



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V (Bicol)
SCHOOLS DIVISION OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph | catanduanesdiv15@gmail.com
Website: www.depedcatanduanes.com | Tel No.: (052) 811-40-63



LEASED

Schools Division Office of Catanduanes

RECORDS SECTION
JAN 23 2019
January 10, 2019
TIME: 1:30 P.M.
Signature:

DIVISION MEMORANDUM

No. 29, s. 2019

**DIVISION SKILLS ENHANCEMENT
FOR TECHNOLOGY AND LIVELIHOOD EDUCATION (TLE) TEACHERS**

TO: Public Schools District Supervisors
Secondary School Heads
TLE Teachers
All concerned

- In line with the goal of the K to 12 Basic Education Program and the migration of Training Regulations of selected specializations in Teaching Technology and Livelihood Education and for the Teachers to be equipped and be competent in their respective fields of specialization, the Schools Division Office of Catanduanes through the Curriculum Implementation Division (CID) will conduct a three-day Live-out Division Skills Enhancement for Technology and Livelihood Education (TLE) Teachers on February 7-9, 2019 at the venue to be announced later.
- This activity aims to:
 - enhance Teachers skills in Teaching TLE Competencies;
 - equip the participants with the teaching strategies and approaches essential to teaching and learning;
 - Prepare teachers to qualify for National Certification being conducted by TESDA;
 - share best practices in teaching TLE.
- Secondary school heads are expected to submit the names of participants on or before January 25, 2019 and should consider the qualifications/specializations listed in the attachment.
- Participants are expected to be at the venue on the first day of the training and they are requested to bring LMs and TGs. Additional training materials required per qualification are found in the enclosure. They are likewise required to bring their own PPE.
- Trainers/Facilitators are advised to report to the EPP/TLE/TVL EPS at the SDO terrace on January 31, 2019, 8:00 AM for final briefing.
- Since February 9, 2019 falls on a Saturday, a one (1) day Service Credit/COC shall be granted to participants, technical/working committees and trainers/facilitators.
- Travel, accommodation, training materials and other incidental expenses of the trainers/facilitators and participants shall be charged to school's MOOE while meals (AM snacks/lunch/PM snacks) for three (3) days shall be charged to Division Human Resource Training and Development (HRTD) funds subject to the usual accounting and auditing rules and regulations.
- The training matrix, List of trainers/facilitators and working committees are found in the enclosures.
- For the information and guidance of all concerned.

SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Encl: as stated
To be indicated in the perpetual index
Under the following subjects

EUKASYONG PANTAHANAN AT PANGKABUHAYAN
TECHNOLOGY AND LIVELIHOOD EDUCATION

TEACHERS
CAPABILITY BUILDING

List of Junior High School Teachers who will undergo the Division Skill Enhancement
(Non- NC)

Qualification	Name	School /Grade Level
Organic Agriculture		
BPP/FBS/Cookery		
EIM		
EPAS		
Programming		
CSS		

List of Trainers/Facilitators

Name	School/Station	Specialization/Qualification
Catherine Villion	San Andres VS	Cookery
Ingrid Sabrina Martinez	Palta NHS	Cookery
Roderick Matienzo	Baras RDHS	Cookery
Deo Belmonte	Supang-Datag NHS	FBS
Marilyn Miranda	Calatagan HS	FBS
Jobelle Alintana	Calatagan HS	BPP
Jocelle Vargas	Catanduanes NHS	BPP
Andrew Satairapan	Catanduanes NHS	Computer Programming
Grace Camano	Buyo IS	Computer Programming
Donessa Sabalas	Caramoran RDHS	Organic Agriculture
Lynlyn dela Rosa	Caramoran SF	Organic Agriculture
Rafael Benavidez	Hawan NHS	Organic Agriculture
Freddie Tria	Catanduanes NHS	EIM
Jesus Jay Ariola	Catanduanes NHS	EIM
Noel Vargas	Cabugao IS	EPAS
Luis Alano	Caramoran SF	EPAS
Jerick Manlangit	Calatagan HS	CSS
Jerome Alcantara	Gigmoto RDHS	CSS
Ernesto Buena	Catanduanes NHS	Class Manager/TWG
Lorenzo Gando	Bato RDHS	Class Manager/TWG
Aileen Tabilog	Calatagan HS	Class Managers/TWG
Sarah Chiong/Achilles Alberto	M & E	SDO-SGOD
1 Medical Personnel	Medical/Health	SDO-SGOD
Amelia B. Cabrera	EPS-CID	Program Manager

Materials per specialization (partial)

Specialization	What To Bring	Attire/ others
Bread & Pastry Production	Main ingredients for bread, pastry & cakes	White T-shirt with collar Closed shoes PPE, CG
Cookery	Consumables/ingredients Tools & equipment	White polo shirt closed shoes
Food & Beverage Services	20'x20' table napkin (any color)	Waitering outfit: White long sleeve Black pants Black closed shoes Bow tie Coat/blazer (optional) LM/CG
Computer Programming	Laptop – win 10, 64 bit Extension wire Flash drive	



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DIVISION OF CATANDUANES

Vic. C. Catanduanes
Email Add: catanduanes@deped.gov.ph
Website: www.deped.gov.ph
Tel No.: (052) 611-4043



Matrix of Activities

**DIVISION TRAINING ON SKILLS ENHANCEMENT
For Junior High School TLE Teachers**

February 7-9, 2019

Time	Min.	DAY 1	DAY 2	DAY 3
7:45-8:00 AM	15	Arrival/Registration	Management of Learning	Management of Learning
8:00-9:00	60	Opening Program		
9:00-10:30	90	Review of the K to 12 TLE Framework	Lecture/Workshop by Specialization	Lecture/Workshop by Specialization
10:30-12:00	90	Revisiting the Basic, Common, Core competencies by specialization		Demonstration Teaching
12:00-1:00 PM	60	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:00-2:30	90	Lecture/Workshop by Specialization	Lecture/Workshop by Specialization	Pre-assessment by specialization
2:30-4:00	90	Journals/Worksheets/DLP/DLL	Journals/Worksheets/DLP/DLL	Updates/Clearing House
4:00 - 5:00	60	Aileen Tabilog	Lorenzo Gando	Closing Program
OUTPUT				Journals/Worksheets/DLP/DLL
Officer of the Day (OD)				Ernesto Buena

NOTED:

Josefa V. Zape
JOSEFA V. ZAPE

Chief, Education Supervisor -CID

Prepared by:

Amelia B. Cabrera
AMELIA/B. CABRERA

Education Program Supervisor

Recommending Approval:

APPROVED:

MA. LUISA T. DELA ROSA
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Asst. Schools Division Superintendent

Socorro V. Dela Rosa
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Schools Division Superintendent