Exhibits in Arts Production</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management 	<b>Commitment Building</b> - Distribution of Certificates  <b>Clearing House</b>					
10:00 – 10:15												
10:15 – 10:30												
10:30 – 12:00												
12:00 – 1:00	<b>LUNCH</b>											
1:00 – 1:30			<b>Empowerment Technologies</b> Walkthrough of Curriculum Guides <ul style="list-style-type: none"> <li>▪ Content Standards</li> <li>▪ Performance Standards</li> <li>▪ Learning Competencies</li> </ul> Appropriate Strategies/Assessment/ Classroom Management  RP: Joel Yuvienco and Henrietta Kangleon									
1:30 – 2:00												
2:00 – 3:00												
3:00 – 5:00								Deepening of Content and Demo Teaching	Deepening of Content and Demo Teaching	Deepening of Content and Demo Teaching	Deepening of Content and Demo Teaching	Deepening of Content and Arts Forum
5:00 – 7:00								*Provision for Special Discussion of Content – voluntary basis	*Provision for Special Discussion of Content – voluntary basis	*Provision for Special Discussion of Content – voluntary basis	*Provision for Special Discussion of Content – voluntary basis	

(Enclosure No. 5E to DepEd Memorandum No. 105, s. 2016)

**SENIOR HIGH SCHOOL (SHS) MASS TRAINING OF  
TEACHERS (MTOT) ON THE SPORTS TRACK**

The Training aims to:

1. Provide teachers with concrete understanding of the curriculum frameworks, learning standards and competencies, assessments and teaching plans;
2. Develop pedagogical capability to deliver curriculum.

Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:00 – 8:30					
8:30 – 10:30	Arrival and Registration	Discussion on Critical Content on the 1 <sup>st</sup> Subject: Human Movement  RP: Peter Dajime	Discussion on Critical Content on the 2 <sup>nd</sup> Subject: Fitness Testing and Exercise Programming  RP: Stella Marie Urbiztondo	Discussion on Critical Content on the 3 <sup>rd</sup> Subject: Fitness, Sports and Recreation Leadership  RP: Hercules Callanta	Discussion on Critical Content on the 4 <sup>th</sup> Subject: Fundamentals of Coaching  RP: Joan Grecia
10:30 – 12:00	Opening Program Mechanics of the Training				
12:00 – 1:00					
1:00 – 3:00	1 <sup>st</sup> Subject: Walkthrough of Curriculum Guides  Appropriate Strategies/ Assessment/ Classroom Management	2 <sup>nd</sup> Subject: Walkthrough of Curriculum Guides  Appropriate Strategies/ Assessment/ Classroom Management	3 <sup>rd</sup> Subject: Walkthrough of Curriculum Guides  Appropriate Strategies/ Assessment/ Classroom Management	4 <sup>th</sup> Subject: Walkthrough of Curriculum Guides  Appropriate Strategies/ Assessment/ Classroom Management	5 <sup>th</sup> Subject: Walkthrough of Curriculum Guides  Appropriate Strategies/ Assessment/ Classroom Management
3:00 – 5:00					

**SENIOR HIGH SCHOOL (SHS) MASS TRAINING OF TEACHERS (MTOT) ON THE SPORTS TRACK**

The Training aims to:

1. Provide teachers with concrete understanding of the curriculum frameworks, learning standards and competencies, assessments and teaching plans;
2. Develop pedagogical capability to deliver curriculum.

Time	Day 6	Day 7	Day 8	Day 9	Day 10
<b>8:00 – 8:30</b>					
<b>8:30 – 10:30</b>	Discussion on Critical Content on the 5 <sup>th</sup> Subject: Psychosocial Aspects of Sports and Exercise  RP: Jonathan Cagas	Discussion on Critical Content on the 6 <sup>th</sup> Subject: Sports Officiating and Activity Management  RP: Robert Milton Calo and Joanna Franqueli	Discussion on Critical Content on the 7 <sup>th</sup> Subject: Safety and 1 <sup>st</sup> Aid  RP: Grace Sumayo	Empowerment Technology Walkthrough of Curriculum Guides	Commitment Building
<b>10:30 – 12:00</b>				Inquiries, Investigations and Immersion Walkthrough of Curriculum Guides  RP: Shirley Quejada	Clearing House and Closing Program
<b>12:00 – 1:00</b>					
<b>1:00 – 3:00</b>	6 <sup>th</sup> Subject: Walkthrough of Curriculum Guides  Appropriate Strategies/ Assessment/ Classroom Management	7 <sup>th</sup> Subject: Walkthrough of Curriculum Guides  Appropriate Strategies/ Assessment/ Classroom Management	Practical Research 1 Walkthrough of Curriculum Guides  Practical Research 2 Walkthrough of Curriculum Guides  RP: Dave Bercades	Practicum and Apprenticeship Walkthrough of Curriculum Guides	
<b>3:00 – 5:00</b>					

**TRAINING MATRIX OF PERSONAL DEVELOPMENT AND PE & HEALTH  
2016 SENIOR HIGH SCHOOL (SHS) MASS TRAINING OF TEACHERS (MTOT)**

Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	
8:00am - 5:00pm	7:00 - 8:00 Registration							
Orientation of Facilitators	8:00 - 10:00 Opening Program and General Orientation	8:00 - 10:00 <b>Workshop 2</b> Pedagogical Approach in teaching PerDev Lessons for 1st Quarter	8:00 - 12:00 <b>Workshop 5</b> Walkthrough of 2nd Quarter of PerDev	8:00 - 9:00 Demo	8:00 - 10:00 <b>Workshop 10</b> Pedagogical Approach in teaching PE & Health Lessons for Grade 11	8:00 - 12:00 <b>Workshop 13</b> Walkthrough of Grade 12 PE & Health	8:00 - 9:00 Demo	
RPs:	10:00 - 12:00	10:00 - 12:00		9:00 - 10:00	10:00 - 12:00		9:00 - 10:00	
Maricel Ilag, Ernesita Corpuz, Yayette dela Pena & Joy Samson	<b>Plenary 1</b> Discussion of PerDev as a Discipline RP: Dr. Barbara Wong	<b>Workshop 3</b> Assessment in PerDev 1st Quarter		Preparation for Return Demo	<b>Workshop 11</b> Assessment in Grade 11 PE & Health		Preparation for Return Demo	
				10:00 - 11:00			10:00 - 11:00	
				Return Demo			Return Demo	
Arrival of Participants	12:00 - 1:00 Lunch			11:00 - 12:00 Lunch	12:00 - 1:00 Lunch		11:00 - 12:00 Lunch	
2:00pm	1:00 - 3:00	1:00 - 3:00	1:00 - 3:00	12:00 - 2:00	1:00 - 2:00	1:00 - 3:00	12:00 - 1:00	
Hotel Check-in	<b>continuation of Plenary 1</b> Discussion of PerDev as a Discipline RP: Dr. Barbara Wong	<b>Workshop 4</b> Lesson Planning	<b>Workshop 6</b> Pedagogical Approach in teaching PerDev Lessons for 2nd Quarter	<b>Plenary 2</b> Discussion of PE & Health as a Discipline RP: Stella Marie Urbiztondo	<b>Workshop 12</b> Lesson Planning	<b>Workshop 14</b> Pedagogical Approach in teaching PE & Health Lessons for 2nd Quarter	Clearing House	
7:00pm	3:00 - 7:00	2:00 - 3:00	3:00 - 5:00	2:00 - 6:00	2:00 - 3:00	3:00 - 5:00	1:00 - 3:00	
Dinner (First Meal)	<b>Workshop 1</b> Walkthrough of 1st Quarter of PerDev	Demo	<b>Workshop 7</b> Assessment in PerDev 2nd Quarter	<b>Workshop 9</b> Walkthrough of Grade 11 PE & Health	Demo	<b>Workshop 15</b> Assessment in Grade 12 PE & Health	Closing Program and Distribution of Certificate	
		3:00 - 4:00	5:00 - 7:00			3:00 - 4:00		5:00 - 7:00
		Preparation for Return Demo	<b>Workshop 8</b> Lesson Planning			Preparation for Return Demo		<b>Workshop 16</b> Lesson Planning
		4:00 - 5:00				4:00 - 5:00		
		Return Demo			Return Demo			

**Senior High School (SHS) Mass Training of Teachers (MTOT)**  
**Common Topics**  
**Estimated Budgetary Requirements**

REGION	DIVISIONS	Teacher-participants per Division	TOTAL NO. OF SHS TEACHER-PARTICIPANTS	NO. OF TRAINERS	NO. OF MNGT STAFF	TOTAL NO. OF PAX	For Downloading to Regions:					
							BOARD AND LODGING		TRAVEL EXPENSES*	ADMIN FEE	TRAINING MATERIALS	Total
							Teacher-Participants	Trainers and Mngt Staff	(P2,000.00/ pax)	(P50 / pax /day @ 4 days)	(P300 / pax)	
I							(P800.00/pax/day @ 4 days)	Trainer/Staff	Participants	Participants & Trainers		
	Alaminos City	43	2,031	51	20	2,102	137,600.00	227,200	142,000	406,200.00	624,600	7,899,200.00
	Batac City	19					60,800.00					
	Candon City	25					80,000.00					
	Dagupan City	72					230,400.00					
	Ilocos Norte	159					508,800.00					
	Ilocos Sur	170					544,000.00					
	La Union	251					803,200.00					
	Laoag City	63					201,600.00					
	Pangasinan I, Lingayen	560					1,792,000.00					
	Pangasinan II, Binalonan	457					1,462,400.00					
	San Carlos City	73					233,600.00					
	San Fernando City	34					108,800.00					
	Urdaneta City	68					217,600.00					
	Vigan City	37					118,400.00					
II												
	Batanes	11	1,234	31	20	1,285	35,200.00	163,200.00	102,000.00	246,800.00	379,500.00	4,840,300.00
	Cagayan	371					1,187,200.00					
	Cauayan City	44					140,800.00					
	City of Ilagan	60					192,000.00					
	Isabela	419					1,340,800.00					
	Nueva Vizcaya	147					470,400.00					
	Quirino	76					243,200.00					
	Santiago City	44					140,800.00					
	Tuguegarao City	62					198,400.00					

\* for trainers and management staff

REGION	DIVISIONS	Teacher-participants per Division	TOTAL NO. OF SHS TEACHER-PARTICIPANTS	NO. OF TRAINERS	NO. OF MNGT STAFF	TOTAL NO. OF PAX	For Downloading to Regions:					
							BOARD AND LODGING		TRAVEL EXPENSES*	ADMIN FEE	TRAINING MATERIALS	Total
							Teacher-Participants	Trainers and Mngt Staff	(P2,000.00/ pax)	(P50 / pax /day @ 4 days)	(P300 / pax)	
III							(P800.00/pax/day except cities with * which is 1000/pax/day @ 4 days)	Trainer/Staff	Participants	Participants & Trainers		
	Angeles City*	134	3,972	99	20	4,091	536,000.00	380,800.00	238,000.00	794,400.00	1,221,300.00	15,531,300.00
	Aurora	93					297,600.00					
	Balanga City	41					131,200.00					
	Bataan	257					822,400.00					
	Bulacan	745					2,384,000.00					
	Cabanatuan City	67					214,400.00					
	Gapan City	55					176,000.00					
	Mabalacat City	93					297,600.00					
	Malolos City	94					300,800.00					
	Meycauayan City	45					144,000.00					
	Munoz Science City	34					108,800.00					
	Nueva Ecija	527					1,686,400.00					
	Olongapo City*	99					396,000.00					
	Pampanga	605					1,936,000.00					
	San Fernando City	120					384,000.00					
	San Jose City	51					163,200.00					
	San Jose del Monte City	204					652,800.00					
	Tarlac	422					1,350,400.00					
	Tarlac City	72					230,400.00					
	Zambales	214	684,800.00									
IV-A							(P800.00/pax/day except cities with * which is 1000/pax/day @ 4 days)					
	Antipolo City	284	4,924	123	20	5,067	908,800.00	457,600.00	286,000.00	984,800.00	1,514,100.00	19,044,900.00
	Bacoor City	106					339,200.00					
	Batangas	684					2,188,800.00					
	Batangas City	112					358,400.00					
	Calamba City	141					451,200.00					
	Cavite	648					2,073,600.00					
	Cavite City	43					137,600.00					
	Dasmaringas City	226					723,200.00					
	Imus City	130					416,000.00					
	Laguna (with Binan City)	683					2,185,600.00					

REGION	DIVISIONS	Teacher-participants per Division	TOTAL NO. OF SHS TEACHER-PARTICIPANTS	NO. OF TRAINERS	NO. OF MNGT STAFF	TOTAL NO. OF PAX	For Downloading to Regions:					
							BOARD AND LODGING		TRAVEL EXPENSES*	ADMIN FEE	TRAINING MATERIALS	Total
							Teacher-Participants	Trainers and Mngt Staff	(P2,000.00/ pax)	(P50 / pax /day @ 4 days)	(P300 / pax)	
	Lipa City	122					390,400.00					
	Lucena City*	57					228,000.00					
	Quezon	711					2,275,200.00					
	Rizal	687					2,198,400.00					
	San Pablo City	88					281,600.00					
	Sta. Rosa City	91					291,200.00					
	Tanauan City	74					236,800.00					
	Tayabas City	37					118,400.00					
IV-B			1,460	37	20	1,517	(P800.00/pax/day except cities with * which is 1000/pax/day @ 4 days)	182,400.00	114,000.00	292,000.00	449,100.00	<b>5,792,700.00</b>
	Calapan City	64					204,800.00					
	Marinduque	113					361,600.00					
	Occidental Mindoro	193					617,600.00					
	Oriental Mindoro	282					902,400.00					
	Palawan	552					1,766,400.00					
	Puerto Princesa City*	104					416,000.00					
	Romblon	152					486,400.00					
V			2,577	64	20	2,661	(P800.00/pax/day @ 4 days)	268,800.00	168,000.00	515,400.00	792,300.00	<b>9,990,900.00</b>
	Albay	402					1,286,400.00					
	Camarines Norte	246					787,200.00					
	Camarines Sur	666					2,131,200.00					
	Catanduanes	137					438,400.00					
	Iriga City	46					147,200.00					
	Legaspi City	72					230,400.00					
	Ligao City	62					198,400.00					
	Masbate	322					1,030,400.00					
	Masbate City	51					163,200.00					
	Naga City	84					268,800.00					
	Sorsogon	325					1,040,000.00					
	Sorsogon City	82					262,400.00					
Tabaco City	82	262,400.00										

REGION	DIVISIONS	Teacher-participants per Division	TOTAL NO. OF SHS TEACHER-PARTICIPANTS	NO. OF TRAINERS	NO. OF MNGT STAFF	TOTAL NO. OF PAX	For Downloading to Regions:					
							BOARD AND LODGING		TRAVEL EXPENSES*	ADMIN FEE	TRAINING MATERIALS	Total
							Teacher-Participants	Trainers and Mngt Staff	(P2,000.00/ pax)	(P50 / pax /day @ 4 days)	(P300 / pax)	
CAR							(P800.00/pax/day except cities with * which is 1000/pax/day @ 4 days)					
	Abra	78	643	16	20	679	249,600.00	115,200.00	48,000.00	128,600.00	197,700.00	2,645,500.00
	Apayao	49					156,800.00					
	Baguio City*	123					492,000.00					
	Benguet	126					403,200.00					
	Ifugao	110					352,000.00					
	Kalinga	39					124,800.00					
	Mt. Province	69					220,800.00					
	Tabuk City	49					156,800.00					
NCR												
	Caloocan City	107	3,659	91	20	3,770	513,600.00	532,800.00	77,700.00	731,800.00	1,125,000.00	20,030,500.00
	City of San Juan	20					96,000.00					
	Las Piñas City	181					868,800.00					
	Makati City	77					369,600.00					
	Malabon City	146					700,800.00					
	Mandaluyong City	114					547,200.00					
	Manila	521					2,500,800.00					
	Marikina City	183					878,400.00					
	Muntinlupa City	151					724,800.00					
	Navotas	80					384,000.00					
	Paranaque City	199					955,200.00					
	Pasay City	124					595,200.00					
	Pasig City	297					1,425,600.00					
	Quezon City	936					4,492,800.00					
	Taguig	264					1,267,200.00					
Valenzuela City	259	1,243,200.00										
VI							(P800.00/pax/day except cities with * which is 1000/pax/day @ 4 days)					
	Aklan	225	1,847	46	20	1,913	720,000.00	211,200.00	132,000.00	369,400.00	567,900.00	7,294,100.00
	Antique	226					723,200.00					
	Capiz	305					976,000.00					
	Guimaras	82					262,400.00					
	Iloilo	798					2,553,600.00					



REGION	DIVISIONS	Teacher-participants per Division	TOTAL NO. OF SHS TEACHER-PARTICIPANTS	NO. OF TRAINERS	NO. OF MNGT STAFF	TOTAL NO. OF PAX	For Downloading to Regions:					
							BOARD AND LODGING		TRAVEL EXPENSES*	ADMIN FEE	TRAINING MATERIALS	Total
							Teacher-Participants	Trainers and Mngt Staff	(P2,000.00/ pax)	(P50 / pax /day @ 4 days)	(P300 / pax)	
	Iloilo City*	129					516,000.00					
	Passi City	39					124,800.00					
	Roxas City	43					137,600.00					
VII							(P800.00/pax/day except cities with * which is 1000/pax/day @ 4 days)					
	Bogo City	25	2,262	57	20	2,339	80,000.00	246,400.00	154,000.00	452,400.00	695,700.00	9,270,900.00
	Bohol	471					1,507,200.00					
	Carcar City	48					153,600.00					
	Cebu	789					2,524,800.00					
	Cebu City*	305					1,220,000.00					
	City of Naga, Cebu	47					150,400.00					
	Danao City	49					156,800.00					
	Lapu-Lapu City*	173					692,000.00					
	Mandaue City*	127					508,000.00					
	Siquijor	33					105,600.00					
	Tagbilaran City	48					153,600.00					
	Talisay City	76					243,200.00					
	Toledo City	71					227,200.00					
VIII												
	Baybay City	51	1,924	48	20	1,992	163,200.00	217,600.00	136,000.00	384,800.00	591,600.00	7,486,800.00
	Biliran	93					297,600.00					
	Borongan City	36					115,200.00					
	Calbayog City	79					252,800.00					
	Catbalogan City	52					166,400.00					
	Eastern Samar	192					614,400.00					
	Leyte	574					1,836,800.00					
	Maasin City	28					89,600.00					
	Northern Samar	277					886,400.00					
	Ormoc City	95					304,000.00					
	Samar (Western Samar)	213					681,600.00					
	Southern Leyte	134					428,800.00					
	Tacloban City	100					320,000.00					

REGION	DIVISIONS	Teacher-participants per Division	TOTAL NO. OF SHS TEACHER-PARTICIPANTS	NO. OF TRAINERS	NO. OF MNGT STAFF	TOTAL NO. OF PAX	For Downloading to Regions:					
							BOARD AND LODGING		TRAVEL EXPENSES*	ADMIN FEE	TRAINING MATERIALS	Total
							Teacher-Participants	Trainers and Mngt Staff	(P2,000.00/ pax)	(P50 / pax /day @ 4 days)	(P300 / pax)	
NIR							(P800.00/pax/day except cities with * which is 1000/pax/day @ 4 days)					
	Bacolod City*	177	1,722	43	20	1,785	708,000.00	201,600.00	126,000.00	344,400.00	529,500.00	6,853,500.00
	Bago City	73					233,600.00					
	Cadiz City	61					195,200.00					
	Escalante City	45					144,000.00					
	Kabankalan City	71					227,200.00					
	La Carlota City	34					108,800.00					
	Negros Occidental	554					1,772,800.00					
	Sagay City	94					300,800.00					
	San Carlos City	40					128,000.00					
	Silay City	55					176,000.00					
	Bais City	34					108,800.00					
	Bayawan City	67					214,400.00					
	Dumaguete City	37					118,400.00					
	Guihulngan City	31					99,200.00					
Negros Oriental	302	966,400.00										
Tanjay City	47	150,400.00										
IX							(P800.00/pax/day except cities with * which is 1000/pax/day @ 4 days)	Trainer/Staff	Participants	Participants & Trainers		
	Dapitan City	33	1,295	32	20	1,347	105,600.00	166,400.00	96,000.00	259,000.00	398,100.00	5,315,500.00
	Dipolog City	59					188,800.00					
	Isabela City	51					163,200.00					
	Pagadian City	76					243,200.00					
	Zamboanga City*	315					1,260,000.00					
	Zamboanga del Norte	268					857,600.00					
	Zamboanga del Sur	276					883,200.00					
	Zamboanga Sibugay	217					694,400.00					
X	Bukidnon	262					838,400.00					
	Cagayan de Oro City*	195					780,000.00					
	Camiguin	41					131,200.00					
	El Salvador	14					44,800.00					
	Gingoog City	48					153,600.00					

REGION	DIVISIONS	Teacher-participants per Division	TOTAL NO. OF SHS TEACHER-PARTICIPANTS	NO. OF TRAINERS	NO. OF MNGT STAFF	TOTAL NO. OF PAX	For Downloading to Regions:					
							BOARD AND LODGING		TRAVEL EXPENSES*	ADMIN FEE	TRAINING MATERIALS	Total
							Teacher-Participants	Trainers and Mngt Staff	(P2,000.00/ pax)	(P50 / pax /day @ 4 days)	(P300 / pax)	
	Iligan City*	128	1,483	37	20	1,540	512,000.00	182,400	114,000	296,600.00	456,000	<b>6,053,000.00</b>
	Lanao del Norte	140					448,000.00					
	Malaybalay City	75					240,000.00					
	Misamis Occidental	96					307,200.00					
	Misamis Oriental	311					995,200.00					
	Oroquieta City	37					118,400.00					
	Ozamis City	53					169,600.00					
	Tangub City	34					108,800.00					
	Valencia City	49					156,800.00					
XI			1,594	40	20	1,654	(P800.00/pax/day except cities with * which is 1000/pax/day @ 4 days)	192,000.00	120,000.00	318,800.00	490,200.00	<b>6,619,400.00</b>
	Compostela Valley	276					883,200.00					
	Davao City*	497					1,988,000.00					
	Davao del Norte	152					486,400.00					
	Davao del Sur	199					636,800.00					
	Davao Oriental	71					227,200.00					
	Digos City	65					208,000.00					
	Island Garden City of Samar	40					128,000.00					
	Mati City	130					416,000.00					
	Panabo City	66					211,200.00					
	Tagum City	98					313,600.00					
XII			1,542	39	20	1,601	(P800.00/pax/day except cities with * which is 1000/pax/day @ 4 days)	188,800.00	118,000.00	308,400.00	474,300.00	<b>6,223,900.00</b>
	Cotabato City	93					297,600.00					
	General Santos City*	250					1,000,000.00					
	Kidapawan City	67					214,400.00					
	Koronadal City	66					211,200.00					
	North Cotabato	405					1,296,000.00					
	Sarangani	176					563,200.00					
	South Cotabato	264					844,800.00					
	Sultan Kudarat	188					601,600.00					
Tacurong City	33	105,600.00										

REGION	DIVISIONS	Teacher-participants per Division	TOTAL NO. OF SHS TEACHER-PARTICIPANTS	NO. OF TRAINERS	NO. OF MNGT STAFF	TOTAL NO. OF PAX	For Downloading to Regions:					
							BOARD AND LODGING		TRAVEL EXPENSES*	ADMIN FEE	TRAINING MATERIALS	Total
							Teacher-Participants	Trainers and Mngt Staff	(P2,000.00/ pax)	(P50 / pax /day @ 4 days)	(P300 / pax)	
XIII							(P800.00/pax/day except cities with * which is 1000/pax/day @ 4 days)					
	Agusan del Norte	113	1,048	26	20	1,094	361,600.00	147,200.00	92,000.00	209,600.00	322,200.00	4,243,000.00
	Agusan del Sur	203					649,600.00					
	Bayugan City	66					211,200.00					
	Bislig City	35					112,000.00					
	Butuan City*	148					592,000.00					
	Cabadbaran City	21					67,200.00					
	Dinagat Island	55					176,000.00					
	Siargao	54					172,800.00					
	Surigao City	53					169,600.00					
	Surigao del Norte	110					352,000.00					
	Surigao del Sur	164					524,800.00					
	Tandag City	26					83,200.00					
ARMM												
	Basilan	33	933	23	20	976	105,600.00	137,600.00	69,000.00	186,600.00	286,800.00	3,665,600.00
	Lamitan City	21					67,200.00					
	Lanao del Sur - I	211					675,200.00					
	Lanao del Sur - II	190					608,000.00					
	Maguindanao	276					883,200.00					
	Marawi City	23					73,600.00					
	Sulu	124					396,800.00					
	Tawi-Tawi	55					176,000.00					
<b>TOTAL</b>		<b>36,150</b>					<b>36,150</b>					

Admin Cost @ 50.00/pax

( Rentals of equipment, function hall & breakout rooms; Rentals of utility vehicles to transport training materials (LMs, TGs, CGs) from the regional office to the venue:

Payment for utility bills (electric bills, etc.); Medical cost; and Overtime services (i.e. janitors and support staff)

\*P1200/pax/day for NCR, P1000/pax/day for CAR, Regions III, IV-A, IV-B, VI, VII, IX, X, XI, XII and XIII, and, P800 for other regions @ 18 days

Checked by:

**JOCELYN DR ANDAYA**

Director IV

**Senior High School (SHS) Mass Training of Teachers (MTOT)  
Technical-Vocational Livelihood (TVL) Track  
Estimated Budgetary Requirements**

REGION	No. of SHS Teachers	No. Of Trainers	No. of Mngt Staff	Total No. of Pax	For Downloading to Regions:				Total
					Board & Lodging*	ADMIN COST	SUPPLIES AND MATERIALS + KIT**	TRAVEL EXPENSES***	
						(P50/pax/day @ 9days)	(P300.00/pax)	(P2,000.00/ pax)	
I	916	18	20	954	6,868,800.00	412,200.00	280,200.00	76,000.00	<b>7,637,200.00</b>
II	550	11	20	581	4,183,200.00	247,500.00	168,300.00	62,000.00	<b>4,661,000.00</b>
III	1,276	26	20	1,322	11,898,000.00	574,200.00	390,600.00	92,000.00	<b>12,954,800.00</b>
IV-A	1,189	24	20	1,233	11,097,000.00	535,050.00	363,900.00	88,000.00	<b>12,083,950.00</b>
IV-B	625	13	20	658	5,922,000.00	281,250.00	191,400.00	66,000.00	<b>6,460,650.00</b>
V	1,257	25	20	1,302	9,374,400.00	565,650.00	384,600.00	90,000.00	<b>10,414,650.00</b>
CAR	234	5	20	259	2,331,000.00	105,300.00	71,700.00	50,000.00	<b>2,558,000.00</b>
NCR	524	10	20	554	5,983,200.00	235,800.00	160,200.00	21,000.00	<b>6,400,200.00</b>
VI	650	13	20	683	6,147,000.00	292,500.00	198,900.00	66,000.00	<b>6,704,400.00</b>
VII	926	19	20	965	8,685,000.00	416,700.00	283,500.00	78,000.00	<b>9,463,200.00</b>
VIII	775	16	20	811	5,839,200.00	348,750.00	237,300.00	72,000.00	<b>6,497,250.00</b>
NIR	607	12	20	639	4,600,800.00	273,150.00	185,700.00	64,000.00	<b>5,123,650.00</b>
IX	482	10	20	512	4,608,000.00	216,900.00	147,600.00	60,000.00	<b>5,032,500.00</b>
X	505	10	20	535	4,815,000.00	227,250.00	154,500.00	60,000.00	<b>5,256,750.00</b>
XI	540	11	20	571	5,139,000.00	243,000.00	165,300.00	62,000.00	<b>5,609,300.00</b>
XII	683	14	20	717	6,453,000.00	307,350.00	209,100.00	68,000.00	<b>7,037,450.00</b>
XIII	398	8	20	426	3,834,000.00	179,100.00	121,800.00	56,000.00	<b>4,190,900.00</b>
ARMM	179	4	20	203	1,461,600.00	80,550.00	54,900.00	48,000.00	<b>1,645,050.00</b>
<b>TOTAL</b>	<b>12,316</b>	<b>249</b>	<b>360</b>	<b>12,925</b>	<b>109,240,200.00</b>	<b>5,542,200.00</b>	<b>3,769,500.00</b>	<b>1,179,000.00</b>	<b>119,730,900.00</b>

Admin Cost @ 50.00/pax

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Payment for utility bills (electric bills, etc.); Medical cost; and Overtime services (i.e. janitors and support staff)

\*P1200/pax/day for NCR, P1000/pax/day for CAR, Regions III, IV-A, IV-B, VI, VII, IX, X, XI, XII and XIII, and, P800 for other regions @ 9 days

Checked by:

**JOCELYN DR ANDAYA**  
Director IV

**Senior High School (SHS) Mass Training of Teachers (MTOT)  
Academic Track  
Estimated Budgetary Requirements**

No. of Participants by Region												For Downloading to Regions					
Region	CLUSTERS							No. of Teachers	No. of Trainers	NO. OF MNGT STAFF	Total No. of Participants	Honorarium	Admin Cost	Board & Lodging*	SUPPLIES AND MATERIALS + KIT**	TRAVELLING EXPENSES***	TOTAL
	I-A	I-B	I-C	I-D	II	III-A	III-B					(P100/pax/day @ 18days)	(P50/pax/day @ 18days)		(P300/pax)	(P2,000.00/pax)	
I	99	66	424	99	45	121	165	1,019	34	20	1,073	1,834,200.00	917,100.00	15,451,200.00	315,900.00	108,000.00	18,626,400.00
II	53	36	235	53	29	89	115	610	20	20	650	1,098,000.00	549,000.00	9,360,000.00	189,000.00	80,000.00	11,276,000.00
III	272	169	958	290	160	291	376	2,516	84	20	2,620	4,528,800.00	2,264,400.00	47,160,000.00	780,000.00	208,000.00	54,941,200.00
IV-A	372	244	1,418	372	258	401	516	3,581	119	20	3,720	6,445,800.00	3,222,900.00	66,960,000.00	1,110,000.00	278,000.00	78,016,700.00
IV-B	82	57	277	81	44	82	120	743	25	20	788	1,337,400.00	668,700.00	14,184,000.00	230,400.00	90,000.00	16,510,500.00
V	123	82	455	123	41	122	174	1,120	37	20	1,177	2,016,000.00	1,008,000.00	16,948,800.00	347,100.00	114,000.00	20,433,900.00
CAR	37	26	131	37	31	37	52	351	12	20	383	631,800.00	315,900.00	6,894,000.00	108,900.00	64,000.00	8,014,600.00
NCR	366	229	870	366	252	367	549	2,999	100	20	3,119	5,398,200.00	2,699,100.00	67,370,400.00	929,700.00	84,000.00	76,481,400.00
VI	117	82	405	119	65	117	164	1,069	36	20	1,125	1,924,200.00	962,100.00	20,250,000.00	331,500.00	112,000.00	23,579,800.00
VII	135	92	425	134	64	135	191	1,176	39	20	1,235	2,116,800.00	1,058,400.00	22,230,000.00	364,500.00	118,000.00	25,887,700.00
VIII	117	78	352	117	73	117	151	1,005	34	20	1,059	1,809,000.00	904,500.00	15,249,600.00	311,700.00	108,000.00	18,382,800.00
NIR	100	71	398	100	92	100	156	1,017	34	20	1,071	1,830,600.00	915,300.00	15,422,400.00	315,300.00	108,000.00	18,591,600.00
IX	83	55	242	84	41	82	124	711	24	20	755	1,279,800.00	639,900.00	13,590,000.00	220,500.00	88,000.00	15,818,200.00
X	94	67	335	94	74	94	114	872	29	20	921	1,569,600.00	784,800.00	16,578,000.00	270,300.00	98,000.00	19,300,700.00
XI	113	82	349	113	51	113	175	996	33	20	1,049	1,792,800.00	896,400.00	18,882,000.00	308,700.00	106,000.00	21,985,900.00
XII	82	55	295	81	49	83	126	771	26	20	817	1,387,800.00	693,900.00	14,706,000.00	239,100.00	92,000.00	17,118,800.00
XIII	62	50	217	62	31	61	111	594	20	20	634	1,069,200.00	534,600.00	11,412,000.00	184,200.00	80,000.00	13,280,000.00
ARMM	84	56	216	86	47	84	131	704	23	20	747	1,267,200.00	633,600.00	10,756,800.00	218,100.00	86,000.00	12,961,700.00
<b>TOTAL</b>	<b>2,391</b>	<b>1,597</b>	<b>8,002</b>	<b>2,411</b>	<b>1,447</b>	<b>2,496</b>	<b>3,510</b>	<b>21,854</b>	<b>729</b>	<b>360</b>	<b>22,943</b>	<b>39,337,200.00</b>	<b>19,668,600.00</b>	<b>403,405,200.00</b>	<b>6,774,900.00</b>	<b>2,022,000.00</b>	<b>471,207,900.00</b>

Admin Cost @ 50.00/pax

( Rentals of equipment, function hall &amp; breakout rooms; Rentals of utility vehicles to transport training materials (LMs, TGs, CGs) from the regional office to the venue:

Payment for utility bills (electric bills, etc.); Medical cost; and Overtime services (i.e. janitors and support staff)

\*P1200/pax/day for NCR, P1000/pax/day for CAR, Regions III, IV-A, IV-B, VI, VII, IX, X, XI, XII and XIII, and, P800 for other regions @ 18 days

Checked by:

**JOCELYN DR ANDAYA**

Director IV

**BUDGET ALLOCATION BY REGION AND FUND UTILIZATION FOR THE SENIOR HIGH SCHOOL (SHS) MASS TRAINING OF TEACHERS (MTOT)**

1. The Senior High School Mass Training of Teachers (SHS-MTOT) shall be conducted between April 2016 and March 2017. Funds shall be downloaded to the Regional Offices (ROs) to defray the expenses for the activity.
2. To ensure the effective and efficient implementation of the SHS-MTOT, the following guidelines shall be observed:
  - 2.1. The MTOT on Common Topics, Academic Track and the Technical, Vocational and Livelihood (TVL) Track shall be conducted by the ROs.
  - 2.2. In the case of the Academic Track, the ROs may conduct the MTOT utilizing any of the following modes:
    - 2.2.1. Region-managed training wherein the region may invite speakers who are subject experts from Higher Education Institutions (HEIs) to serve as resource persons;
    - 2.2.2. Engage HEIs listed in Enclosure 3 through agency-to-agency or limited source bidding procurement. The Memorandum of Agreement (MOA) in Annex 1 may be used as template;
3. Funding allocations shall be downloaded to the ROs through Sub-Allotment Release Orders (Sub-AROs) to defray the board and lodging of participants, travel expenses of management staff, trainers and resource persons (RPs), honoraria of RPs, training materials and administrative cost. The issuance of Sub-ARO to the Regions shall be conducted in the following manner:
  - 3.1. First Tranche – 50% of the allocation per region based on the Notice of Organization Staffing and Compensation Action (NOSCA) shall be downloaded which will be used for the First Wave of Teacher Training;

Region	Budget Allocation (Php)				First Tranche
	Common Topics	Academic	TVL	Total	50%
I	7,899,200.00	18,626,400.00	7,637,200.00	34,162,800.00	17,081,400.00
II	4,840,300.00	11,276,000.00	4,661,000.00	20,777,300.00	10,388,650.00
III	15,531,300.00	54,941,200.00	12,954,800.00	83,427,300.00	41,713,650.00
IV-A	19,044,900.00	78,016,700.00	12,083,950.00	109,145,550.00	54,572,775.00
IV-B	5,792,700.00	16,510,500.00	6,460,650.00	28,763,850.00	14,381,925.00
V	9,990,900.00	20,433,900.00	10,414,650.00	40,839,450.00	20,419,725.00
CAR	2,645,500.00	8,014,600.00	2,558,000.00	13,218,100.00	6,609,050.00
NCR	20,030,500.00	76,481,400.00	6,400,200.00	102,912,100.00	51,456,050.00
VI	7,294,100.00	23,579,800.00	6,704,400.00	37,578,300.00	18,789,150.00
VII	9,270,900.00	25,887,700.00	9,463,200.00	44,621,800.00	22,310,900.00
VIII	7,486,800.00	18,382,800.00	6,497,250.00	32,366,850.00	16,183,425.00
NIR	6,853,500.00	18,591,600.00	5,123,650.00	30,568,750.00	15,284,375.00
IX	5,315,500.00	15,818,200.00	5,032,500.00	26,166,200.00	13,083,100.00
X	6,053,000.00	19,300,700.00	5,256,750.00	30,610,450.00	15,305,225.00
XI	6,619,400.00	21,985,900.00	5,609,300.00	34,214,600.00	17,107,300.00
XII	6,223,900.00	17,118,800.00	7,037,450.00	30,380,150.00	15,190,075.00
CARAGA	4,243,000.00	13,280,000.00	4,190,900.00	21,713,900.00	10,856,950.00
ARMM	3,665,600.00	12,961,700.00	1,645,050.00	18,272,350.00	9,136,175.00
<b>TOTAL</b>	<b>148,801,000.00</b>	<b>471,207,900.00</b>	<b>119,730,900.00</b>	<b>739,739,800.00</b>	<b>₱369,869,900.00</b>

- 3.2. Second Tranche – additional funds shall be downloaded to the ROs based on the submission of the following documents to the Director of Bureau of Curriculum Development (BCD):
  - 3.2.1. Report on the First Wave of Teacher Training
    - a. Technical report - which shall contain details on program description, training design, names and number of trainers and participants, original copy of signed attendance sheets, evidence of the receipt of training materials, activity report/proceedings, results and analysis of evaluation using the National Educators Academy of the Philippines Quality Assurance and Monitoring and Evaluation (NEAP QAME) Form 3 which can be downloaded from this link: [bit.ly/NEAPQAMEFORMS1-3](http://bit.ly/NEAPQAMEFORMS1-3), insights and photo documentation (if available)
    - b. Financial report - details of expenditures which include breakdown of board and lodging, honoraria with acknowledgment receipt, training materials, balance of funds reflected in the attached template of the financial report in Annex 2, and other relevant documents following required accounting and auditing rules and regulations
    - c. signed and notarized MOA with HEI (if applicable)
    - d. Updated RTIP
  - 3.3. As soon as the regions have utilized the 1<sup>st</sup> tranche, they may request their funds for the 2<sup>nd</sup> tranche. Request for the processing of the Second Tranche will be facilitated by BCD after their evaluation of the submitted documents.
  - 3.4. Funds for the Second Tranche will be used for the training of SHS teachers until March 2017.
4. The regions shall be accountable for the disbursement and liquidation of the funds, subject to the usual accounting and auditing rules and regulations.
5. A Training Completion Report including the technical and financial reports shall be submitted to the Director, Bureau of Curriculum Development.



## MEMORANDUM OF AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

This **Memorandum of Agreement** is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2016, in \_\_\_\_\_, Philippines, by and between:

\_\_\_\_\_, a higher education institution organized and existing under the laws of the Republic of the Philippines, holding office at its principal place of business at \_\_\_\_\_, Philippines, herein represented by \_\_\_\_\_, hereinafter referred to as the **Teacher Education Institution or the TEI**;

and

**DEPARTMENT OF EDUCATION (DepED)- Region \_\_\_\_\_**, a government agency established and existing under the laws and regulations of the Republic of the Philippines, represented herein by its Regional Director, \_\_\_\_\_, hereinafter referred to as the **DepEd - RO**.

### -WITNESSETH -

**WHEREAS**, both parties have entered into a partnership to implement the SHS Teachers' Training for the K to12 Basic Education Program;

**WHEREAS**, the TEI was chosen by the Regional Office, as the service provider for the training of SHS teachers;

**WHEREAS**, all those directly involved in administering the training program must ensure that the teacher-trainees will be prepared to deliver quality instruction in the SHS Curriculum.

**WHEREAS**, this training program shall be supported by the collaborative efforts of the DepEd Central, Regional and Division Offices, Teacher Education Council (TEC), Bureau of Curriculum Development (BCD), Bureau of Learning Resources (BLR), National Educators Academy of the Philippines (NEAP) and the TEI;

**NOW THEREFORE**, for and in consideration of the foregoing, the PARTIES have agreed on the following:

#### I. **ROLES OF the PARTIES:**

##### A. **The TEI, in coordination with the DepEd-RO, shall:**

1. manage the training program for the following:

Subject/ Subject Grouping	Number of trainees	Number of TEI trainers	Total

2. provide participants with a Training Kit and a CD containing the digital copies of the Curriculum Guides (CGs) and all other Learning Resources of the training program;
3. prepare the venue for the training program;
4. provide board and lodging for the trainers and trainees;
5. monitor and report
  - a. actual daily attendance of trainers and trainees per subject area (Annex A and B);
  - b. expenditures categorized by kind/nature
6. ensure that the trainees construct and submit a portfolio and other evidence of learning as a result of the training program;
7. ensure that TEI trainers coordinate with the Regional NEAP in facilitating the Mass Training;
8. be paid only for the actual number of teachers trained which should not exceed the number stipulated in this MOA. Any excess beyond the stipulated number shall not be paid for;
9. be paid for the board and lodging of the actual number of trainers;
10. prepare and issue the appropriate training certificate indicating actual number of hours the participant was present; and
11. submit the required completion and technical reports to the concerned Focal Person in the BCD, as endorsed by the Regional Director (RD).

**B. The DepEd:**

**1. Through its Division Office shall:**

- a. provide the TEI the names of the trainees per SHS subject;
- b. monitor, validate the final list of trainees and assess day-to-day conduct of the mass training;
- c. ensure that participants are present daily and are actively engaged during the training activities; and
- d. ensure that trainers are present the whole duration of the training.

**2. Through its Regional Office shall:**

- a. execute the MOA between the parties in accordance with RA No. 9184 (Government Procurement Reform Act) and its IRR
  - b. facilitate the release of mobilization funds for the training program upon submission of the following documents:
    1. signed and notarized Memorandum of Agreement (MOA);
    2. list of teachers to be trained per learning area as certified by the RD;
    3. list of trainers per learning area (and their profile/resume) as certified by the RD and TEI (authorized official)
  - c. process the completion payment upon submission of all the following:
    1. Technical report on the training program
      - a. Program description
      - b. Training design and trainers
      - c. Names and number of participants per learning area
      - d. Original signed attendance sheets (Annex A and B);
      - e. evidence of the receipt of training materials in soft and hard copies (Annex C);
      - f. activity report and training design implemented
      - h. Summary of attendance of each participant (Annex D)
      - i. Results and analysis of evaluation using NEAP QAME Form 3
      - j. Photo documentation (optional)
    2. Financial Report, which should contain details of expenditures, including breakdown of the following items (Annex E):
      - a. Board and lodging
      - b. Honoraria with acknowledgment receipt
      - c. Training materials
      - d. Administrative cost
      - e. Balance of funds
    3. Updated RTIP
  - d. monitor the teacher training to ensure quality delivery that follows DepEd training guidelines;
  - e. attest to the completion of the program by signing the training certificate together with the head of the TEI Training Team; and
  - f. check completion reports of TEIs before endorsing to BCD.
- 4. Through the Office of the Undersecretary for Curriculum and Instruction, BCD, NEAP and TEC shall monitor and evaluate the daily activities/attendance of teachers and the implementation of the terms and conditions of this MOA during the duration of the program in coordination with the ROs.**

## II. GENERAL PROVISIONS

1. The training program shall be:
  - a. held within the period of May 1 to 18, 2016. (sample only)
  - b. no less than 18 full days to complete (18 days x 8 hours) 144 hours of actual training time. The trainee may apply for an equivalence/credit of the training program to an TEI subject to its rules and regulations;
2. Subject to pertinent COA accounting and auditing rules and regulations, the amount to be paid by the Regional Office to the TEI shall be as follows:
  - a. The training fee for each participant per package is broken down as follows:

**Package A – Urbanized**

Board and Lodging	=	P 800.00 / pax /18days
Honorarium	=	P 100.00 / pax /18days
Admin Costs / Admin Fee	=	P 50.00 / pax /18days
Training Materials (Kit, CD, and Handouts)	=	P 100.00 / pax -----
		P 17,200.00 / pax

**Package B – Highly Urbanized Cities**

Board and Lodging	=	P 1,000.00 / pax /18days
Honorarium	=	P 100.00 / pax /18days
Admin Costs / Admin Fee	=	P 50.00 / pax /18days
Training Materials (Kit, CD, and Handouts)	=	P 100.00 / pax -----
		P 20,800.00 / pax

**Package C – NCR**

Board and Lodging	=	P 1,200.00 / pax /18days
Honorarium	=	P 100.00 / pax /18days
Admin Costs / Admin Fee	=	P 50.00 / pax /18days
Training Materials (Kit, CD, and Handouts)	=	P 100.00 / pax -----
		P 24,400.00 / pax

- NSCB Resolution No. 11 Series of 2008

- b. In addition, board and lodging fee for each trainer per package will be:

**Package A**

Board and Lodging	=	P 800 / pax /18days
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**Package B**

Board and Lodging	=	P 1,000 / pax /18days
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**Package c**

Board and Lodging	=	P 1,200 / pax /18days
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3. Pursuant to Item No. 1 of Annex "F" (Contract Implementation Guidelines for the Procurement of Consulting Services) of the IRR of RA 9184, both parties agree to the mode of payment as follows: 15% mobilization fee and 85% completion payment. *Provided*, that , the allowance of mobilization fee must be requested in writing by the consultant and subject to the approval of the procuring RO if it deems such payment to be fair and reasonable, and the release of the funds is subject to the posting of an irrevocable standby letter of credit issued by an entity acceptable to the agency in an amount equal to the advance payment;

### **III. EFFECTIVITY:**

This MOA shall take effect upon signing/approval of the parties and shall be valid and binding until the completion of its purpose/s or unless earlier terminated. *Provided*, that, the MOA being a fixed price agreement as mandated by RA 9184, any extension of effectivity of the agreement shall not entail additional cost.

**IN WITNESS WHEREOF**, the PARTIES have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_, 2016 at \_\_\_\_\_, Philippines.

**DEPED REGIONAL OFFICE**

**TEACHER EDUCATION INSTITUTION**

Regional Director

Signing Authority

**SIGNED IN THE PRESENCE OF:**

\_\_\_\_\_  
Witness, Regional Office

\_\_\_\_\_  
Witness, TEI

REPUBLIC OF THE PHILIPPINES     )  
\_\_\_\_\_     )

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public for and in the City of \_\_\_\_\_, personally appeared the following with their respective competent evidence of identity:

<b>Name</b>	<b>Valid Government ID No.</b>	<b>Issued on</b>	<b>Issued at</b>

known to me and by me known to be the same persons who executed the foregoing instrument and they acknowledged that the same is their own free, voluntary act, will and deed, and those of the parties they represent herein.

The foregoing instrument relates to a Memorandum of Agreement consisting of six (6) pages, including this page on which this Acknowledgement is written, and is signed by the parties and their witnesses at the bottom and on each and every page thereof.

**WITNESS MY HAND AND SEAL** this \_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_\_, Philippines.

**NOTARY PUBLIC**

Doc. No.: \_\_\_\_\_ ;  
Page No.: \_\_\_\_\_ ;  
Book No.: \_\_\_\_\_ ;  
Series of 2016.

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**SENIOR HIGH SCHOOL (SHS) MASS TRAINING OF TEACHERS (MTOT)**  
**FOR THE K TO 12 BASIC EDUCATION PROGRAM**

## FINANCIAL REPORT

Region:
Name of HEI:
Address:
SHS Tracks:
Training Period:

<b>PROJECTED INCOME:</b>				
	Physical	Financial	Total	
Board and Lodging				
Training Materials				
Honorarium				
Admin Cost				
Travelling Expenses				
		<b>Total:</b>		
<b>LESS: Actual EXPENSES DURING THE TRAINING</b>				
	Physical	Financial	Total	Voucher No.
Board and Lodging				
Training Materials				
Honoraria with acknowledgment receipt				
Other Expenses				
		<b>Total Expenses:</b>		
		<b>BALANCE OF FUNDS:</b>		

**Prepared by:**

Signature over printed name  
Designation

**Noted by:**

Signature over printed name  
Designation







K to 12 MASS TRAINING OF GRADE 11 TEACHERS  
Training Venue, Institution  
Training Period: (DATE)

RECEIPT OF TRAINING MATERIALS

Cluster: \_\_\_\_\_

	NAME	MATERIALS RECEIVED <i>(sign for each material)</i>					REMARKS
		Training Kit	CG (Hard Copy)	TG (Hard Copy)	LM (Hard Copy)	Handouts	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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**K to 12 MASS TRAINING OF GRADE 11 TEACHERS**  
**Training Venue, Institution**  
**Training Period: (DATE)**

**SUMMARY OF ATTENDANCE**

**CLUSTER:** \_\_\_\_\_

	<b>NAME</b>	<b>SCHOOL</b>	<b>CONTACT NUMBER</b>	<b>EMAIL ADDRESS</b>	<b>NO. OF DAYS PRESENT</b>
1					6 days
2					5 1/2 days
3					Did not attend
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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