



April 17, 2017

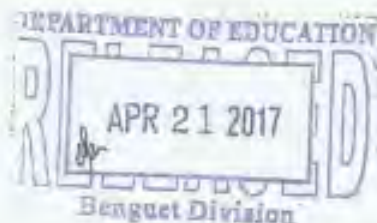
DIVISION MEMORANDUM

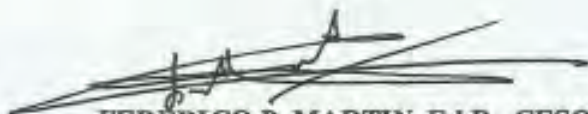
No. 079, s. 2017

TRAINERS METHODOLOGY (TM) I COURSE TRAINING FOR TLE/TVL TEACHERS

To: Chief CID/SGOD
Education Program Supervisors
Public School District Supervisors
Public Secondary School Heads

1. There will be a 20-Day Trainers' Methodology Training Course for TLE and TVL teachers who are duly certified as National Certificate (NC) II holders to be conducted at Benguet National High School, Wangal, La Trinidad, Benguet from April 25 to May 25, 2017.
2. At the end of the 20-day training, the participants shall have undertaken the six competencies prescribed by the course:
 - a. Plan Training Session- This unit covers the knowledge skills and attitude in planning a training session. It includes identifying learner requirement, preparing session plan, preparing basic instructional materials and organizing learning and teaching resources.
 - b. Supervise Work-based Learning- This approach ensures learning through work activities, strategies and to support workplace learning and work-based monitoring.
 - c. Maintain Training Facility Perform task and activities to keep the training environment in a functional and safe condition.
 - d. Utilize Electronic Media in Facilitating Sessions-Advance training environment using electronic media in facilitating training including operations and maintenance of the equipment.
 - e. Facilitate Learning Sessions. It covers the following prepare training facilities, conduct pre-assessment, facilitate training sessions, conduct competency assessment (formative), and review and adjust delivery of training sessions as required, and
 - f. Conduct Competency Assessment. It details the requirement for organizing assessment activities, preparing the candidate, gathering and evaluation evidence, recording assessment and providing feedback.
3. The teacher participant must submit a portfolio of completion to suffice the requirement of a TM I certificate.
4. Travel of participants to the skills competitions shall be on official business. A four-day (4) service credits shall be granted to teacher participants while two-day (2) COC will be granted to the non-teaching personnel. Attachment of form 48 and memorandum be submitted before the closing program.
5. The enrolment fee for the participants is Six Thousand Pesos (Php6000.00) for materials, kits, electricity and water expenses, honorarium of accredited TM trainers and other relevant expenses. Food, board and lodging will all be borne by the teacher-participants.
6. Arrival and registration of the participants will be in the morning of April 25, 2017 at 8:30 am.
7. All participants are required to bring their own laptops and Pocket WIFI.
8. Other matters/details will be discussed during the training proper.
9. Immediate and widest dissemination of this memorandum is desired.




FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent