



SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City

www.depednegor.net negros.oriental@deped.gov.ph SGOD Office (035) 225 - 6180

April 19, 2016

TRAVEL ORDER

NO. 174, s. 2016

TO : **MS IRYLL MAE S. MACAHIG**
EPS, Human Resource and Development

DR. RENANTE JUANILLO
Division Senior High School Coordinator

OFFICE : Division of Negros Oriental


PURPOSE : To attend the **Conduct of the Senior High School (SHS) National Training of Trainers (NTOT)**

DATE OF TRAVEL : April 25-29, 2016

VENUE/PLACE : ECOTECH Center, Sudlon, Lahug, Cebu City

ALLOWED/CHARGED TO: (Division MOOE funds subject to the usual accounting and auditing rules and regulations)

 X : Registration/Transportation and other incidental expenses
 : Transportation
 : Per Diems
 : On official time/business
 : Transportation/per diem & other incidental expenses


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge
0419116



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SGOD Office (035) 225 - 6180

April 19, 2016

TRAVEL ORDER

NO. _____, s. 2016

TO : **MS. JIJIS TALADUA**
Principal, Jimalalud National HS

MS. ESTHER VILLARIN
Principal, Zamboanguita Science HS

OFFICE : Division of Negros Oriental


PURPOSE : To attend the **Conduct of the Senior High School (SHS) National Training of Trainers (NTOT)**

DATE OF TRAVEL : April 25-29, 2016

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LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge
04/19/16



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



RELEASED	
CONTROL No.	090
RELEASED BY:	CR
DATE RELEASED:	4-19-16

April 19, 2016

REGIONAL MEMORANDUM
No. 77, s. 2016

**CONDUCT OF THE SENIOR HIGH SCHOOL (SHS) NATIONAL TRAINING
OF TRAINERS (NTOT)**

To Schools Division Superintendents/OICs

D: 4/19/16

1. In reference to the Memorandum released by the Bureau of Curriculum Development dated April 18, 2016, re: Advisory on the Conduct National Training of Trainers (NTOT) Under the Training of Senior High School (SHS) Teachers, this Office hereby requests all Schools Division Superintendents to permit the identified trainer-facilitators to attend the National Training of Trainers (NTOT). For reference, the list of trainer-facilitators for General/ Common Topics is hereto attached, while the list of TVL trainers will be contained in another Memorandum.
2. The schedule of the NTOT will be this coming April 25-29, 2016 in two separate venues: at Ecotech, Cebu City for General/ Common Topics, and in DAP, Tagaytay for TVL topics.
3. Travel and other incidental expenses of the participants in the activities are chargeable against HRTD Funds, subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and appropriate action for this Memorandum is desired.

For:

GILBERT T. SADSAD

Director III *cm*

Officer-In-Charge

Officer of the Regional Director

NONA Q. RESOR
OLAD COORDINATOR/OIC

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

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DEPARTMENT OF EDUCATION
BUREAU OF CURRICULUM DEVELOPMENT



April 18, 2016

OM-OD,BCD-2016-0040

MEMORANDUM

For : **REGIONAL DIRECTORS**
REGIONAL SECRETARY, ARMM

From : *Chiff*
JOCELYN DR ANDAYA
Director IV

Subject : **ADVISORY ON THE CONDUCT OF THE NATIONAL TRAINING OF TRAINERS (NTOT) UNDER THE TRAINING OF SENIOR HIGH SCHOOL (SHS) TEACHERS**

The SHS National Training of Trainers shall be conducted on the dates and venues indicated below:

Activities	Objectives	SHS Tracks	Participants	Date (Exclusive of Travel Time)	Venues
National Training of Trainers	<ul style="list-style-type: none">To build the capacity of trainers to conduct the TOTTo familiarize trainers with the training design and the session guidesTo simulate the conduct of the different sessions	TVL	<ul style="list-style-type: none">Trainers from Region/Division/ SchoolResource PersonsBCD Specialists	April 25 to 29, 2016	DAP Tagaytay City
		General/Common Topics	<ul style="list-style-type: none">NEAP Trainers from the Region/Division/ SchoolResource PersonsBCD & NEAP Specialists	April 25 to 29, 2016	ECOTECH, Cebu City

The participants in the aforesaid activity shall comprise the pool of trainers for the Mass Training of Teachers – Common Topics and TVL Track. Attached, for reference, are the summary of the number of participants by region (Attachment 1).

In this regard, the Regional Directors are advised to prioritize the said NTOT over other activities of the Regions.

Travel and other incidental expenses of the participants in the activities shall be downloaded to the Regions, chargeable against HRTD Funds, subject to the usual accounting and auditing rules and regulations.

Likewise, all participants are requested to observe the following:

1. Take the cheapest means of transportation to and from the venues.
2. Attend the Opening Program. Those who fail to attend the Opening Program shall not be accepted unless there is a valid reason for the late arrival.
3. Present their authority to travel signed by the Regional Director or Asst. Regional Director. Those who are not in the confirmed list of participants shall only be accommodated if endorsed by the Regional Director or the Asst. Regional Director.
4. Bring their own laptops to the activity.



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5. Attend all sessions on time. Early leavers and participants who fail to submit the training outputs shall only receive certificates of appearance and shall not be allowed to participate in the NTOT as trainers.
6. Come in proper attire and observe proper decorum throughout the duration of the training.

Reminders for the NTOT participants of the General/Common Topics:

1. Regions are requested to advise the participants to pre-register on-line at www.deped.in/mtot2016registration on or before April 21, 2016.
2. Included in the allocation of participants per region are the Regional Management Team composed of the HRDD, CLMD and QAD Chiefs as well as four (4) Chief Trainers already pre-determined by the region in coordination with NEAP. This means that the CLMD chief or representative will serve as the fifth chief trainer. For the criteria in the selection of NTOT participants, please refer to the NEAP Memorandum dated March 16, 2016 entitled *Screening of NEAP Trainer-Facilitators for the Grade 11 Teacher Training*.
3. Billeting assignments by region are attached here as Attachment 2.
4. The Regional Management Team will check-in on April 24 and attend the Orientation with BCD and NEAP on April 25 from 8:00am to 5:00 pm at DepED Ecotech Center.
5. All Session Guides (SGs) were e-mailed to the HRDD Chiefs on April 15. All regions are requested to conduct their own walk-through prior to the NTOT.
6. The rest of the participants will check-in on April 25 and must attend the Opening Program on April 26 at 8am. Their first meal shall be dinner of April 25 while the last meal shall be afternoon snacks of April 29.
7. The Closing Program will be on April 29 at 3:00 pm.
8. The specific class assignments of the Chief Trainers and participants will be sent to the regions in a separate advisory to be issued by NEAP.

Reminders for the NTOT participants of the TVL Track:

1. List of Chief Trainers are attached here as Attachment 3.
2. Chief Trainers are advised to be at DAP, Tagaytay City on April 24 at 1:00 pm for the briefing meeting with the training committees. They are expected to take part as National Trainers during the Mass Training for Senior High School Teachers.
3. Arrival, registration and billeting of participants at the venue shall start at 8:00 am on April 25. First meal is lunch on the said date and last meal is afternoon snacks of April 29. Opening program will start at 1:00 pm.
4. The criteria for selecting the National Trainer are as follows:
 - a. has served as a K to 12 trainer;
 - b. is at least a National Certificate II (NC II) holder;
 - c. possesses excellent communication and facilitation skills;
 - d. be physically and mentally fit; and
 - e. preferably have a Trainers Methodology (TM) Certificate although not required.
5. Kindly send the names of recommended National Trainers using the attached form (Attachment 4) to ma.nhoro@deped.gov.ph on or before April 21, 2016.

For guidance and strict compliance.

Attachment 1

**SHS NATIONAL TRAINING OF TRAINERS (NTOT)
SUMMARY of the NUMBERS of Participants
By Training and by Region**

Region	Number of NTOT Participants	
	TVL	Common Topics
I	18	51
II	11	31
III	26	99
IV-A	24	123
IV-B	12	37
V	25	64
CAR	5	16
NCR	10	91
VI	13	46
VII	19	55
VIII	15	48
NIR	12	45
IX	10	32
X	10	37
XI	11	40
XII	14	39
CARAGA	8	26
ARMM	4	23
TOTAL	247	903

Attachment 2

**SHS National Training of Trainers (NTOT)
Common Topics
DepEd Ecotech Center, Surdon, Lahug, Cebu City**

Billeting Assignments by Region

Region	No. of Pax	Service Provider
I	51	Ecotech Center
II	31	Ecotech Center
III	99	Ecotech Center
IV-A	123	Hotel Fortuna
IV-B	37	Golden Valley Hotel
V	64	Golden Valley Hotel
CAR	16	Hotel Fortuna
NCR	91	Hotel Fortuna
VI	46	Golden Valley Hotel
VII	55	Golden Valley Hotel
VIII	48	Golden Valley Hotel
NIR	45	Hotel Fortuna
IX	32	Ecotech Center
X	37	Hotel Fortuna
XI	40	Hotel Fortuna
XII	39	Ecotech Center
CARAGA	26	Ecotech Center
ARMM	23	Ecotech Center

**SHS NATIONAL TRAINING OF TRAINERS
TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK**
Development Academy of the Philippines, Tagaytay City
April 24-29, 2016

LIST OF CHIEF TRAINERS

Name of Chief Trainers	Office/School, Region	Strand/Cluster
		Applied Subjects
1. Ms. Gina Labor-Oblerna	Don A. Roces Science and Technology School, Quezon City	English for Academic and Professional Purposes
2. Mr. Virgilio Santos	DepEd San Juan City	Practical Research 1
3. Ms. Christie Alvarez	DepEd Regional Office Region 5	Practical Research 2
4. Ms. Teresa Barcelo	Antipolo National High School, Antipolo City	Filipino sa Piling Larangan
5. Ms. Marites Roman	Rizal Experimental Station and Pilot School for Cottage Industries (RESPSCI), Pasig City	Empowerment Technologies
6. Mr. Rene Delfino	Muntinlupa Business High School, Muntinlupa City	Entrepreneurship
7. Mr. Marino Cueto	Division of Calapan City	Inquiries, Investigations and Immersions
		TVL Specializations
8. Ms. Cristina Soliven	Rizal Experimental Station and Pilot School for Cottage Industries (RESPSCI), Pasig City	Cluster 1: 1. Beauty/Nail Care NC II 2. Hairdressing NC II & III 3. Barbering NC II 4. Cookery NC II 5. Bread and Pastry Production NC II 6. Commercial Cooking NC III 7. Food and Beverage Services NC II 8. Bartending NC II 9. Dressmaking NC II 10. Tailoring NC II 11. Fashion Design NC III
9. Ms. Agnes Tadeo	Guilinto Vocational High School, Bulacan	
10. Mr. Jeffrey de Guzman	Batasan High School, Quezon City	Cluster 2: 1. Wellness Massage NC II 2. Caregiving NC II 3. Housekeeping NC II 4. Front Office Services NC II 5. Contact Center Services NC II 6. Medical Transcription NC II 7. Events Management Services NC III
11. Ms. Diana Jean Delagon	Gen. Mariano Alvarez Technical High School, Cavite	

Attachment 3

Name of Chief Trainers	Office/School, Region	Strand/Cluster
12.Ms. Lowella Margallo	Commonwealth High School, Quezon City	Cluster 3: 1. Travel Services NC II 2. Tour Guiding Services NC II 3. Tourism Promotion Services NC II 4. Attractions and Theme Parks Tourism NC II 5. Handicraft-Basketry, Macrame 6. Handicraft-Needlecraft 7. Handicraft-Fashion Accessories and Paper Craft 8. Handicraft: Woodcraft, Leathercraft
13.Mr. Romeo Endracs	DO Cavite	Cluster 4: 1. Crop Production NC I 2. Landscape Installation and Maintenance NC II 3. Organic Agriculture Production NC II 4. Pest Management NC II 5. Rice Machinery Operation NC II 6. Horticulture NC II and III 7. Agricultural Crop Production NC III 8. Rubber Processing NC II 9. Rubber Production NC II
14.Dr. Joel Vazallo	Balagtas National Agricultural High School, Bulacan	
15.Mr. Richard Talaid	Rogongon Agricultural High School, Iligan City	
16.Ms. Marites Serrano	Siniloan National High School, Laguna	Cluster 5: 1. Animal Production NC II (Poultry Chicken, Swine, Ruminants) 2. Artificial Insemination NC II (Swine, Large Ruminants) 3. Slaughtering Operation NC II 4. Animal Health Care and Management NC III 5. Food Processing NC II
17.Ms. Jolie Amansec	Ma. Aurora National High School, Aurora	
18.Mr. Teddy Aquino	Binmaley School of Fisheries, Pangasinan	Cluster 6: 1. Aquaculture NC II • Fish Nursery Operation NC II • Fish or Shrimp Grow Out Operation (non-NC) 2. Fishport/Wharf Operation NC I 3. Fish Products Packaging NC II 4. Fishing Gear Repair and Maintenance NC III
19.Mr. Leo Moral	Obando School of Fisheries, Bulacan	

Attachment 3

Name of Chief Trainers	Office/School, Region	Strand/Cluster
20. Mr. Julius Jardiolin	Villegas Vocational High School, Manila	Cluster 7: 1. Automotive Servicing NC I and II 2. Driving NC II 3. Motorcycle/Small Engine Servicing NC II
21. Mr. Felipe Epe	Tagum National Trade School, Tagum City	Cluster 8: 1. Carpentry NC II and III 2. Construction Painting NC II 3. Plumbing NC I and II 4. Masonry NC II 5. Tile Setting NC I
22. Mr. Arnold Mendoza	Gen. Mariano T. Alvarez Technical High School, Cavite	
23. Ms. Juliet Jumaay	San Pedro Relocation Center NHS, Laguna	Cluster 9: 1. Consumer Electronics Servicing NC II 2. Instrumentation and Control Servicing NC II 3. Mechatronics Servicing NC II 4. Machining NC II 5. Electrical Installation and Maintenance NC II 6. Electric Power Distribution Line Construction NC II 7. Transmission Line Installation and Maintenance NC II
24. Mr. John Tabuzo	Proilan Lopez Technical-Vocational High School, Camarines Norte	
25. Mr. Marvin Mendoza	Community Vocational High School, Calapan City	
26. Mr. Mario Bulanadi	Benigno "Ninoy" Aquino National High School, Makati	Cluster 10: 1. Refrigeration & Airconditioning NC II 2. RAC-PACU/CRE Servicing NC II 3. Shielded Metal Arc Welding NC I & II 4. Gas Metal Arc Welding NC II 5. Gas Tungsten Arc Welding NC II
27. Mr. Jeffrey Morenos	APG Bernardino Memorial Trade School, Bulacan	
28. Mr. John Christian Valdivia	Siniloan National High School, Laguna	Cluster 11: 1. Computer Hardware Servicing NC II 2. Broadband Installation - Fixed Wireless Systems NC II 3. Telecom OSP and Subscriber Line Installation-Copper Cable NC II 4. Telecom OSP Installation-Fiber Optic Cable NC II 5. Illustration NC II 6. Technical Drafting NC II 7. Animation NC II
29. Ms. Alma Café	Lupon Vocational High School, Davao Oriental	
30. Mr. Deover Pasco	Tagum National Trade School, Tagum City	

ATTACHMENT 4

SHS National Training of Trainers (NTOT)
Development Academy of the Philippines
April 25-29, 2016

**LIST OF CHIEF TRAINERS FOR SENIOR HIGH SCHOOL NATIONAL TRAINING OF TRAINERS (NTOT)
TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) TRACK**

REGION: _____

Name of Chief Trainers	School/Office Address	Designation	Specialization	Qualification (P/a Check)	
				NC-II	TM

Use additional sheet, if necessary

NC - National Certification

TM - Trainers Methodology

Prepared By:

Approved By:

(Name, Signature and Designation)

(Name, Signature and Designation)

Date:

Date:

**Participants to the SHS National Training of Trainers
April 25-29, 2016**

NAME	DIVISION
Alpay, Jason	Escalante
Aposaga, Donna Bella	Negros Occidental
Aquino, Benito	Sagay
Bandiola, Erol Jane	Cadiz
Batislaon, Analita	Negros Occidental
Bautista, Allan	San Carlos
Bionat, Ana Liza	La Carlota
Cabio, Edmark Ian	Bais City
Caldera, Josanio	Bacolod
Castillo, Leitani	La Carlota
Catacutan, Grace	Tanjay
Claros, Ma. Cristina	Tanjay
Dela Torre, Rona	Cadiz
Depositario, Dondy	Cadiz
Dinaga, Raul	Negros Occidental
Diosana, Lovella	Cadiz
Divinagracia, Michael	Negros Occidental
Emboltero, Rebonia	Negros Occidental
Escala, Analyn	Escalante
Escalona, Lowelyn	Bacolod
Esperar, Junry	Kabankalan
Francisco, Katrina	Negros Occidental
Gumban, Elmer	Kabankalan
Heria, Rolando	Escalante
Juanillo, Reynante	Negros Oriental
Juvilla, Jen Ann	Silay
Lood, Agustin	San Carlos
Macahig, Iryll Mae	Negros Oriental
Maguata, Mariowe	Escalante
Mirasol, Alma	Sagay
Nicavera, Grace	Negros Occidental
Nillos, Lery	La Carlota
Padillon, Dency Grace	Negros Occidental
Palmones, Cris	San Carlos
Ramos, Joesan	Dumagueta
Reyes, Genevieve	San Carlos
Rivera, Moonyeen	Cadiz
Romo, Elizabeth	Sagay
Santillan, Avelino	La Carlota
Santiago, Raymund	Bago
Selisa, Rodrigo Jr.	Escalante
Tan, Mae Joy	Escalante
Taladua, Jiji	Negros Oriental
Ugababen, Malanie	Silay
Umbac, Jaymar	Dumaguete
Villarin, Esther	Negros Oriental

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



REGIONAL MEMORANDUM
No. 70, s. 2016

RELEASED	
CONTROL NO.	379
RELEASED BY	CRB
DATE RELEASED	4-19-16

April 13, 2016


LIST of NEAP TRAINER – FACILITATORS OF THE NEGROS ISLAND REGION

TO : All Schools Division Superintendent

0:4/19/16
8

1. In response to the Memorandum OM-GO-2014-004 issued by the National Educators Academy of the Philippines (NEAP) last March 16, 2016, this office conducted the three phases of screening which included *Paper Evaluation, Session Guide Writing, ICT, and Facilitation Skills*. The final stage (Phase 2 and Phase 3) of the screening of applicants to the Regional NEAP Pool of Facilitators was conducted last April 7-8, 2016 at Plaza Maria Luisa Suites Inn, Dumaguete City.
2. This Office would like to express its sincerest gratitude to all who expressed interest in helping this Region come up with its own group of trainers, especially to the Schools Division Superintendents for recommending and endorsing competent personnel.
3. Attached to this Memorandum is the list of names of NEAP Trainer-Facilitators of this Region. The list is composed of trainer-facilitators who were already accredited by NEAP per Region 6 list, and the top twenty (20) applicants who underwent the three phases of the screening just recently.
4. Recognizing the possibility of needing more trainer-facilitators in the future, this Office retains the list of names of all those who joined in this year's screening.
5. Widest dissemination of this Memorandum is desired.

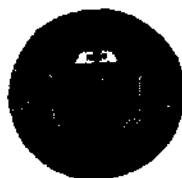
For:
GILBERT T. SADSAD
Director III
Officer-In-Charge
Office of the Regional Director


NONALE G. BESOOR
CNSO/COORDINATOR/OIC

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



NEAP Trainer – Facilitators of NIR

NAME	DIVISION
Alpay, Jason	Escalante
Aposaga, Donna Bella	Negros Occidental
Aquino, Benito	Sagay
Bandiola, Erol Jane	Cadiz
Batislaon, Analita	Negros Occidental
Bautista, Allan	San Carlos
Bionat, Ana Liza	La Carlota
Cabio, Edmark Ian	Bais City
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Claros, Ma. Cristina	Tanjay
Dela Torre, Rona	Cadiz
Depositario, Dondy	Cadiz
Dinaga, Raul	Negros Occidental
Diosana, Lovella	Cadiz
Divinagracia, Michael	Negros Occidental
Emboltero, Rebonie	Negros Occidental
Escala, Analyn	Escalante
Escalona, Lowelyn	Bacolod
Esparar, Junry	Kabankalan
Francisco, Katrina	Negros Occidental
Gumban, Elmer	Kabankalan
Heria, Rolando	Escalante
Juanillo, Reynante	Negros Oriental
Juvilla, Jen Ann	Silay
Lood, Agustin	San Carlos
Macahig, Iryll Mae	Negros Oriental
Maguate, Marlowe	Escalante
Mirasol, Alma	Sagay
Nicavera, Grace	Negros Occidental
Nillos, Leny	La Carlota
Padillon, Dency Grace	Negros Occidental

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Palmones, Cris	San Carlos
Ramos, Joesan	Dumaguete
Reyes, Genevieve	San Carlos
Rivera, Moonyeen	Cadiz
Romo, Elizabeth	Sagay
Santillan, Avelino	La Carlota
Santiago, Raymund	Bago
Selisa, Rodrigo Jr.	Escalante
Tan, Mae Joy	Escalante
Taladua, Jiji	Negros Oriental
Ugmaben, Melanie	Silay
Umbac, Jaymar	Dumaguete
Villarin, Esther	Negros Oriental

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



April 19, 2016

TO: Schools Division Superintendents
Division of Bacolod City
Division of Dumaguete City

FROM: *For:* GILBERT T. SADSAD, CESO V
Director III
OIC-Regional Director

RELEASED
CONTROL NO. 381
RELEASED BY: *en*
DATE RELEASED: 4-19-16

SUBJECT: Meeting of the Regional Management Team for SHS National Training of Trainers

DATE: April 19, 2016

1. To ensure proper coordination and participants' total engagement during the Senior High School National Training of Trainers on April 25-29, 2016 at Ecotech, Lahug, Cebu City (for General/Common Topics), the members of the Regional Management Team, composed of the HRDD, CLMD, and QAD Lead Coordinators and two Chief Trainers, is being instituted. The names of the members of the team are the following:

NAME	DIVISION
Rose Marie A. Vailoces	HRDD
Jocelyn E. Luba	CLMD
Sofia A. Tundag	QAD
Josanto Caldera	Division of Bacolod City
Jaymar Umbac	Division of Dumaguete City

2. In this regard, the team will convene for a meeting and a walk-through of the Modules on April 23, 2016 at 10:00 o'clock in the morning, at the NIR Regional Office, Dumaguete City.
3. Attendance of the members of the Regional Management Team in the walk-through session shall be on official time only.
4. For information and guidance of all concerned.

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

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