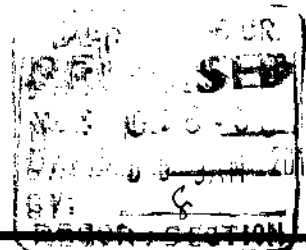




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
 Capitol Area, Dumaguete City



January 6, 2016

Division Memorandum

No. \_\_\_\_\_ s, 2016

**PARTICIPANTS TO THE GRADE 5 NATIONAL TRAINING OF TRAINERS (NTOT)  
 FOR K TO 12 BASIC EDUCATION PROGRAM**

To : Chiefs, CID & SGOD  
 Dr. Nilita L. Ragay, Division Education Program Supervisor (English)  
 Mrs. Elvira Diones, Principal, LOCMES-Sibulan District (English)  
 Miss Rosela R. Abiera, Division Education Program Supervisors (Filipino)  
 Mrs. Shiela Cadimas, Teacher, Don Cristito Tirambulo MS, Mabinay 2 (Filipino)  
 Dr. Emelyn Bolongaita, Principal, Tayasan ES, Tayasan District (Science)  
 Mrs. Susan Austero, Principal, San Miguel ES, Bacong (Science)  
 Mrs. Esterlina Paragoso, Division Education Program Supervisor (Math)  
 Mrs. Marilou Sarte, TIC, Isugan ES, Bacong District (Math)  
 Dr. Carmelita Alcala, Division Education Program Supervisor (AP)  
 Dr. Beda Jovenciana Davad, Principal, Zamboanguita CES, (AP)  
 Mrs. Melba Real, Principal, (Sibulan CES, Sibulan South (EsP)  
 Mrs. Marian Banabana, Teacher, Maningcao ES, Sibulan North (EsP)  
 Mrs. Rosa Leah Dagoy, Principal, Valencia ES, Valencia District (EPP)  
 Mr. Antonio Baguio, Jr, PSDS, Sta. Catalina North 1 District (EPP)  
 Mrs. Agnes Almagro, MT, Felipe Tayko MS, Siaton East (Music & Arts)  
 Miss Remedios Jaro, MT, Zamboanguita CE5 (Music & Arts)  
 Mr. Alfien Divinagracia, Teacher, Sibulan CES, Sibulan South (Health)  
 Mrs. Elisa Baguio, PSDS, Sta. Catalina North 2 (Health)

You are hereby directed to attend the Grade 5 National Training of Trainers (NTOT) and Mass Training of Teachers (MTOT) for the K to 12 Basic Education Program for the Visayas Cluster on February 7-13, 2016 at the ECOTECH Center, Lahug, Cebu City per Regional Memorandum No. D752, s. 2015 dated December 29, 2015.

The Division K to 12 Coordinator or the SGOD Chief shall join the NTOT on February 13, 2016 to plan the conduct of the MTOT.

To facilitate the smooth flow of the training activities, participants are reminded to bring the materials need for the NTOT.

- EPP-ICT participants are to bring their own laptop and pocket WIFI or WIFI stick;
- Science and Edukasyong Pantahanan at Pangkabuhayan (EPP) participants are requested to bring the following:

Science Materials/Equipment			
Small Hammer	Scissors	Hacksaw w/ 32 TPI blade	Office Cutter
Pliers	Ruler	Screwdrivers (+, - )	2 empty softdrink cans

EPP-Industrial Arts Materials/Equipment			
Kagamitang Pangkahoy	Kagamitang Pangmetal	Kagamitang Pang elektrisidad	Kagamitang Panukat at Pansubok
1- Martilyo	1-Adjustable Wrench	1-Pliers	1-Meter Stick
1-Cross Cut Saw	1-Hack Saw	1-Long Nose	1-Level Bar
1-Katam	1-Gunting sa Yero	2-Screw Driver	1-Tri-Square
1-Paet	1-Ballpen Hammer	1-Side Cutter	1-Hulog (Plumb Bob)
1-Malyete	1-Pang rematse or riveter	1-Wire Stripper	1-Zigzag Ruler
5 pcs 2"x2"x3" wood	1-Cold Chisel		
1-C Clamp	1-Vise Grip		
Common Nail	Bala ng Riveter		
Finishing Nail			

Training costs, travel and incidental expenses shall be chargeable against 2014 continuing HRTD Funds, 50% of which shall be downloaded directly to the SDDs all subject to the usual accounting and auditing rules and regulations.

Participants in the NTOT and the MTDT shall be entitled to service credits in accordance with DepEd Order 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 to Teachers Implementing Dropout Reduction Program (DORP) and Open High School Program (OHSP)*. On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

This serves as your **TRAVEL ORDER**.

  
 SALUSTIANO T. JIMENEZ, CESO VI  
 Schools Division Superintendent



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM  
No. **0752**, s. 2015

DEC 29 2015

*D. n/a/15*

**SCHEDULE AND DETAILS OF GRADE 5 NATIONAL TRAINING OF TRAINERS (NTOT) FOR  
THE K TO 12 BASIC EDUCATION PROGRAM**

**TO: SCHOOLS DIVISION SUPERINTENDENTS  
OFFICERS-IN-CHARGE OF INTERIM/CITY DIVISION  
All Others Concerned**

1. In connection with the DepED Memorandum No. 133, s. 2015 entitled "Grade 5 National Training of Trainers (NTOT) and Mass Training of Teachers (MTOT) for the K to 12 Basic Education Program," the training for Visayas Cluster is scheduled on February 7-13, 2016 at ECOTECH Center, Lahug, Cebu City.

2. The CLMD Chiefs and Division K to 12 Coordinators or School Governance and Operations Division (SGOD) Chiefs are requested to join the NTOT on the February 13, 2016 to plan the conduct of the MTOT.

3. To facilitate the smooth flow of the training activities, participants are reminded of the materials needed for the NTOT.

- EPP – ICT participants are to bring their own laptop and pocket WIFI or WIFI Stick.
- Science and Edukasyong Pantahanan at Pangkabuhayan (EPP) participants are requested to bring the following:

Science Materials/Equipment			
Small Hammer	Scissors	Hacksaw with 32 TPI blade	Office Cutter
Pliers	Ruler	Screwdrivers (+, -)	2 empty softdrink cans


EPP – Industrial Arts Materials/Equipment			
Kagamitang Pangkahoy	Kagamitang Pangmetal	Kagamitang Pangelektrisidad	Kagamitang Panukat at Pansubok
1 – Martilyo	1 – Adjustable Wrench	1 – Pliers	1 – Meter Stick

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;  
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;  
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;  
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;  
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321  
Website: <http://www.depedro7.com.ph>

**"EPA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"**

1 – Cross Cut Saw	1 – Hack Saw	1 – Long Nose	1 – Level Bar
1 – Katam	1 – Gunting sa Yero	2 – Screw Driver	1 – Tri-Square
1 – Paet	1 – Ballpen Hammer	1 – Side Cutter	1 – Hulog (Plumb Bob)
1 – Malyete	1 – Pangrematse o Riveter	1 – Wire Stripper	1 – Zigzag Ruler
5 pcs. 2"X2"X3" Wood	1 – Cold Chisel		
1 – C-Clamp	1 – Vise Grip		
Common Nail	Bala ng Riveter		
Finishing Nail			

4. For more details, refer to the attached communication.
5. For the information and guidance of all concerned.

  
**JULIET A. JERUTA, Ph.D., CESO V**  
 Director III  
 OIC-Regional Director



Republic of the Philippines  
**Department of Education**

05 NOV 2015

DepEd MEMORANDUM  
No. **133**, s. 2015

**GRADE 5 NATIONAL TRAINING OF TRAINERS (NTOT) AND MASS TRAINING OF TEACHERS (MTOT) FOR THE K TO 12 BASIC EDUCATION PROGRAM**

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

1. In line with the implementation of the K to 12 Basic Education Program, the Department of Education (DepEd), through the Bureau of Elementary Education (BEE), and in coordination with the regional offices (ROs) and schools division offices (SDOs), shall conduct the **Grade 5 National Training of Trainers (NTOT)** on January 3-9, 2016 for Luzon Cluster, February 7-13, 2016 for Visayas and February 14-20, 2016 for Mindanao Clusters while the **Mass Training of Teachers (MTOT)** shall be held in April 2016.
2. The NTOT aims to build the capacity of trainers to conduct the MTOT.
3. The participants of this activity are teacher trainers and supervisors selected and recommended by their respective schools division superintendents (SDSs) and endorsed by the regional directors (RDs) based on the criteria found in Enclosure No. 1. Their names shall be submitted to the BEE through these email addresses: [bee.sdd.2013@gmail.com](mailto:bee.sdd.2013@gmail.com) and [beedirector4@yahoo.com](mailto:beedirector4@yahoo.com) on or before **November 20, 2015**. Only those who completed the NTOT shall serve as MTOT trainers. The number of trainers per region is indicated in Enclosure No. 2.
4. Training costs, which cover board and lodging, travel expenses of the management staff, trainers, and resource persons, honoraria of resource speakers, supplies and materials, and other incidental expenses shall be charged to the 2014 continuing Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations. The travel expenses of the participants shall be charged to the same funds, 50% of which shall be downloaded directly to the SDOs. In case of the City Divisions of Biñan and Tandag, the participants shall claim their TEV reimbursements from the mother SDOs, Laguna and Surigao del Sur, respectively.
5. The MTOT intends to provide teachers with concrete understanding of the curriculum framework, learning standards, and competencies, teaching plans and assessment. The participants in this activity are permanent or regular teachers handling Grade 5 subjects in all 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.


6. The following documents are enclosed for reference:

- Enclosure No. 1 - Criteria in the Selection of NTOT Trainers;
- Enclosure No. 2 - Summary of the Number of Grade 5 Teachers and Trainers by Learning Area and by Region;
- Enclosure No. 3 - Training Matrix of the Grade 5 NTOT for the K to 12 Basic Education Program; and
- Enclosure No. 4 - Schedule of the Conduct of the Grade 5 NTOT and MTOT.

7. The participants, trainers and management staff in the NTOT and the MTOT shall be entitled to service credits in accordance with DepEd Order 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 to Teachers Implementing Dropout Reduction Program (DORP) and Open High School Program (OHSP)*. On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and the 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 Elementary Education-Staff Development Division (BEE-SDD)** Department of Education (DepEd) Central Office, 5<sup>th</sup> Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-2948 and (02) 637-4346.

9. Immediate dissemination of this Memorandum is desired.

  
**ALBERTO T. MUYOT**  
Undersecretary  
Officer-in-Charge

Encls.:

As stated

References: DepEd Order: (Nos. 53, s. 2003 and 19, s. 2011)  
DepEd Memorandum No. 118, s. 2015

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

CURRICULUM  
ELEMENTARY EDUCATION  
TEACHERS  
TRAINING PROGRAMS

Sally/CAR: RDM-MTOT-MTOT for the K to 12 basic educ. prog.  
0682-October 14, 2015/10-24/10-29/11-2/11-6/11-9/11-10/11-11

**(Enclosure No. 1 to DepEd Memorandum No. 133, s. 2015)**

**Criteria in the Selection of NTOT Trainers**

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

- a. have been a learning area specialist or have taught the learning area for at least five (5) years;
- b. have been involved in the previous trainings as trainer/facilitator/writer for K to 12
- c. possess excellent communication and facilitation skills;
- d. be physically healthy (certified by government physician); and
- e. not be more than 55 years old.

(Enclosure No. 2 to DepEd Memorandum No. 133, s. 2015)

**Grade 5 National Training of Trainers (NTOT) and Mass Training of Teachers (MTOT)**  
Summary of the Number of Grade 5 Teachers and Trainers by Learning Area and by Region

Region	Total Number of Teachers*	No. of Divisions	Number of Trainer (1/LA)	Learning Areas										Total
				Filipino	English	Math	Science	AP	EsP	ICT/Entrep/HE	Agr/IA	MA	PEH	
Region I - Ilocos Region	3,621	14	130	13	13	13	13	13	13	13	13	13	13	130
Region II - Cagayan Valley	2,251	9	90	9	9	9	9	9	9	9	9	9	9	90
Region IV-A - CALABARZON	6,555	19	210	21	21	21	21	21	21	21	21	21	21	210
CAR - Cordillera Administrative Region	1,232	8	40	4	4	4	4	4	4	4	4	4	4	40
Region IV-B - MIMAROPA	1,974	7	70	7	7	7	7	7	7	7	7	7	7	70
<b>Total</b>	<b>15,633</b>	<b>57</b>	<b>540</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>540</b>
Region III - Central Luzon	8,010	20	200	20	20	20	20	20	20	20	20	20	20	200
Region V - Bicol Region	4,103	13	150	15	15	15	15	15	15	15	15	15	15	150
NCR - National Capital Region	9,479	15	190	19	19	19	19	19	19	19	19	19	19	190
<b>Total</b>	<b>19,592</b>	<b>49</b>	<b>540</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>540</b>
Region VI - Western Visayas	5,461	18	200	20	20	20	20	20	20	20	20	20	20	200
Region VII - Central Visayas	4,305	19	180	16	16	16	16	16	16	16	16	16	16	180
Region VIII - Eastern Visayas	3,273	13	110	11	11	11	11	11	11	11	11	11	11	110
<b>Total</b>	<b>13,039</b>	<b>50</b>	<b>470</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>470</b>
Region IX - Zamboanga peninsula	2,386	8	70	7	7	7	7	7	7	7	7	7	7	70
Region X - Northern Mindanao	2,745	15	110	11	11	11	11	11	11	11	11	11	11	110
Region XI - Davao Region	2,752	10	90	9	9	9	9	9	9	9	9	9	9	90
Region XII - Soccsksargen	2,712	9	80	8	8	8	8	8	8	8	8	8	8	80
CARAGA	1,677	12	70	7	7	7	7	7	7	7	7	7	7	70
ARMM	1,853	12	70	7	7	7	7	7	7	7	7	7	7	70
<b>Total</b>	<b>14,725</b>	<b>66</b>	<b>490</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>490</b>
<b>Grand Total</b>	<b>82,389</b>	<b>222</b>	<b>2,040</b>	<b>204</b>	<b>204</b>	<b>204</b>	<b>204</b>	<b>204</b>	<b>204</b>	<b>204</b>	<b>204</b>	<b>204</b>	<b>204</b>	<b>2,040</b>

\* (Based on EBEIS SY 2013-2014 and Management Division to be validated by the ROs)



**(Enclosure No. 3 to DepEd Memorandum No. 133, s. 2015)**

**Grade 5 National Training of Trainers (NTOT) for the K to 12 Basic Education Program**

## Program of Activities

Time	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
7:30-8:00	Travel Time and Settling In	Expectation Setting Getting to Know You	Management of Learning				
8:15-12:00		Understanding the Curriculum <ul style="list-style-type: none"> <li>The Curriculum Framework</li> <li>Key Stage Standards</li> <li>Content and Performance Standards</li> </ul>	Content and Pedagogy of the Specific Learning Area	Content and Pedagogy of the Specific Learning Area	Content and Pedagogy of the Specific Learning Area	Classroom Assessment and Grading System  Development of Assessment Tools	The Learning Resource Management Development System (LRMDS) <ul style="list-style-type: none"> <li>Usage and Harvesting of Materials</li> </ul> 10:00-12:00nn  Planning for the MTOT with SGOD and CLMD Chiefs
12:00-1:00	L U N C H B R E A K						
1:00-5:00	Opening Program  Secretary's Message  K to 12 BEP Updates	Curriculum Guide <ul style="list-style-type: none"> <li>Content Strands and Topics</li> <li>Walk Through of the Learning Competencies</li> <li>Articulation of Grade 4 to Grade 5 and Grade 6 Competencies</li> </ul>	Content and Pedagogy of the Specific Learning Area	Content and Pedagogy of the Specific Learning Area	Content and Pedagogy of the Specific Learning Area	Creating Rubrics  ↓	Continuation  3-4 pm Clearing House  4-5pm Closing Program
6:00-7:00	D I N N E R						

(Enclosure No. 4 to DepEd Memorandum No. 133, s. 2015)

**Schedule of the Conduct of the Grade 5 National Training of Trainers (NTOT) and the  
Mass Training of Teachers (MTOT)**

Activity	Cluster	Region	Schedule	Venue	Learning Area
Finalization of Session Guides and Orientation of Chief Trainers	All Regions	All Regions	November 8-13, 2015	TICC, Tagaytay City	All learning areas
National Training of Trainers	Luzon Cluster	I, II, III, IV-A, (V-B, V, CAR and NCR	January 3-9, 2016	Baguio Teachers' Camp, Baguio City	All learning areas
	Visayas Cluster	VI, VII, VIII	February 7-13, 2016	ECOTECH Center, Lahug, Cebu City	All learning areas
	Mindanao Cluster	IX, X, XI, XII, Caraga, ARMM	February 14-20, 2016		All learning areas
Mass Training of Teachers		All regions	April 2016	Divisions/Regions	All learning areas