



MAY 03 2005

DepED MEMORANDUM
No. 134, s. 2005

TRAINORS DEVELOPMENT PROGRAM (TDP)

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Department of Education (DepED) through the National Educators Academy of the Philippines (NEAP) is set to regionalize the offering of training programs with the twin goal of building the capacity of the regions to manage and run training courses for and in behalf of the NEAP and of revitalizing the Regional Educational Learning Centers (RELC) for maximum utility.
2. In preparation, therefor, the NEAP will conduct a ten (10)-day, live-in Trainors Development Program (TDP) on May 8-21, 2005 to be held at the Summer Plaza Hotel, Marcos Highway, Baguio City.
3. The TDP aims to provide the participants with practical knowledge on the following competencies:
 - (a) training management;
 - (b) training needs assessment;
 - (c) training evaluation of results;
 - (d) facilitation skills;
 - (e) platform skills;
 - (f) instructional materials development; and
 - (g) work and financial planning, and other allied requirements on training and development.
4. Each region should send five (5) participants to the TDP based on the following selection criteria:
 - a. not more than 45 years old;
 - b. has good communication skills in English;
 - c. has satisfactory exposure in conducting and managing training programs;
 - d. possesses excellent people skill; and
 - e. honest, hardworking and reliable.
5. It is important to note that after having successfully completed the TDP, the participants will be designated as the Regional Training Team who will then be responsible for the overall management of training programs of the NEAP at the regional level.

6. Expenses relative to food, accommodation, training kits and materials and as well honoraria of resource speakers and extra essential allowance of facilitators and staff shall be charged against Human Resource Training and Development Fund while transportation cost to and from the venue and allowable per diems of participants shall be charged to local funds, subject to the existing accounting and auditing rules and regulations.

7. Participants are expected to be at the venue on the night before the first day of the training i.e. May 8, 2005 for the usual arrival and training orientation requirements. Meal provision will commence dinner on said arrival dates.

8. Deadline for the submission of the list of participants to said training is on April 29, 2005. All communications must be addressed to **Director Orfelina O. Tuy**, Executive Director, NEAP, Teachers Camp, Baguio City at telefax no. (074) 444-95-24 or (074) 442-68-87.

9. For more details, please contact **Mr. Antonio G. Ordovez, Jr.**, NEAP Training Manager at 0918-336-74-67 or at tel. no. (02) 638-86-38.

10. Immediate dissemination of this Memorandum is desired.


FLORENCIO B. ABAD
Secretary

Reference:

None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
TEACHERS
TRAINING PROGRAMS