



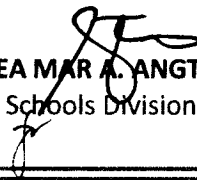
DIVISION MEMORANDUM
No. 504, s. 2016

AUG 30 2016

TRAINER'S METHODOLOGY-1 (TM-1) TRAINING AND ASSESSMENT

**To: Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. Attached is Regional Memorandum No. 0539, s. 2016, entitled, "**Trainer's Methodology-1 (TM-1) Training and Assessment.**"
2. The candidates/takers of this activity are those teachers holding plantilla positions and teaching specialized areas in TLE and ALS/*Abot Alam* mobile teachers in public secondary schools regionwide. They are advised to fill-out the following Application and Registration Forms to be submitted to this Office on August 31, 2016:
 - a) Photocopy of Transcript of Records (TOR)/Complete Academic Records;
 - b) Photocopy of National Certificate (NC);
 - c) Photocopy of Diploma;
 - d) Photocopy of Training Certificates Relevant to the Qualification; and
 - e) Photocopy of Certificate of Employment.
3. This is a first come-first served basis with 25 candidates/takers per batch/cluster.
4. The List of NC II holder teachers in TLE and ALS/*Abot Alam* Mobile Teachers (using Attachment C and D) shall be submitted to the CLMD Office DepEd-RO7 on or before September 5, 2016.
5. The School Heads of the teachers who will participate in the TM-1 Training and Assessment shall make necessary arrangements as to who will handle the affected classes of these participating teachers.
6. Expenses to be incurred in the 20 day TM-1 Training and Assessment, including board and lodging shall be chargeable against **DepEd-RO7 funds**. Travelling expenses may be charged to **school MOOE/STEP/SEF Funds**, subject to the usual accounting rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

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Schools Division Superintendent:	(032) 255-6405
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



AUG 25 2016

REGIONAL MEMORANDUM
No. 0539, s. 2016

TRAINER'S METHODOLOGY – 1 (TM-1) TRAINING AND ASSESSMENT

To: Schools Division Superintendents


1. The Department of Education – Regional Office VII (DepEd-RO VII) through the Curriculum and Learning Management Division (CLMD) in coordination with the Technical Education and Skills Development Authority 7 (TESDA 7), will conduct a **Trainer's Methodology-1 (TM-1) Training and Assessment** starting from the month of September to December 2016.
2. The purpose of Training and Assessment is to provide TLE teachers and Abot Alam Mobile teachers with an additional credential that will certify their competence to teach a Technical-Vocational course and be assessed by the end of year 2016.
3. The candidates/takers of this activity are those teachers holding plantilla positions and teaching specialized areas in TLE and ALS/Abot Alam mobile teachers in public secondary schools nationwide. They are advised to fill-up the following Application and Registration Forms. These forms shall be submitted to the Division TLE & ALS Supervisors on August 31, 2016. The candidate/taker shall personally attach the following requirements:
 - a) Photocopy of Transcript of Records (TOR)/Complete Academic Records;
 - b) Photocopy of National Certificate (NC);
 - c) Photocopy of Diploma;
 - d) Photocopy of Training Certificates Relevant to the Qualification; and
 - e) Photocopy of Certificate of Employment.
4. The Office will utilize the services of the recognized official trainers and assessors of TESDA 7 to train and assess the NC II holder teachers who will take the TM-1 training and assessment for 20 days. This is a first come – first serve basis with 25 candidates/takers per batch/cluster.
5. The **List of NC II Holder Teachers in TLE and ALS/Abot Alam Mobile Teachers** (using Attachment C & D) shall be submitted to the CLMD office DepEd-RO 7 on or before September 5, 2016.
6. The School Heads of the teachers who will participate in the TM-1 Training & Assessment shall make necessary arrangements as to who will handle the affected classes of these participating teachers.

"Educating for a Strong Republic"

Tel. nos. (RD's Office) 255-4542; 231-1309; 414-7325 ; Fax (ARD's Office) 231-1433; 414-7399;
(Curriculum & Instruction) 414-7323; (Technical Assistance) 414-7324 ; (Quality Assurance) 414-4367 ; (Administrative) 414-7326;
(Legal) 414-7366 ; (Cashier) 231-1071; (Strive) 232-9925 ; (Probe) 414-0263 ; (Supply/HNU) 414-7322 ; (Records) 233-4769;
(Guard) 231-2160; (PSU) 414-7499; 414-7321 ; (PFU) 255-1313 ; (Policy, Planning Research) 233-9030; 4147065; (Resource
Mobilization & Special Project) 254-7062; (Training & Development) 256-1001 • Email: deped_ro7@depedro7.com.ph

7. Expenses to be incurred in the 20 day TM-1 Training and Assessment, including board and lodging shall be chargeable against DepEd-RO7 funds. Travelling expenses of the participants may be charged against funds from the school's MOOE/STEP/SEF, subject to the usual accounting rules and regulations.
8. Immediate dissemination of and strict compliance with this Memorandum is directed.

JAJ/EBE,Jr./rvw
CLMD'16


JULIET A. JERUTA, Ph. D., CESO V
Director III
OIC-Office of the Regional Director



4. Other Training/Seminars Attended (National Qualification-related)

4.1. Title	4.2. Venue	4.3. Inclusive Dates	4.4. No. of Hours	4.5. Conducted By

(For more information, please use separate sheet)

5. Licensure Examination(s) Passed

5.1. Title	5.2. Year Taken	5.3. Examination Venue	5.4. Rating	5.5. Remarks	5.6. Expiry Date

(For more information, please use separate sheet)

6. Competency Assessment(s) Passed

6.1. Title	6.2. Qualification Level	6.3. Industry Sector	6.4. Certificate Number	6.5. Date of Issuance	6.6. Expiration Date

(For more information, , please use separate sheet)

ADMISSION SLIP

REFERENCE NUMBER: XXXXXXXXXX 1 6 0 7 2 2 1 3 2 0 0 0

Name of Applicant:

Tel. Number:

Assessment Applied for: TM I

Official Receipt Number:

Date issued:

To be accomplished by the Processing Officer

Name of Assessment Center: RTC VII

Check submitted requirements:

Remarks:

Accomplished Self-Assessment Card

Bring own Personal Protective Equipment

Three (3) pieces colored passport size pictures

Others. Pls. specify

Assessment Date:

Assessment Time:

PICTURE
(Passport
size)

HENRY B. SUPILANAS

Printed Name & Signature of Processing Officer

Printed Name & Signature of Applicant

Date:

Date:

Note: Please bring this Admission Slip on your assessment date.

SELF-ASSESSMENT GUIDE

Qualification:	TRAINERS METHODOLOGY I		
Project 1:	DELIVER TRAINING SESSION		
Units of Competency Covered:	<ul style="list-style-type: none"> • Plan Training Session • Facilitate Training Session • Utilize Electronic Media in Facilitating Training • Maintain Training Facilities • Supervise Work-Based Learning 		
Introduction:			
<ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
CAN I?	YES	NO	
PLAN TRAINING SESSION			
• Review and analyse relevant curriculum documents*			
• Determine competencies of target group*			
• Compare competencies to be attained with the current competencies of the target group			
• Use results of comparison to determine training requirements			
• Validate the training requirements with appropriate people			
• Prepare instructional blueprint and learning engagement plan			
• Identify training delivery modes*			
• Address training methods that pertains to the required competencies			
• Determine sequence of training activities			

• Identify resources to support learning			
• Finalize session plan according to required format			
• Prepare basic instructional materials that are focused on key concepts or ideas related to the work activity under consideration			
• Prepare clear and appropriate presentation materials			
• Determine language, style and format of the materials appropriate to the trainee's characteristics and needs			
• Read and interpret relevant modules of instruction to identify the required evidence			
• Determine evidence requirements which show full coverage of the training module to be assessed and consistent performance of the relevant learning activities			
• Identify and select suitable assessment methods appropriate with the learning outcome of a module			
• Prepare assessment instruments in accordance with the content and learning outcome specified under the assessment criteria of a module of instruction			
• Check assessment instruments for validity, fairness, safety and cost effectiveness			
• Check availability of resources required for training*			
• Identify and arrange appropriate training locations according to the training needs*			
• Document resource requirements and arrange access in accordance with the organization, procedures and appropriate staff			
FACILITATE TRAINING SESSION			
• Prepare appropriate training facilities/resources based on the session requirement *			
• Prepare and set up learning stations according to learning activities			
• Prepare and set up tools and equipment according to learning activities			

• Prepare pre-assessment instruments in accordance with the number of applicants			
• Explain the context and procedures of pre-training assessment according to the guidelines			
• Gather evidence using the assessment tools specified in the evidence plan			
• Evaluate evidences and discuss feedback based on the results of the pre-training assessment			
• Determine and credit current competencies and prior learning			
• Evaluate characteristics and profile of learners			
• Orient the learners on the CBT delivery system			
• Use appropriate training methods based on the level and characteristics of the learners			
• Assist learners to achieve session outcomes			
• Monitor work and learning activities based on training plan			
• Provide feedback to improve learners' competence			
• Orient learners on the evidence requirements relevant to the evidence plan			
• Provide competency assessment tools, materials and equipment to learners			
• Gather and document evidences using relevant assessment tools			
• Record assessment results in accordance with the approved rating system			
• Use appropriate feedback mechanism to inform learner of his/her progress			
• Use appropriate training session evaluation instruments			

• Make interpretation on the results of evaluation on delivery of training session			
• Make adjustments on delivery of training session based on the results of evaluation			
UTILIZE ELECTRONIC MEDIA IN FACILITATING TRAINING			
• Inspect electronic media equipment in accordance with specified checklist*			
• Identify abnormalities or faults and anticipates problem areas*			
• Identify health and safety hazards*			
• Set up equipment in accordance with health and safety standards*			
• Operate electronic media equipment in accordance with user's manual			
• Use equipment for optimum performance based on its capacity*			
• Implement teacher- and learner-centered learning principles as appropriate in the execution of the session plan*			
• Periodically apply preventive maintenance procedures, diagnostic tools, and system checks*			
• Maintain checklist in accordance with standard operating procedure*			
• Store audio visual and multimedia equipment in safe rack or cabinet*			
• Abide with safety practices related to electrical, radiation, and shock hazards			
• Refer to correct documentation regarding materials and tool uses and specifications			
• Apply trade theory appropriately			
• Abide with the provisions of relevant licensing agreements			

• Adopt relevant industry and community practices and experiences		
• Maintain appropriate documents and records		
MAINTAIN TRAINING FACILITIES		
• Identify training facilities and equipment		
• Prepare requisition for instructional equipment, tools, supplies and materials according to established procedures		
• Prepare training equipment, tools, materials/supply inventory		
• Research thoroughly the equipment, tools, supplies and materials option and considers ergonomic requirements		
• Identify and justify the equipment, tools, supplies and materials		
• Document accurately the equipment and systems impact on learners according to procedures		
• Establish maintenance activities according to policies		
• Identify equipment to be maintained		
• Identify and prepare maintenance activities, resources and schedule according to job requirements		
• Identify technical support services as necessary		
• Carry out regular inspections in the work area according to workplace procedures and standards		
• Maintain facilities in accordance with Occupational Health and Safety regulations		
• Check disposal of waste and dangerous chemicals in accordance with Occupational Health and Safety, regulations and organizational policies and other regulations		
• Secure instructional materials and equipment in safe places in accordance with procedures		

• Execute regular maintenance activities and routine servicing/repair according to scheduled plan		
• Follow maintenance procedures in accordance with the manufacturer's manual and organization policies		
• Respond to failed or unsafe equipment in accordance with organizational policies & procedures		
• Secure equipment and tools according to safety standards		
• Report complex faults or repair requirements outside area of responsibility or competence for specialist assistance in accordance with organizational procedures		
• Document and report maintenance activities according to procedures		
• Carry out regular inspections in the work area according to workplace procedures and standards		
• Document and report maintenance and repair activities according to organizational policies		
• Safely keep documents according to procedures		
SUPERVISE WORK-BASED LEARNING		
• Access and interpret relevant policies and guidelines to guide the development of work-based arrangements*		
• Identify and discuss with relevant personnel the goals for trainees' learning*		
• Prepare training plan in accordance with agreed outcomes*		
• Develop, discuss, and agree training schedule with relevant personnel*		
• Identify and arrange support mechanisms according to the needs of the trainees*		
• Confirm with relevant personnel the availability of materials within budget		
• Explain to trainees the objectives for undertaking work-based training and the processes involved in this*		

• Conduct visits to work-based training venue to ensure training arrangements are implemented*		
• Monitor and record trainee progress against the training plan and addresses contingencies		
• Observe work performance and suggest alternative approaches*		
• Monitor OHS requirements to ensure health, safety, and welfare of trainees*		
• Provide feedback about work performance to trainees*		
• Analyze work performance and learning achievement in accordance with requirements*		
• Encourage trainees to provide feedback on their learning experience*		
• Evaluate effectiveness of work-based learning against the extent of attainment of the objectives*		
• Recommend improvements and changes to work-based learning based on the review process		
• Explain the principles of learning as applied to work-based learning		
• Explain learning styles as applied to work-based learning		
• Facilitate group discussion and interaction		
• Handle difficult trainees and situations		
• Manage group activities		
• Manage conflict in the session		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purpose and can only be assessed by concerned assessment personnel and my manager / supervisor.		
Candidate's Signature:	Date:	

SELF-ASSESSMENT GUIDE

Qualification:	TRAINERS METHODOLOGY I		
Project 2:	CONDUCT COMPETENCY ASSESSMENT		
Introduction:			
<ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
CAN I?		YES	NO
• Identify and organize activities in the workplace, training center or assessment center in accordance with the relevant Evidence Guide.			
• Obtain, check and arrange resources required for assessment as specified in the Evidence Guide and the assessment tools within a safe and accessible assessment environment.			
• Check cost of assessment and assessment process to ensure compliance with organizational policy and procedures.			
• Inform appropriate personnel on the assessment activity in line with organizational policy and procedures.			
• Explain the context and purpose of assessment to candidates in line with the requirements of the relevant Assessment Guidelines.			
• Determine the needs of the candidates to establish any allowable adjustments in the assessment procedure.			
• Convey information using verbal and non-verbal language which promotes a supportive assessment environment.			
• Explain legal and ethical responsibilities associated with the assessment to the candidates in line with the relevant Assessment Guidelines.			
• Explain clearly the competency standards to be assessed and the evidence to be collected to the candidate.			
• Explain the assessment procedure to the candidate in line with the relevant Assessment Guidelines.			
• Gather evidence using assessment methods specified in the relevant Evidence Guide.			

• Gather and document evidence in accordance with the assessment procedures specified in the relevant Assessment Guidelines.		
• Incorporate reasonable adjustments in the evidence gathering procedures, where appropriate, in line with the procedure detailed in the Assessment Guidelines.		
• Gather and document evidence using the relevant assessment tools.		
• Evaluate the evidence in terms of the rules of evidence		
• Evaluate the evidence according to the dimensions of competency		
• Make the assessment decision based on evaluation of the evidence and requirements of the relevant unit(s) of competency		
• Record accurately the assessment results in accordance with approved record keeping guidelines of the organization		
• Maintain records of the assessment procedure, evidence collected and confidentiality of assessment outcomes according to the approved policy guidelines of the organization.		
• Organize issuing of certificates in line with approved policy / guidelines of the organization.		
• Give clear and constructive feedback on the assessment decision to the candidate in line with the relevant Assessment Guidelines.		
• Explore ways of overcoming any gaps in competency with the candidate		
• Advise the candidate of available reassessment in line with the organizational policy and procedures		
• Record and report promptly any assessment decision disputed by the candidate to appropriate personnel in line with organizational policy and procedures		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purpose and can only be assessed by concerned assessment personnel and my manager / supervisor.		
Candidate's Signature:		Date:

5. Taken NCAE/YP4SC Before?

Yes

No

Where: _____

When : _____

6. Name of Course/Qualification

7. Applicant's Signature

This is to certify that the information stated above is true and correct.

SIGNATURE

DATE

7. Student/Scholar Voucher Number (For Scholar only)

Voucher Number : _____

Scholarship Package (TWSP, PESFA, etc.) : _____

Name of Course/Qualification : _____

This is to certify that the information stated above is true and correct.

SIGNATURE OVER PRINTED NAME

DATE

Name: _____

School/Institution: _____

FORM 4.1 SELF-ASSESSMENT CHECK

INSTRUCTIONS:

This Self-Check Instrument will give the facilitators of the program necessary data or information which is essential in planning training sessions. Please tick the appropriate box of your answer to the questions below.

CORE COMPETENCIES		
CAN L...?	YES	NO
1. Plan Training Session		
1.1 Identifying learner's training requirements?		
1.2 Prepare session plans?		
1.3 Prepare instructional materials?		
1.4 Prepare assessment instruments?		
1.5 Organize teaching and learning resources?		
2. Facilitate Learning Session		
2.1 Prepare training facilities/resources?		
2.2 Conduct pre-assessment?		
2.3 Facilitate training session?		
2.4 Conduct competency assessment?		
2.5 Review delivery of training session?		
3. Supervise Work-Based Learning		
3.1 Establish training requirements for trainees?		
3.2 Monitor work-based training?		
3.3 Review and evaluate work-based learning effectiveness?		
4. Maintain Training Facilities		
4.1 Plan Maintenance activities?		
4.2 Prepare schedule of maintenance?		
4.3 Implement housekeeping activities?		
4.4 Maintain training equipment and tools?		
4.5 Document maintenance inspections?		
5. Utilize electronic media in facilitating training		
5.1 Inspect electronic media equipment?		
5.2 Operate electronic media equipment to deliver a lesson?		
5.3 Maintain electronic media?		

CORE COMPETENCIES		
CAN L...?	YES	NO
6. Conduct Competency Assessment		
6.1 Orient the candidates		
6.2 Gather evidences		
6.3 Make Assessment Decision		
6.4 Provide Feedback to Trainees		

Trainee's Characteristics

Please answer the following instrument according to the characteristics described below. Encircle the letter of your choice that best describes you as a learner. Blank spaces are provided for some data that need your response.

Characteristics of learners		
Language, literacy and numeracy (LL&N)	Average grade in: English	Average grade in: Math
	a. 95 and above b. 90 to 94 c. 85 to 89 d. 80 to 84 a. 75 to 79	a. 95 and above b. 90 to 94 c. 85 to 89 d. 80 to 84 e. 75 to 79
Cultural and language background	Ethnicity/culture:	
	a. Ifugao b. Igorot c. Ibanag d. Gaddang e. Muslim f. Ibaloy g. Others (please specify: _____)	
Education & general knowledge	Highest Educational Attainment:	
	h. High School Level i. High School Graduate j. College Level k. College Graduate l. with units in Master's degree m. Masteral Graduate	

Characteristics of learners	
	<ul style="list-style-type: none"> n. With units in Doctoral Level o. Doctoral Graduate
Special courses	<p style="text-align: center;">Other courses related to TM</p> <ul style="list-style-type: none"> a. Units in Education b. Master's degree units in Education c. Others(please specify)
Sex	<ul style="list-style-type: none"> a. Male b. Female
Age	Your age: _____
Physical ability	<ul style="list-style-type: none"> 1. Disabilities(if any) _____ 2. Existing Health Conditions (Existing illness if any) <ul style="list-style-type: none"> a. None b. Asthma c. Heart disease d. Anemia e. Hypertension f. Diabetes g. Others(please specify) _____
Previous experience with the TM	<p style="text-align: center;">TM Certificates</p> <ul style="list-style-type: none"> a. TQ certified b. TM graduate c. TM trainer d. TM lead trainer <p style="text-align: center;">Number of years as CBT practitioner _____</p>
Previous TM Training Programs & learning attended	List down trainings program and trainings _____
National Certificates	<p>Qualification NC Level</p> <p>_____</p> <p>_____</p>
Learning style	<ul style="list-style-type: none"> a. Visual - The visual learner takes mental pictures of information given, so in order for this kind of learner to retain information, oral or written,

Characteristics of learners	
	<p>presentations of new information must contain diagrams and drawings, preferably in color. The visual learner can't concentrate with a lot of activity around him and will focus better and learn faster in a quiet study environment.</p>
	<ul style="list-style-type: none"> b. Kinesthetic - described as the students in the classroom, who have problems sitting still and who often bounce their legs while tapping their fingers on the desks. They are often referred to as hyperactive students with concentration issues. c. Auditory- a learner who has the ability to remember speeches and lectures in detail but has a hard time with written text. Having to read long texts is pointless and will not be retained by the auditory learner unless it is read aloud.
Special Current Situation	<ul style="list-style-type: none"> a. Financially challenged b. Working student c. Solo parent d. Want to specialize in the field e. Others(please specify)

INVENTORY LIST OF TLE TEACHERS WITH NATIONAL CERTIFICATIONS (NCs)

School ID: _____ School/Address: _____

Division/Address: _____

NAME OF TEACHER	POSITION	SPECIALIZATION	LEVEL OF QUALIFICATION (Indicate NC1/NC2/NC3)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Submitted by:

Name and Signature of School Head

INVENTORY LIST OF ALS/ABOT ALAM MOBILE TEACHERS WITH NATIONAL CERTIFICATIONS (NCs)

School ID: _____ School/Address: _____

Division/Address: _____

NAME OF TEACHER	POSITION	SPECIALIZATION	LEVEL OF QUALIFICATION (Indicate NC1/NC2/NC3)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Submitted by:

Name and Signature of School Head