



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



June 6, 2016

DIVISION MEMORANDUM

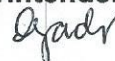
No. 067, s. 2016

**SENIOR HIGH SCHOOL (SHS) MASS TRAINING OF GRADE 11 TEACHERS
ON COMMON TOPICS (CAVITE CLUSTER)**

To: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Education Program Specialists
Public Schools District Supervisors
Public Secondary School Heads
All Concerned

1. In line with Republic Act (RA) 10533 or the Basic Education Act of 2013 and the implementation of K to 12 Senior High School Program, this Office announces the Mass Training of Grade 11 Teachers (MTOT) on Common Topics (Cavite Cluster) at Tanza Oasis Hotel and Resort, Capipisa, Tanza, Cavite on June 9-12, 2016. Registration starts at 1:00 p.m. of Day 1.
2. This Mass Training aims to enable the participants to gain a deeper understanding of:
 - a. general/common topics in K to 12 Basic Education Program, Curriculum Framework, Learning Standards and Competencies, Teaching Plans and Assessment; and
 - b. DepEd policies and School Structure and Processes (School Governance).
3. Participants to this live-in cluster training are Grade 11 teachers from the different Senior High School tracks. They are required to be at the training venue at 1:00 PM of Day 1 to attend the meeting with the PSB and stay there for the whole duration of the training. They shall be provided with board and lodging; however, it is reiterated that bringing kids/children to the training is not allowed.
4. All participants including the Training Management Team, Trainers and Process Observers are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*. The non-teaching personnel including the management staff shall be provided with Compensatory Time-Off (CTO) for overtime services rendered as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004.
5. All participants shall bring tablets/laptops, pocket wi-fi, and flash drive. They shall also bring their personal medicines.
6. Travel expenses and board and lodging of participants, trainers/facilitators, and training management shall be charged to HRTD downloaded fund while the travel expenses and board and lodging of Process Observers, Division ICT officer, documenters and support staff shall be charged against MOOE/local funds subject to usual accounting and auditing rules and regulations.
7. Please refer to the enclosures for the names of facilitators, training management team, process observers, and terms of reference.
8. Immediate and wide dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



Enclosure 1

CAVITE CLUSTER

CLASS	FACILITATORS	PROCESS OBSERVERS
1	Diana Topacio & Felino Sidocon Jr.	Crescencia Nazareno
2	Anna Marie Aranzanzo & Noel Ortega	Corazon Racho
3	Eduarda Zapanta & Bernadette Sumagui	Estrellita De Vera
4	Wenifreda Diquit & Magdaleno Lubigan	Arnel Zapanta

TRAINING MANAGEMENT STAFF

Training Manager	Dr. Elpidia B. Bergado
Chief PO	Emily Quintos
Support Staff	Lorena L. Arca & Gina B. Dulce
ICT Officer	Mignon Cecille M. Mangoba
Documenters	Earvin Hardi Sakilayan & Patrick T. Coquilla

TERMS OF REFERENCE:

Training Manager	<ul style="list-style-type: none"> • Acts as cluster/venue adviser, supervisor • Leads the debriefing at the end of the day • Provides feedback during the management debriefing • Ensures that class starts and ends on time in the assigned cluster • On the lookout for the welfare of the class
Facilitators	<ul style="list-style-type: none"> • Run the assigned session • Ensure that the rooms are in order and are clean before and after session • Manage classroom behaviour and conduct • Attend debriefing at the end of the day's session
Process Observers	<ul style="list-style-type: none"> • Conduct POA • Documents debriefing • Submits to QAD chief/rep results of POA • Submits to training manager facilitator debriefing report • Attends debriefing at the end of the day's session
Support Staff	<ul style="list-style-type: none"> • Secures logistics (supplies, materials, equipment) for the assigned classes • Provides attendance sheet to the QAD/M&E rep • Provides assistance on managerial work • Attends debriefing at the end of the day's session
ICT Officer	<ul style="list-style-type: none"> • Assists in the QAME Process of the class • Checks the attendance and submits to training manager/chief trainer/facilitator at the end of the day • Attends debriefing at the end of the day's session
Documenters	<ul style="list-style-type: none"> • Document training sessions and activities • Prepare the minutes of the debriefing • Assist in logistics and attendance monitoring • Attends debriefing at the end of the day's session