DIVISION MEMORANDUM
No. 58, s. 2012

REGIONAL TRAINING OF TRAINERS (TOT) AND REGIONAL STAFF ORIENTATION WORKSHOP (RSOW) FOR K+12 TRAINING OF GRADE I TEACHERS

To: Asst. Schools Division Superintendents
    Education Program Supervisors/Coordinators
    Public Schools District Supervisors
    Elementary School Heads
    Teachers Concerned

1. Pursuant to Regional Memorandum No. 56, s. 2012 and DepEd Memorandum No. 27, s. 2012, the Regional Training of Trainers (TOT) for additional trainers for the divisions of Camarines Norte, Camarines Sur and Albay will be conducted on May 13-16, 2012 at Penafraancia Resort, Naga City. Also, the Regional Staff Orientation Workshop (RSOW) of all Grade I trainers shall be conducted on May 17-18, 2012 at the same venue.

2. The objectives of the TOT and RSOW are the following:
   a. equip trainers with the necessary knowledge, skills, attitude and orientation on facilitating training
   b. draw out training implementation plan for the roll out of K to 12 training for Grade I teachers
   c. discuss and express commitment to the value and/or attitudes required to perform the roles and responsibilities of a trainer.

3. The participants to the TOT are the identified trainers whose names are listed in the Enclosure No. 1 to this Memorandum. Trainers who were trained at the DAP, Tagaytay City will join the group during the RSOW and shall report to the venue on May 16, 2012 in the afternoon for the registration and billeting.

4. A registration fee of Three Thousand Five Hundred Pesos (₱3,500.00) shall be charged each trainer-participant to the 4-day TOT to cover food, accommodation and other incidental expenses, while expenses for the 2-day RSOW for all participants shall be charged to the Regional Funds subject to the usual accounting and auditing rules and procedures. Travel expenses shall likewise be charged against division/regional funds.
5 Considering that May 12 and 13 fall on a Saturday and Sunday, respectively, a corresponding Compensatory Over-time Credits (COC) shall be granted to all division personnel pursuant to paragraph 5.3, letter k of Joint Circular No. 2 of the CSC and the DBM dated October 4, 2004. Likewise, teachers involved in these activities shall be granted the corresponding Service Credits according to existing rules and policies.

6 For immediate dissemination and action.

GILBERT I. SADSAD
Schools/Division Superintendent