



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

Purok 6, Casisang, Malaybalay City

Telefax: (0880 or 088) 413-0094 email: [depedmlblycity@gmail.com](mailto:depedmlblycity@gmail.com)



**DIVISION MEMORANDUM**

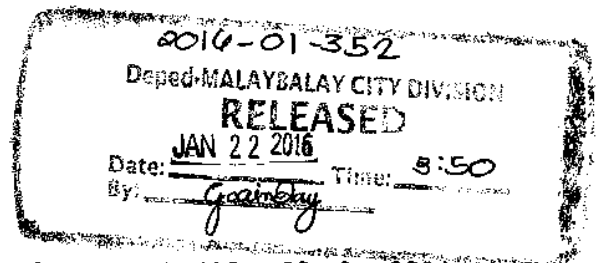
No. 028 s. 2016

**TO:** Chief Education Program Supervisors and staff, SGOD and CID  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
Section /Unit heads  
This Division

**FROM:**   
**EDILBERTO L. OPLENARIA, CESO VI**  
DLC Schools Division Superintendent

**DATE:** January 22, 2016

**SUBJECT:** **DISSEMINATION OF REGIONAL MEMORANDUM NO. 08 S. 2016 re: PARTICIPATION TO THE GRADE 5 NATIONAL TRAINING OF TRAINERS (NTOT) FOR THE K TO 12 BASIC EDUCATION PROGRAM**



1. For the information and guidance of all concerned, this office hereby disseminates the herein Regional DepEd Memorandum No, 08, s. 2016 re: **PARTICIPATION TO THE GRADE 5 NATIONAL TRAINING OF TRAINERS (NTOT) FOR THE K TO 12 BASIC EDUCATION PROGRAM,** content of which is self-explanatory.
2. For widest dissemination.

**Encl:**  
As stated

**Copy furnished:**  
Records Unit

To be posted in the website.



Republic of the Philippines  
Department of Education  
**REGION X - NORTHERN MINDANAO**  
Fr. Masterson Ave., Zone 1, Upper Balulang, Cagayan de Oro City  
Telephone no.: 722651/Fax No. 8563932 Email: depedx\_sed@yahoo.com



**REGIONAL MEMORANDUM**

No. *08* s., 2016

**DepED-X**  
Cagayan de Oro City

20 JAN 2016

*405*  
RECEIVED

To : The Schools Division Superintendent  
This Region

From : *[Signature]* ALLAN G. FARNAZO, Ph.D., CESO IV  
Regional Director

Subject : PARTICIPATION TO THE GRADE 5 NATIONAL TRAINING OF TRAINERS (NTOT)  
FOR THE K TO 12 BASIC EDUCATION PROGRAM

Date : January 4, 2016

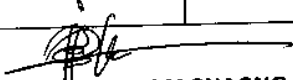
1. Pursuant to DepEd Memorandum No.133 s. 2015 entitled "Grade 5 National Training of Trainers (NTOT) and Mass Training of Teacher (MTOT) for the K to 12 Basic Education Program, this Office announces that the said NTOT for Mindanao Cluster will be on February 14-20, 2016 at ECOTECH Center, Lahug, Cebu City.
2. Please be informed also that the Chief of CLMD/Regional K to 12 Coordinator and the School Governance Operations Division (SGOD/ Division K to 12 Coordinator are requested to join the NTOT on the last day of the training to plan the conduct of the Mass Training of Teachers (MTOT). They are expected to be at the venue on February 19, 2016 at ECOTECH Center, Lahug, Cebu City.
3. The following documents are enclosed for reference:
  - Enclosure No. 1 – DepEd-RX: List of Grade 5 Participants to join the NTOT
  - Enclosure No. 2 – DepEd-RX: List of Chiefs to join the NTOT
  - Enclosure No. 3 – Memorandum No. DM-C1-20150029 RE: Change of Schedule and Details of the Grade 5 NTOT
4. Traveling and other expenses of the participant shall be charged to 2014 Continuing Human Resource Training and Development (HRTD) Funds from the Central Office, 50% of which shall be downloaded directly to the Schools Division Office subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum to all concerned is highly enjoined.

Encls.: As stated

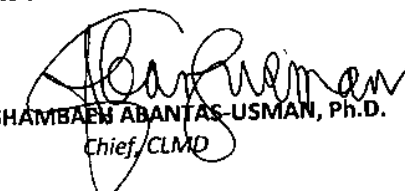
Reference: DepED Memorandum No. 133, s. 2015  
DM-C1-20150029  
DM-C1-20150032



MALAYBALAY CITY	MARIA CONCEPCION S. REYES	RACHEL R. VALDE			MANNY PIMENTEL		DEMIE PABILLARAN		LOU ANN J. CULTYRA		5
MISAMIS OCCIDENTAL	JULIET PAYE			DACELYN O. BATANAS		REY D. TABIL	GERNA FE O. PADOGDOG	JOSEPH O. BONIAO	PATRIA GLORIA D. IMAN	CAROL CABILAN	7
MISAMIS ORIENTAL	ANGIE ORDINAN	NELLY SABURNIDO	ELLY LOFRANCO	RANDY LLOREN	ALLEN KILAT	TERESITA LAGO	JANICE RESURRECTION	DOMINADOR GOMEZ	LINO UBA	GRETHEL LUBI	10
OROQUIETA CITY	LEIZL C. GALORIO		MARICEL O. BASILIO		LOVELLA C. PAGUPAT	VALENTINA C. SARIGUMBA		MARY ANN J. BALURAN	ZERESH ANN J. BAYUBAY		6
OZAMIZ CITY	JASMINE I. GAOGAO		EULALIO S. RUPINTA		ANELYN G. ENGRACIA						3
TANGUB CITY		RIZEL MARIE C. ESTOMATA		JASMIN C. REYES			MICHAEL R. RAMOS			ROGER F. DUHAYLUNGSOD	4
VALENCIA CITY			MARGIE M. BAYAGNA	JOSEPHINE ACACIO		ETHEL JANE LOSDOC		FORTUNATO OCAYA JR.		ARLITO DASION	5
											110

PREPARED BY:  MALA EPURA B. MAGNAONG, EPS, CLMD  
Regional K to 12 Coordinator

RECOMMENDING APPROVAL:

 SHAMBAEN ABANTAS-USMAN, Ph.D.  
Chief, CLMD

APPROVED:


ALLAN G. FARNAZO, Ph.D., CESO IV  
Regional Director

(Enclosure No. 2 of the Regional Memorandum No. S.2016)

**LIST of CHIEF in the CLMD & SCHOOL GOVERNANCE and OPERATIONS DIVISION (SGOD)/COORDINATOR  
to JOIN the GRADE 5 NATIONAL TRAINING OF TRAINERS**

**REGION: X**

NAME	DIVISION	POSITION	PHONE NO.	EMAIL ADDRESS
1. Shambaeh A. Usman, Ph.D.	CLMD	Chief	9178475772	
2. Mala Epra B. Magnaong	CLMD	EPS, Reg'l K to 12 Coord.	9177074809	artzymag@gmail.com
3. Sunny Ray S. Amit	BUKIDNON	SGOD	09277176016	srfadepedbukidnon@gmail.com
4. Rosalio R. Vitorillo	CAGAYAN DE ORO CITY	SGOD	09177105665	rosaliovitorillo@yahoo.com
5. Lailane E. Lopena, Ph.D.	CAMIGUIN	SGOD	09173164299	lailanelopena@gmail.com
6. Rolly B. Labis	EL SALVADOR	SGOD		
7. Edgardo Abanil	GINGOOG CITY	SGOD	9175195109	pablito.altubar@gmail.com
8. Colita E. Pepito, Ph.D.	ILIGAN CITY	SGOD	09163483065	colita_pepito@yahoo.com
9. Maria Carmela T. Ablin	LANAO DEL NORTE	SGOD	09157405823	maric_1966@yahoo.com
10. Lorenzo O. Capacio	MALAYBALAY	SGOD	09173160045	
11. Felcor T. Blanco	MISAMIS OCCIDENTAL	SGOD	09493466267	ion8662@gmail.com
12. Rudy O. Magdugo	MISAMIS ORIENTAL	SGOD	09065375677	rudymagdugo@yahoo.com
13. Perlinita L. Gloduve	OROQUIETA CITY	SGOD	09985637927	perlinggloduve@yahoo.com
14. Susan Epifania B. Carpio	OZAMIZ CITY	SGOD		
15. Myrna Regidor	TANGUB CITY	SGOD	09126388874	
16. Lanila Palapar	VALENCIA CITY	SGOD		

Prepared by:   
MALA EPRA B. MAGNAONG, EPS  
Regional K to 12 Coordinator

Noted:

  
SHAMBAEH ABANTAS-USMAN, Ph.D.

Chief, CLMD



**Department of Education**  
DepEd Complex, Meralco Avenue, Pasig City, Philippines  
Direct Line: (632) 633-7202 Telefax: (632) 636-4879  
E-mail: dina.ocampo@deped.gov.ph Website: [www.deped.gov.ph](http://www.deped.gov.ph)




# 291566

*Undersecretary for Programs and Projects*

MEMORANDUM  
DM-CI-2015-0029

FOR : REGIONAL SECRETARY- ARMM  
REGIONAL DIRECTORS

FROM :   
DINA S. OCAMPO  
Undersecretary for Programs and Projects

SUBJECT : Change of Schedule and Details of the Grade 5 National  
Training of Trainers (NTOT)

DATE : December 1, 2015

In connection with DepEd Memorandum No. 133, s. 2015 entitled "Grade 5 National Training of Trainers (NTOT) and Mass Training of Teachers (MTOT) for the K to 12 Basic Education Program," the training for Luzon Cluster is rescheduled from January 3-9, 2016 to **January 10-16, 2016** at Baguio Teachers' Camp (BTC), Baguio City.

To facilitate the smooth flow of the training activities, participants are reminded of the following:

- Check-in and claims for reimbursements
  - Participants are expected to be at the venue on January 10, 2016, however, the first meal to be served will be lunch and check-in time is at 2:00 p.m. on the said date.
  - Complete travel documents (duly accomplished itinerary of travel, travel authority, receipts, etc.) must be submitted to the focal person per learning area for processing.
- Materials/Equipment needed for the NTOT
  - Science and Edukasyong Pantahanan at Pangkabuhayan (EPP) participants are requested to bring the following:



Republic of the Philippines  
**Department of Education**  
DepEd Complex, Meralco Avenue, Pasig City, Philippines  
Direct Line: (632) 633-7202 Telefax: (632) 636-4879  
E-mail: dina.ocampo@deped.gov.ph Website: [www.deped.gov.ph](http://www.deped.gov.ph)



*Undersecretary for Programs and Projects*

Science Materials/Equipment	
small hammer	hacksaw with 32 TPI blade
pliers	screwdrivers (+, -)
scissors	office cutter
ruler	2 empty softdrink cans

EPP – Industrial Arts Materials/Equipment			
Kagamitang Pangkahoy	Kagamitang Pangmetal	Kagamitang Pang- elektrisidad	Kagamitang Panukat at Pansubok
1 martilyo 1 cross cut saw 1 katam 1 paet 1 malyete 5 pcs, 2"x2"x3" finishing nail common nail 1 c-clamp	1 adjustable wrench 1-hacksaw 1 gunting sa yero 1 ballpeen hammer, 1 pangrematse o riveter bala ng riveter 1 cold chisel 1 vise grip	1 plais 1 long nose 2 screw driver 1 side cutter 1 wire stripper	1 metro 1 level bar 1 tri-square 1 hulog (plumb bob) 1 zigzag ruler

For EPP – ICT, participants are likewise reminded to bring their own laptop and pocket WiFi or WiFi Stick.

The CLMD Chiefs and Division K to 12 Coordinators or School Governance and Operations Division (SGOD) Chiefs are requested to join the NTOT on the last day of the training to plan the conduct of the MTOT. They are expected to be at the venue on the date/s specified below:

Planning for the MTOT with CLMD and SGOD Chiefs		
CLUSTER	VENUE	ARRIVAL DATE
Luzon Cluster	BTC, Baguio City	January 15, 2016
Visayas Cluster	ECOTECH Center,	February 12, 2016
Mindanao Cluster	Lahug, Cebu City	February 19, 2016

For inquiries, all concerned may contact the Bureau of Elementary Education (BEE) at tel. nos. (02)687-2948 or 687-2948 or email address: [bee.sdd.2013@gmail.com](mailto:bee.sdd.2013@gmail.com).

For immediate dissemination and strict compliance.



Republic of the Philippines  
**Department of Education**

DepEd MEMORANDUM  
No. **133**, s. 2015

05 NOV 2015

**GRADE 5 NATIONAL TRAINING OF TRAINERS (NTOT) AND MASS TRAINING OF TEACHERS (MTOT) FOR THE K TO 12 BASIC EDUCATION PROGRAM**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary Schools  
All Others Concerned

1. In line with the implementation of the K to 12 Basic Education Program, the Department of Education (DepEd), through the Bureau of Elementary Education (BEE), and in coordination with the regional offices (ROs) and schools division offices (SDOs), shall conduct the **Grade 5 National Training of Trainers (NTOT)** on January 3-9, 2016 for Luzon Cluster, February 7-13, 2016 for Visayas and February 14-20, 2016 for Mindanao Clusters while the **Mass Training of Teachers (MTOT)** shall be held in April 2016.
2. The NTOT aims to build the capacity of trainers to conduct the MTOT.
3. The participants of this activity are teacher trainers and supervisors selected and recommended by their respective schools division superintendents (SDSs) and endorsed by the regional directors (RDs) based on the criteria found in Enclosure No. 1. Their names shall be submitted to the BEE through these email addresses: [bec.sdd.2013@gmail.com](mailto:bec.sdd.2013@gmail.com) and [beedirector4@yahoo.com](mailto:beedirector4@yahoo.com) on or before **November 20, 2015**. Only those who completed the NTOT shall serve as MTOT trainers. The number of trainers per region is indicated in Enclosure No. 2.
4. Training costs, which cover board and lodging, travel expenses of the management staff, trainers, and resource persons, honoraria of resource speakers, supplies and materials, and other incidental expenses shall be charged to the 2014 continuing Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations. The travel expenses of the participants shall be charged to the same funds, 50% of which shall be downloaded directly to the SDOs. In case of the City Divisions of Biñan and Tandag, the participants shall claim their TEV reimbursements from the mother SDOs, Laguna and Surigao del Sur, respectively.
5. The MTOT intends to provide teachers with concrete understanding of the curriculum framework, learning standards, and competencies, teaching plans and assessment. The participants in this activity are permanent or regular teachers handling Grade 5 subjects in all the public elementary schools nationwide. Travel expenses of teachers, trainers, and management staff shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.




6. The following documents are enclosed for reference:

- Enclosure No. 1 - Criteria in the Selection of NTOT Trainers;
- Enclosure No. 2 - Summary of the Number of Grade 5 Teachers and Trainers by Learning Area and by Region;
- Enclosure No. 3 - Training Matrix of the Grade 5 NTOT for the K to 12 Basic Education Program; and
- Enclosure No. 4 - Schedule of the Conduct of the Grade 5 NTOT and MTOT.

7. The participants, trainers and management staff in the NTOT and the MTOT shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers* and DepEd Order No. 19, s. 2011 entitled *Granting of Vacation Service Credits to Teachers Implementing Dropout Reduction Program (DORP) and Open High School Program (OHSP)*. On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

8. For more information, all concerned may contact the **Bureau of Elementary Education-Staff Development Division (BEE-SDD)** Department of Education (DepEd) Central Office, 5<sup>th</sup> Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-2948 and (02) 637-4346.

9. Immediate dissemination of this Memorandum is desired.

  
**ALBERTO T. MUYOT**  
Undersecretary  
Officer-in-Charge

Encls.:

As stated

References: DepEd Order: (Nos. 53, s. 2003 and 19, s. 2011)  
DepEd Memorandum No. 118, s. 2015

To be indicated in the Perpetual Index  
under the following subjects:

CURRICULUM  
ELEMENTARY EDUCATION  
TEACHERS  
TRAINING PROGRAMS