



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM
 No. 467 , s. 2025

July 21, 2025

**BATCH 5 TRAINING OF TRAINERS METHODOLOGY LEVEL I AND COMPETENCY
 ASSESSORS' ACCREDITATION FOR SHS-TVL AND JHS-TLE TEACHERS**

To: PUBLIC SECONDARY SCHOOL HEADS BOTH JUNIOR AND SENIOR HS

1. Pursuant to RM No. 0718, s. 2025 disseminating the implementation of Batch 5 Training of Trainers Methodology (TM) Level I and Competency Assessors' Accreditation (TM-I COC2) for SHS-TVL, and JHS-TLE teachers sets to commence in the 2nd week of August 2025 at CMC Training Center, JA Clarin Street, Tagbilaran City. This training aims to equip SHS-TVL and JHS-TLE teachers with the necessary knowledge, skills, attitudes, and values in accordance with the prevailing standards in the Technical Vocational Education and Training (TVET) sector. The Tagbilaran City Division has given 4 slots for full TMI with a duration of thirty three (33) days training and assessment and 6 slots for TMI-COC2 with a duration of five (5) days training and assessment.

2. The training will be delivered in a blended format:

Face-to-Face Sessions	7-weekends (21-days)	Thursday to Saturday
Asynchronous Sessions	12 - days	Total: 33 Days

Detailed schedules and modules will be provided to the participants prior to commencement of training. The participants for the full TMI and TMI-COC2 training have already been identified:

NAME OF TEACHER	SCHOOL
Edwin Dantes	DCPNHS-Junior
Dennis Belano	DCPNHS-Junior
Jessie Rey Galbo	Mansasa NHS-Senior
Knica Rose Cubiro	Manga NHS-Junior

For TMI-COC2

Dionisa Catacutan	Mansasa NHS
Lord Loueil Cabulao	Mansasa NHS
Cesar Pagulong	Manga NHS
Gea Monique Maninantan	San Isidro NHS

3. Enclosed are the required documents to accomplish prior to the start of the training. Expenses related to these training courses such as board and lodging, travel expenses, training cost, assessment cost, supplies and materials, and internet allowance of participants shall be charged against RO downloaded funds subject to the existing auditing rules and regulations. Moreover, teacher-participants shall be entitled to Service Credits in accordance with DepEd Order No. 013, s. 2024, likewise, non-teaching personnel can avail of Compensatory Time-Off under the CSC-DBM Joint Circular No. 2, s. 2004. School Heads are expected to strongly support the participation of their teacher representatives in the training. Affected classes of these teachers must use modular or asynchronous modes of classes in order not to prejudice the welfare of the learners.

4. For immediate dissemination and appropriate action.

WILFRED D. BONGALOS PhD, CESO V
 Schools Division Superintendent

WDB/JAAL/JTB/jcb



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Enclosure 6

Letter of Intent

[Insert date]

[NAME OF HEAD OF OFFICE OF GOVERNANCE LEVEL]

[Position]

[Office]

[Address]

Dear **XXXX**,

Greetings!

This is (insert your full name), (position) in (bureau/service/unit/office/school name).

I am writing to signify my interest to register and/or apply for the (scholarship program) offered by (sponsoring institution).

If accepted, I am willing to maintain academic standards and shall faithfully abide with the program requirements and prescribed terms and conditions of the scholarship program/contract and the rules and regulations enforced by the university/training institution.

I certify that all documents I submitted are true and correct and I shall take full responsibility and accountability on the validity and authenticity of the same. I understand that any violation will automatically disqualify me from the selection process, and I may be subjected to appropriate legal action warranted by applicable laws.

Thank you.

Very truly yours,

[NAME OF APPLICANT]

[Position]

[Official Station of Applicant]

Endorsed by:

[Name of SH/ASDS/ARD/NEAP/BHROD Director]

[Position]

Approved/Disapproved by:

[NAME OF HEAD OF OFFICE OF GOVERNANCE LEVEL]

[Position]



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Enclosure 7

SCHOLARSHIP CONTRACT

This Scholarship Contract, is entered into this _____ day of _____, ____
at _____, Philippines, by and between:

[NAME OF SCHOLAR], Filipino, of legal age and with residence at [HOME ADDRESS], [POSITION] of [SCHOOL / OFFICE / STATION], (hereinafter referred to as the "**SCHOLAR**")

-and-

The **DEPARTMENT OF EDUCATION**, herein referred to as "**DepEd**", an agency of the national government of the Republic of the Philippines, created by virtue of law, particularly Batas Pambansa Bldg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with its field office at [ADDRESS] represented by its _____, **[NAME]**;

WITNESSETH THAT:

WHEREAS, Section 5 (4), Article XIV of the 1987 Philippine Constitution underscores the right of teachers to professional development, which states that: "*The State shall enhance the right of teachers to professional advancement. Non-teaching academic and non-academic personnel shall enjoy the protection of the State.*";

WHEREAS, DepEd is a government agency who is committed to facilitating the professional growth of its personnel and equipping them to address the evolving demands of the 21st century basic education delivery by offering scholarships to eligible personnel;

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

I. NATURE OF THE SCHOLARSHIP

The training of Senior High School Technical-Vocational Livelihood (SHS-TVL), Junior High School Special Program for Technical-Vocational Education (JHS-SPTVE), and Junior High School TLE (JHS TLE) teachers on Trainers' Methodology Level 1 (TM 1) and Competency Assessors' Accreditation are key initiatives aimed at enhancing the competencies of educators in technical-vocational education. This training seeks to empower teachers with the skills and knowledge necessary to deliver competency-based training (CBT), ensuring alignment with industry standards and the demands of the 21st century. By strengthening the capacity of SHS-TVL, JHS-SPTVE, JHS TLE teachers, the program supports the Department of



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Education's (DepEd) commitment to providing learners with practical, industry-relevant skills, preparing them for higher education, entrepreneurship, or immediate employment.

The Trainers' Methodology Level 1 (TM 1) training lasts for 33 days, while the Competency Assessors' Accreditation process may take several weeks to a few months, depending on the availability of training schedules, assessment slots, and TESDA's processing time.

II. DURATION OF SCHOLARSHIP

This scholarship grant on TRAINERS METHODOLOGY LEVEL 1 (TM 1) and COMPETENCY ASSESSORS' ACCREDITATION is delivered by the TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA) through a combination of face-to-face and modular learning modalities from JULY-AUGUST 2025 (Inclusive timelines could be adjusted).

III. SCHOLAR'S PRIVILEGES AND ENTITLEMENTS

The Scholar shall be entitled to the following:

- a. TM 1 training and assessment fees of fifteen thousand three hundred sixty-five pesos (Php 15,365.00) and board and lodging.
- b. Use of office equipment and facilities of the DepEd Academic Institution Partner (as deemed necessary).

IV. DUTIES AND RESPONSIBILITIES OF THE SCHOLAR

The SCHOLAR shall fulfill the following duties and responsibilities:

- a. Actively participate in the training program and comply with the training requirements;
- b. Must maintain eligibility requirements throughout the scholarship program;
- c. Conduct oneself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course;
- d. Present WAP Proposal to the Head of Office, Scholarship Committee, and Personnel Development Committee within two (2) months after program completion;
- e. Ensure WAP implementation and completion within the timeline stated in the plan;
- f. Fulfill his/her service obligation of six (6) months upon completion of the program;
- g. Apply knowledge, skills and learning experiences gained from the professional development courses or programs through Workplace Application Plan (WAP) implementation and sharing of expertise gained with other teachers in the school, district, division, or region during training, Learning Action Cells (LAC), conferences, etc.;
- h. Refund in full to DepEd such sums of money as may have been defrayed by the



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Philippine government for expenses incurred for having attended the program or course, such as but not limited to salaries and benefits received during the duration of the scholarship program, for deferring without approval, withdrawing from the scholarship program, and/or contract termination due to non-compliance with one's duties and responsibilities; and

- i. In the event of an extension of study due to personal oversight or negligence, pay the remaining fees for the subjects that have yet to be taken or completed.

V. DUTIES AND RESPONSIBILITIES OF DepEd

The Department shall fulfill the following duties and responsibilities:

- a. Ensure that the scholar's absence from the permanent official station, if needed, will not hamper the operational efficiency of the office/school; and
- b. Ensure that the scholar receives salary, allowances and other benefits as provided by law and/or scholarship contract.

VI. DEFERMENT/WITHDRAWAL

Deferment or withdrawal from enrolment or participation in the scholarship program or course must be with approval from the Head of Office through the submission of a formal letter with appropriate supporting documents. The Head of Office of the concerned governance level shall have the right to approve or disapprove all requests for deferment or withdrawal based on the following grounds.

- a. In case of serious illness with medical abstract issued by government physician government-accredited hospital or clinic;
- b. Force majeure or fortuitous event; and
- c. Other unavoidable circumstances considered meritorious by the PDC.

If the scholar suffers illness or injury, resulting in an inability to continue studies, it should be supported by a medical abstract issued by the government physician or government-accredited hospital or clinic stating:

- a. The nature and extent of the sickness or injury incurred or sustained by the scholar;
- b. Facts and actual circumstance surrounding the acquisition of, or giving rise to the sickness or injury; and
- c. That the illness was not the proximate result of the scholar's misconduct, gross negligence, use of prohibited drugs or alcoholic liquor.

VII. PENALTIES

DepEd scholar who defers without approval, withdraws from the scholarship program and/or whose scholarship contract is terminated due to non-compliance with his/her duties and responsibilities shall refund in full to DepEd such sums of money as may have been defrayed by the Philippine government in relation to the scholarship program or course but not limited to salaries and benefits received in the duration of the scholarship program. Such withdrawal may be due to any of the



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following:

- a. grantee's fault or willful neglect or causes within one's control;
- b. resignation or retirement from the service; and
- c. transfer to private entities.

VIII. EFFECTIVITY

This Scholarship Contract 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 by the Parties.

IN WITNESS WHEREOF, the Parties have signed this Scholarship Contract as of the date first above written.

[NAME]
[POSITION]
DepEd Scholar
Department of Education

[NAME]
[POSITION]
Immediate Supervisor/School Head

SIGNED IN THE PRESENCE OF:

[NAME]
[POSITION]
Head of Office/Governance Level

[NAME]
[POSITION]
[RO PDC Chairperson]

A C K N O W L E D G M E N T

REPUBLIC OF THE PHILIPPINES)

_____) S.S.

BEFORE ME, a Notary Public for and in ___ personally appeared the following:

Name	Government Issued ID (Details)	Date and Place Issued
Name of Scholar		

Known to me as the same person who executed the foregoing Scholarship Contract, signed by the PARTIES and their instrumental witnesses, and they acknowledged to me that the same is their free voluntary act and deed.



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This Scholarship Contract consists of ___ pages including the Annex and this page in which this acknowledgment is written, signed by the parties and their instrumental witnesses every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 2025



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Enclosure 8

UNDERTAKING

I, [full name], [position] of [school, division, region], [age], [civil status], [citizenship], and residing at [address] after having been sworn in accordance with the law, do hereby depose and state that:

- b. I am fully aware of the Competency Assessors' Accreditation offered by the Department of Education, through the National Educator's Academy of the Philippines (NEAP), in partnership with Technical Education and Skills Development Authority (TESDA).
- c. I shall submit all the program or course requirements until its completion, commit to maintain academic standards and shall faithfully abide with the program requirements enforced by training institution.
- d. I shall maintain eligibility requirements throughout the scholarship program.
- e. I shall conduct myself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course.
- f. I shall apply knowledge, skills and learning experiences gained from the professional development courses or programs through knowledge sharing and/or transfer.
- g. Should I defer without approval, withdraw from the scholarship program and/or whose scholarship contract is terminated due to non-compliance with my duties and responsibilities shall refund in full to DepEd such sums of money as may have been defrayed by the Philippine government in relation to the scholarship program or course but not limited to salaries and benefits received during the duration of the scholarship program. Such withdrawal may be due to any of the following:
 1. fault or willful neglect or causes within one's control
 2. resignation or retirement from the service
 3. transfer to private entities
- h. I understand that any violation will automatically disqualify me from the scholarship program, and I may be subjected to appropriate legal action warranted by applicable laws.



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IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____,
20__ at _____.

(Scholar's Name and Signature)

With the endorsement and approval of:

Schools Division Superintendent

SUBSCRIBED AND SWORN TO before me this _____ day of _____,
20__ in _____.

Regional Director