



February 10, 2017

**Regional Memorandum**  
 No. 17, s. 2017

001898

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

**To : Schools Division Superintendents**

1. Corollary to DepEd Memorandum No. 18, s. 2017 entitled Grade 6 National Training of Trainers and Mass Training of Teachers for the K to 12 Basic Education Program, this Office informs all Divisions of the following training dates:

Training	Date
National Training of Trainers Luzon (Batch 2) Region V Region III NCR	March 12-18, 2017
Mass Training of Teachers	April and May 2017

The venue of the national training will be announced later.

2. The National Training of Trainers (NTOT) aims to build the capacity of trainers to conduct the division roll-out of the training while the Mass Training of Trainers (MTOT) intends to provide teachers with concrete understanding of the curriculum framework, learning standards and competencies, pedagogy, teaching plans and assessment.

3. The participants in the National Training of Trainers (NTOT) are teacher-trainers and education supervisors selected and recommended by the respective Schools Division Superintendents, and endorsed by the Regional Director based on the criteria found in Enclosure No. 1. The slot per division indicated in Enclosure No. 2 should be observed in identifying trainers by learning area. ***The list of trainers should be submitted to the Curriculum and Learning Management Division (CLMD) through email address: [leilorico@yahoo.com](mailto:leilorico@yahoo.com)/[secondaryrov@yahoo.com](mailto:secondaryrov@yahoo.com) on or before February 15, 2017 (Wednesday) following the format below:***

Name	Position/Designation	School	Division	Learning Area

It is advised that the endorsed Grade 6 trainers in Araling Panlipunan should no longer be identified as trainers for Grade 10 Araling Panlipunan. Only those who completed the national training shall serve as MTOT trainers.

4. Travel expenses of the participants in the National Training of Trainers (NTOT) shall be charged to the 2016 continuing Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations. Fifty percent (50%) of such fund shall be downloaded directly to the Schools Division Offices.

5. The participants in the Mass Training of Teachers (MTOT) are permanent/regular teachers handling Grade 6 subjects in the 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. Funds in the conduct of this training will be downloaded to the Schools Division Offices.

6. To ensure that each of the schools divisions will have the complete pool of trainers for the ten (10) learning areas, clustering/partnering of nearby divisions was considered. Likewise, regional representatives who participated in the NTOT shall serve as trainers in the divisions with minimal number of trainers.

7. Edukasyong Pantahanan at Pangkabuhasan (EPP)/ Technology and Livelihood Education (TLE) participants to the national training should bring their laptops, pocket WiFi, and mobile phones. Home Economics teachers are also advised to bring the following: a) 27" x 44" printed fabric, b) 9" x 44" plain coordinate fabric, c) cutting scissors/shears, d) cutting mat, e) cutter, f) straight ruler, and g) sewing box/sewing kit.

8. 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 DepEd Order No. 19, s. 2011 entitled Granting of Vacation Service Credits for Teachers Implementing Drop-out Reduction Program (DORP) and Open High School Program (OHSP)*. Moreover, non-teaching 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*.

9. The following are enclosed for reference and guidance.

- 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 Division; and
- Enclosure No. 3 - Training Matrix of the Grade 6 NTOT for the K to 12 Basic Education Program.

10. ***The list of Grade 6 teacher-participants to the Mass Training of Teachers (MTOT) following the slot per division should be submitted to this Office at email address: [leilorico@yahoo.com](mailto:leilorico@yahoo.com)/[secondaryrov@yahoo.com](mailto:secondaryrov@yahoo.com) on or before February 15, 2017 (Wednesday) using the format below:***

Division: \_\_\_\_\_

Name	School	Learning Area

Said list shall be forwarded to the Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD), DepEd Central Office to justify the increase in the number of teachers allotted for Region V. However the total number of teachers, identified by the regional team during the administrative meeting at Lucena City last February 6-8, 2017 is still subject for verification against the EBEIS data of the Central Office.

11. Immediate dissemination of this Memorandum is desired.

  
**RAMON FIEL G. ABCEDE**  
Regional Director

To be included in the Perpetual Index  
Under the following subjects  
Curriculum Elementary Education Training Program

/clmd-lei/

**Enclosure No. 1 to Regional Memorandum No. 17, 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.





National Training of Trainers (NTOT) for Grade 6  
 Training Design for the K to 12 Basic Education Program  
 March 12-18, 2017 (Luzon Batch 2)

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 • Secretary • Usec. Dina	
	6:00 – 7:30			Dinner		
	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		
DAY 2 (Understanding and Appreciating the K to 12 Curriculum with focus on the Grade 6 curriculum)	12:00 – 1:00 PM			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 (NTO<sup>T</sup>) for Grade 6  
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	Dinner					
	6:00 – 7:45	Breakfast					
	7:45 – 8:00	Management of Learning					
	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	Snacks					
	10:15 – 12:00	Continuation of the Strategies	By Learning Area	Focal person/Team			
	12:00-1:00PM	Lunch					
	1:00 – 3:00 PM	Continuation of the Strategies	By Learning Area	Focal person/Team			
	3:00-3:15 AM	Snacks					
	3:15-5:00 PM	Continuation of the Strategies	By Learning Area	Focal person/Team			
	5:00 – 6:00	Debriefing					
	6:00 – 7:30	Dinner					
6:00 – 7:45	Breakfast						
7:45 – 8:00	Management of Learning						
8:00 – 10:00	Assessment in the Learning Area	By Learning Area	Focal person/Team				
10:00-10:15 AM	Snacks						
10:15-12:00	Continuation of Assessment	By Learning Area	Focal person/Team				
12:00-1:00	Lunch						
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	Snacks						
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) For Grade 6**  
**Training Design for the K to 12 Basic Education Program**

DAY	TIME	ACTIVITY	PROCESS	IN-CHARGE PRESENTER	MATERIALS NEEDED	EXPECTED OUTPUT
Day 7	5:00 – 6:00	(NTOT)				
	6:00 – 7:30					
	6:00 – 7:45					
	7:45 – 8:00					
	8:00 – 11:00					
	11:00 – 12:00					
	12:00 – 1:00					
1:00 – 5:00	Departure					

Prepared by:

Rosalina J. Villaneza  
 Chief, TLD-BLD