



CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO: OIC-Asst. Schools Division Superintendent
OIC Chiefs, CID and SGOD
Office of Schools Division Superintendent
Curriculum Implementation Division
School Governance Operation Division
Public Secondary School Heads
OIC-SHS
And All Other Concerned

FROM: DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT: PILOT TESTING AND TRAINING OF TRAINERS FOR THE TRAINING
MODULE (MANUAL) FOR THE EFFECTIVE IMPLEMENTATION OF THE
DEPED ORDER NO. 48, S. 2016 OR THE POLICY AND GUIDELINES ON
COMPREHENSIVE TOBACCO CONTROL

DATE: January 24, 2018

The Department of Education, in partnership with the Tobacco-Free Kids Action Fund, is conducting a series of activities to strengthen the implementation of the DepEd Order No. 48, s. 2016 or the Policy and Guidelines on Comprehensive Tobacco Control. The policy is currently being coordinated with the Tobacco-Free Kids Project. One of its planned activities is the development of a training module (manual) that will be pilot tested on February 6-8, 2018 and will be used in training of trainers from February 12-16, 2018 at the venue that will be procured/identified.

In line with this, we would like to invite the representatives of the Division and schools for the said activities. Activities and participants' details are in the attached memorandum of the central Office for your reference.

For immediate and widest information.

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@H&N/JCF



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Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City

MEMORANDUM

TO : **DR. WILFREDO E. CABRAL**
OIC- Regional Director
DepEd NCR

DR. MALCOLM S. GARMA
OIC- Regional Director
DepEd Region III

DR. DIOSDADO M. SAN ANTONIO
Regional Director
DepEd Region IV-A

FROM : **ATTY. ALBERTO T. MUYOT**
Undersecretary for Legal Affairs

SUBJECT : **PILOT TESTING AND TRAINING OF TRAINERS FOR THE
TRAINING MODULE (MANUAL) FOR THE EFFECTIVE
IMPLEMENTATION OF THE DEPED ORDER NO. 48, S. 2016 OR
THE POLICY AND GUIDELINES ON COMPREHENSIVE TOBACCO
CONTROL**

DATE : **18 December 2017**

The Department of Education, in partnership with the Tobacco-Free Kids Action Fund, is conducting a series of activities to strengthen the implementation of the DepEd Order No. 48, s. 2016 or the Policy and Guidelines on Comprehensive Tobacco Control. The policy is currently being coordinated with the Tobacco-Free Kids Project. One of its planned activities is the development of a training module (manual) that will be pilot tested on February 6-8, 2018 and will be used in the training of trainers from February 12-16, 2018 at the venue that will be procured/ identified.

In line with this, we would like to invite the representatives of the regions, divisions and schools for the said activities. Activities and participants' details are in the annexes for your reference.

For your consideration and action.

ANNEX A

**Pilot Testing of Training Module (Manual) on the Effective Implementation of the
DepEd Order No. 48, s. 2016 or the Policy and Guidelines on Comprehensive
Tobacco Control
February 6-8, 2018**

1. The pilot testing of the training module (manual) aims the following:
 - a. To identify areas for improvement and finalize the training module (manual) developed during the writeshop before the actual use in the Training of Trainers (TOT);
 - b. To identify and produce trainers that will lead/ facilitate the training of trainers.

2. Participants of the pilot testing are the following:
 - a. DepEd Tobacco-Free Kids Project Team, representatives of the Bureau of Learner Support Services-School Health Division and National Educators Academy of the Philippines.
 - b. Resource/ reference persons are representatives from the Department of Health (DOH), Southeast Asia Tobacco Control Alliance (SEATCA), and FCTC Alliance Philippines (FCAP).
 - c. **Regional and Division Health Officer and Education Program Specialists or Child Protection Committee Coordinator/ focal person or whoever is in-charge or tasked to implement, integrate and monitor the Child Protection Policy and programs of the field or school system. Participants must be identified from the project pilot sites and certified by the Regional Directors.** Details are as follows:

AGENCY/ OFFICE	NO. OF PAX	
DepEd Central Office		
School Health Division/ BLSS/ DepEd	4	
Project Team	3	
Secretariat	3	
Regional Office		
DepEd Region III Regional Office	Health Officer 1	CPC Coordinator 1
Balanga City	1	1
Mabalacat	1	1
Malolos City	1	1
DepEd Region IV-A Regional Office	1	1
Batangas City	1	1
DepEd NCR Regional Office	1	1
Makati City	1	1
Resource / Reference Agencies		
Department of Health	1	
FCTC Alliance Philippines	1	
SEATCA	1	
TOTAL	(30) ✓	

3. Secretariat/ Project Team, resource speakers, and participants are expected to arrive and check-in at the venue on Day 0 (2:00 PM- 3:00 PM). Opening ceremonies/ activities will follow after the registration. The training/ pilot testing proper will start on Day 1 until the morning of Day 3. Everyone is expected to check-out (rooms) by 12:00 noon and leave the venue in the afternoon of Day 3 (5:00 PM or earlier).
4. Expenses (venue/board and lodging, meals, kits, supplies and miscellaneous/ other expenses) for the conduct of the activities shall be charged to OSEC TRUST FUND-0672-1000-20, subject to the usual accounting rules and regulations. Transportation and per diem of the participants are requested to be charged to local funds.

ANNEX B:

**Training of Trainers on the Effective Implementation of the DepEd Order No. 48, s. 2016 or the Policy and Guidelines on Comprehensive Tobacco Control
February 12-16, 2018**

1. The Training of Trainers (TOT) for the Effective Implementation of the Policy and Guidelines on Comprehensive Tobacco Control, through the training module (manual), aims the following:
 - a. To capacitate the trainers/ participants on the practical skills and knowledge in the area of enhancing personal and social competence of tobacco control issues and ban violations;
 - b. To capacitate the trainers/ participants on knowledge and skill in the implementation of the Comprehensive Tobacco Control Policy; and
 - c. To capacitate the trainers/ participants on available prevention strategies and basic cessation program/ intervention applicable in education sector.

2. Participants of the pilot testing are the following:
 - a. DepEd Tobacco-Free Kids Project Team, secretariat, representatives of the Bureau of Learner Support Services- School Health Division;
 - b. Speakers/ trainers are Regional and Division Representatives that attended and accomplished the pilot testing of the training manual and resource/ reference persons are representatives from the Department of Health (DOH), Southeast Asia Tobacco Control Alliance (SEATCA), and FCTC Alliance Philippines (FCAP);
 - c. Participants of the training are selected School Heads/ Principals (of integrated high schools- with both junior and senior high school) from the pilot sites. Details are as follows:

AGENCY/ OFFICE	NO. OF PAX
DepEd Central Office (17)	
School Health Division/ BLSS/ DepEd	5
Project Team	3
Secretariat	9
Integrated Secondary School Heads/ Representatives	
DepEd Region III	157
DepEd Region IV ^A	40
DepEd NCR	13
Resource / Reference Agencies	
Department of Health	1
FCTC Alliance Philippines	1
SEATCA	1
TOTAL	230

3. Secretariat/ Project Team, resource speakers, and participants are expected to arrive and check-in at the venue on Day 0 (2:00 PM- 3:00 PM). Opening ceremonies/ activities will follow after the registration. The training proper will start on Day 1 until the morning of Day 3. Everyone is expected to check out (rooms) by 12:00 noon and leave the venue in the afternoon of Day 3 (5:00 PM or earlier).
4. Board and lodging; kits, meal expenses of the secretariat/ project team, resource speakers, and participants; and travel expenses of the secretariat/ project team, resource speakers during the activity shall be charged to the OSEC TRUST FUND- 0672-1000-20, subject to the usual accounting and auditing rules and regulations. Transportation, per diem and other related expenses of the participants shall be charged to local funds.

2. Confirmation of attendance/ participation for the pilot testing of training modules and training of trainers, and other details or inquiries shall be coordinated with:

MR. ERNIE T. TALARO

Project Officer, Tobacco-Free Kids Project

School Health Division, DepEd Complex,

Meralco Avenue, Pasig City

Fax: +632- 632-9935

Cellphone Number: 0926-652-5282

Email:

3. Immediate dissemination of this Memorandum is desired.

ANNEX C

1. Project Pilot Sites are the following:

DepEd NCR Regional
DepEd Makati City Schools Division
DepEd Pasig City Schools Division

DepEd Region III Region
DepEd Balanga City Schools Division
DepEd Bataan Schools Division
DepEd Bulacan Schools Division
DepEd Malolos City Schools Division
DepEd Meycauayan City Schools Division
DepEd San Jose del Monte Schools Division
DepEd Angeles City Schools Division
DepEd Mabalacat City Schools Division
DepEd Pampanga Schools Division
DepEd San Fernando City Schools Division
DepEd Nueva Ecija Schools Division
DepEd San Jose City Schools Division
DepEd Cabanatuan City Schools Division
DepEd Gapan City Schools Division
DepEd Muñoz Science City Schools Division
DepEd Zambales Schools Division
DepEd Olongapo City Schools Division

DepEd Region IV-A Region
DepEd Rizal Schools Division
DepEd Antipolo City Schools Division
DepEd Batangas Schools Division
DepEd Batangas City Schools Division
DepEd Lipa City Schools Division
DepEd Tanauan City Schools Division
DepEd Cavite Schools Division
DepEd Cavite City Schools Division
DepEd Imus City Schools Division
DepEd Dasmariñas City Schools Division
DepEd Laguna Schools Division
DepEd Biñan City Schools Division
DepEd Calamba City Schools Division
DepEd Sta. Rosa City Schools Division
DepEd San Pablo City Schools Division

ANNEX C

1. Project Pilot Sites are the following:

**DepEd NCR Regional
DepEd Makati City Schools Division
DepEd Pasig City Schools Division**

**DepEd Region III Region
DepEd Balanga City Schools Division
DepEd Bataan Schools Division
DepEd Bulacan Schools Division
DepEd Malolos City Schools Division
DepEd Meycauayan City Schools Division
DepEd San Jose del Monte Schools Division
DepEd Angeles City Schools Division
DepEd Mabalacat City Schools Division
DepEd Pampanga Schools Division
DepEd San Fernando City Schools Division**

**DepEd Region IV-A Region
DepEd Rizal Schools Division t
DepEd Antipolo City Schools Division ✓
DepEd Batangas Schools Division
DepEd Batangas City Schools Division
DepEd Lipa City Schools Division
DepEd Tanauan City Schools Division**