



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**CID-2025-0333**

To : Janette G. Veloso, EdD, CESO VI – Assistant Schools Division Superintendent  
Eduard C. Amoguis, EdD – Chief Education Supervisor -CID  
Ernie M. Aguan, EdD-Education Program Supervisor-TVL  
Concerned Public Schools District Supervisors  
Concerned SHS School Heads

Subject: **CONDUCT OF TESDA TRAINING ON TRAINERS' METHODOLOGY COC 2  
PROGRAM FOR SENIOR HIGH SCHOOL TVL TEACHERS**

Date : March 17, 2025

1. Relative to the letter from **JASMIN J. NERI, EdD**, Provincial Director of the Technical Education and Skills Development Authority (TESDA)-Davao del Norte dated March 14, 2025, this Office informs the participation of the herein personnel in the Trainers Methodology COC 2 training on the dates reflected in the invitation (Refer to Enclosure 2).
2. The concerned school heads of the above teachers are advised to ensure that classes are managed during the participation of teachers in the said activity to strictly observe the "No Disruption of Class Policy" as per DepEd Order No. 9, s.2005 entitled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith".
3. Transportation and other incidental expenses of the participants shall be charged against local funds subject to the existing accounting and auditing rules and regulations.
4. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
5. Immediate dissemination of this Memorandum to all concerned is desired.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

**DR. JANETTE G. VELOSO, CESO VI**  
Assistant Schools Division Superintendent

3-18-25  
JG

Enclosed: As stated.

CID/ema

Fm: Conduct of TESDA Trainers Methodology COC 2 Program for Senior High School TVL Teachers

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**Republic of the Philippines**  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DAVAO DEL NORTE**

Enclosure 1:

**List of SHS-TVL Teachers Scheduled for Trainers Methodology COC 2 Program**

<b>Name of Teacher</b>	<b>School</b>	<b>NC</b>	<b>CP Number</b>
1. Chrislyn B. Da-aw	Sawata NHS/San Isidro	OAP NCII	09486765930
2. Ramil R. Alotaya	Datu Balong NHS	OAP NCII	09706065269
3. Edmund M. Mata	Sto. Tomas NHS/Sto. Tomas West	EIM NCII	09093977273
4. Analea C. Cabasares	Balagunan NHS/Sto. Tomas West	BPP NCII	09930228310
5. Fe. L. Remorin	Sawata NHS/San Isidro	HSK NCII	09352427148
6. Victorianne Ruth Catigan	Marsman NHS/Sto. Tomas West	BNC NCII	09606495472
7. Jingle Joy D. Ligue	Kimamon NHS/Sto. Tomas East	BPP NCII	09754546246
8. Ian Bert A. Sotes	Sonlon NHS/Asuncion	TD NCII	09632397501
9. Lenny Rose Domabok	Tulalian NHS/Sto. Tomas East	HSK NCII	09675375113
10. Edlyn C. Daano	Asuncion NHS/Asuncion	OAP NCII	09752600625
11. Jenny A. Canoy	Tubod NHS/Carmen	Dressmaking NCII/HSK NCII	09933592874
12. Kenth Ivanne H. Almedora	Dugayan NHS/Langilan	EIM NCII	09466668204
13. Ajadia A. Toreja	Sto. Tomas NHS	SMAW NCII	09389917113

Prepared by:

**ERNIE M. AGUAN, EdD**  
Education Program Supervisor

Noted:

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent



Enclosure 2:

TRAINING SCHEDULE				
DATE	ACTIVITIES	METHODOLOGIES	NO. OF DAYS	REMARKS
MARCH 18, 2025	✓ TIP/ORIENTATION ✓ BASIC COMPETENCIES ✓ INTRODUCTION TO TRAINING REGULATION AND PTCACS	Lecture/ Face to Face	1	MS. LYTHELLE A. RAMOS AND ENGR. JENY E. BUSCANO
MARCH 19, 2025	CONDUCT COMPETENCY ASSESSMENT	Lecture/ Face to Face	1	ENGR. JENY E. BUSCANO
MARCH 20, 2025	MRTOP-CONDUCT COMPETENCY ASSESSMENT (E-learning)	Self-paced learning/Online	1	ENGR. JENY E. BUSCANO
MARCH 21, 2025	MRTOP-CONDUCT COMPETENCY ASSESSMENT (E-learning)	Self-paced learning/Online	1	ENGR. JENY E. BUSCANO
MARCH 24, 2025	INSTITUTIONAL ASSESSMENT IN COC2 (1st BATCH)	Face to face/Demonstration and Written Test	1	ENGR. JENY E. BUSCANO
MARCH 25, 2025	INSTITUTIONAL ASSESSMENT IN COC2 (2 <sup>nd</sup> BATCH)	Face to face/Demonstration and Written Test	1	ENGR. JENY E. BUSCANO
MARCH 27, 2025	NATIONAL COMPETENCY ASSESSMENT	Demonstration and Written Test	1	As per schedule (10 candidates per day)
MARCH 28, 2025	NATIONAL COMPETENCY ASSESSMENT	Demonstration and Written Test	1	As per schedule (10 candidates per day)
MARCH 29, 2025	NATIONAL COMPETENCY ASSESSMENT	Demonstration and Written Test	1	As per schedule (10 candidates per day)

Prepared by:

ENGR. JENY E. BUSCANO  
Trainer/TESD Specialist II

Noted by:

ENGR. ALBERT N. MANINGO  
Center Administrator



Republic of the Philippines  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY  
ISO 9001: 2015 Certified



March 14, 2025

**REYNALDO B. MELLORIDA, CESO V**

Schools Division Superintendent  
DEPED Davao del Norte

**Dear SDS Mellorida,**


Greetings of peace and good health from TESDA Davao del Norte!

In reference to the scheduled Trainers Methodology COC 2 program for Senior High School Teachers, we would like to formally request to excuse the SHS teachers from their duties due to a scheduled training program they are required to attend. This training is essential for their professional development and will enhance their skills as prospect competency assessors. Attached herewith the training schedule for your reference.

We look forward to your favorable action on this request.

Thank you, and God bless.

Very truly yours,

  
**JASMIN J. NERI, Ed.D**  
Provincial Director

Letter #: 2025-03-209

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Website : <https://www.tesda.gov.ph>

**Sa TESDA,  
Kayang Kaya**





Republic of the Philippines  
Technical Education and Skills Development Authority XI  
**PROVINCIAL TRAINING CENTER - DAVAO DEL NORTE**



**MEMORANDUM**

No. 03-06 series of 2025

For : **JASMIN J. NERI, Ed. D**  
Provincial Director

Thru : **LYTHELLE A. RAMOS, LPT**  
Scholarship Focal

From : **THE CENTER ADMINISTRATOR**  
This Office

Date : **11 MARCH, 2025**

SUBJECT : **Request for Conduct of Training Induction Program (TIP) and Coordination with DepEd Davao del Norte**



Warmest greetings!

The Provincial Training Center – Davao del Norte respectfully requests your good office to facilitate the conduct of Training Induction Program (TIP) for twenty-five (25) scholars under the DepEd Scholarship Program for Trainer's Methodology Level 1 COC2 on March 18, 2025 (Tuesday) – 9:00 a.m. at Provincial Training Center Davao del Norte.

Additionally, we seek your assistance in coordinating with DepEd Davao del Norte to formally request the exemption of Senior High School (SHS) teachers from their regular duties during the scheduled face-to-face training sessions, Institutional Assessment, and National Competency Assessment as indicated in the attached training schedule. This will ensure their full participation and successful completion of the training.

For your information and consideration, please.

  
**ENGR. ALBERT N. MANINGO**