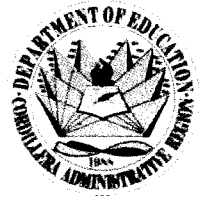




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**



Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)

**RELEASED**  
APR 04 2018

March 28, 2018

Regional Memorandum  
No. **116-2018**

DEPED-CAR Time:

**MASS TRAINING OF SENIOR HIGH SCHOOL TEACHERS IN THE ACADEMIC TRACKS**

**TO: Schools Division Superintendents  
Heads, Public Secondary and Senior High Schools  
All Others Concerned**

1. In line with Republic Act (RA) No. 10533 or the Enhanced Basic Education Act of 2013 and the implementation of the K to 12 Basic Education Program, the Department of Education, Cordillera Administrative Region through the Human Resource Development Division and in partnership with Don Mariano Marcos Memorial State University shall conduct the Grade 12 Mass Training of Teachers (MTOT) in the Academic Tracks at Don Mariano Marcos State University- South Luzon Campus, Agoo, La Union from May 1 to 18, 2018.
2. The objective of this activity is to provide teachers with concrete understanding of the Curriculum Frameworks, Learning Standards and Competencies, Teaching Plans and Assessments.
3. Participants to this activity are Grade 12 Senior High School Teachers who were not trained previously in the Academic Tracks training. The following are the number of participants from the SDOs:

	Division	Total
1	Abra	23
2	Apayao	13
3	Baguio City	11
4	Benguet	30
5	Ifugao	10
6	Kalinga	6
7	Mountain Province	12
8	Tabuk City	16
9	Training Management Team	10
	<b>Total</b>	<b>131</b>

4. Division Offices are also requested to submit the list of participants using the table below on or before April 20, 2018 thru the following email address;

- [car@deped.gov.ph](mailto:car@deped.gov.ph) or [hrdd.depedcar@gmail.com](mailto:hrdd.depedcar@gmail.com)

**Division:**

Name of Participants	Male	Female	Official Station	Contact Number

**Contact Numbers (Area Code: 074):**

Office of the Regional Director 422-1318  
Fax 422-4074  
Office of the ARD 422-9590  
ICT Unit 422-1318  
Public Affairs Unit 422-1318  
Legal Unit 423-2214

Administrative Division 422-1804  
Cash Section 423-2215  
Payroll Section 424-3993  
Records Section 423-2213  
Supply Section 422-2198  
General Services Unit 422-1804

CLMD 422-7096  
LRMDS 422-0615  
ESSD 423-2218  
Finance Division 422-5155  
FTAD 424-5187

HRDD 422-9590  
NEAP-R 422-5500  
PPRD 422-9590  
QUAD 422-5187  
COA 422-7434



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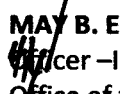
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- Participants are expected to finish the number of days intended for the training (9 days, 15 days and 18 days) and that failure to do so would be sufficient ground for him/her to refund whatever amount has been paid by the government in favor of his/her training. (Please see attached enclosure on Training Contract to be **STRICTLY** submitted during Day 0 of the scheduled training). They are also requested to bring Curriculum Guides on their specific learning area, pocket wifi, laptop and other important materials and references for the training.
- The identified participants from CLMD, HRDD and QuAD are requested to join the Regional Management Team and conduct Monitoring and Evaluation using NEAP Forms/ Quality Assurance Tool. The participants are as follows:

Regional Training Management Team				
No	CLMD	HRDD	QuAD	Dates
1	Emilia Faustino Sabado Oayet	Jennifer Ande	Aida Payang/ Florence Balictan	May 1 to 6, 2018
2	Patricio Dawaton Thelma Dalay-on		Maksim Botilas	May 7 to 12, 2018
3	Jeanie Claire Pigganagay Romulo Basa		Florence Balictan	May 13 to 18, 2018

- Furthermore, the participants and the training management staff of the Regional Office shall be entitled to service credits or compensatory time off (CTO) as per CSC and DBM Joint Circular No. 2, s. 2015 in lieu of May 1,5,6,12, & 13, 2018 which are Holiday, Saturdays and Sundays.
- Meals, snacks, accommodation, and training materials shall be charged against downloaded HRTD Funds, while the transportation expenses and other incidental expenses shall be charged against school or other local funds subject to the usual accounting rules and regulations.
- The first meal to be served will be breakfast of May 1, 2018 and the last meal will be dinner of May 18,2018.
- Immediate and widest dissemination of this Memorandum to all concerned is desired.

  
**MAY B. ECLAR, PhD, CESO V**  
Officer –In-Charge  
Office of the Regional Director

HRDD/jpa

**Contact Numbers (Area Code: 074):**

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Enclosure No 1 to Regional Memorandum \_\_\_\_\_

**MEMORANDUM OF AGREEMENT**  
(Training Contract)

The Department of Education, Cordillera Administrative Region with principal office at Wangal, La Trinidad Benguet herein represented by **MAY B. ECLAR, PhD, CESO V, Officer-In-Charge, Office of the Regional Director;**

and

\_\_\_\_\_  
Name of Trainee

\_\_\_\_\_  
Position

\_\_\_\_\_  
School/ Division

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Superintendent

in consideration of the privilege to attend the training on official time with pay of the Grade 12 Mass Training of Teachers in the Academic Tracks

do hereby agree to the following obligations of the trainee:

1. Punctual attendance to the Grade 12 Mass Training of Teachers in the Academic Tracks at Don Mariano Marcos State University, South Luzon Campus, Agoo, La Union for the period of 18 days from May 1 to 18, 2018 which will be the duration of the training.
2. Maintain the minimum standards of the training and that failure to do so would be sufficient ground for him/her to refund whatever amount has been paid by the government in favor of his/her training.
3. Immediately report to his/her station and assume his/her function right after the completion of the training.
4. Shall refund in full to DepEd all expenditures incurred on board and lodging, travel and other incidental expenses for failure to comply with the foregoing conditions, through neglect, absences or other causes within his/her control. For reasons beyond the trainee's control, the conditions do not apply provided all documentary requirements including doctor's certification are submitted and are acceptable by DepEd.
5. Shall strictly live up to the terms and conditions of the training.

IN WITNESS HEREOF, the parties hereto sign this AGREEMENT this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Trainee

Witnesses:

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Schools Division Superintendent

**MAY B. ECLAR, PhD, CESO V**

OIC, Regional Director

HRDD/jpa

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