Regional Memorandum
No. 196 s. 2024

REQUEST FOR THE SCHEDULES OF DIVISION AND SCHOOL-BASED TRAININGS ON THE MATATAG CURRICULUM

To: Schools Division Superintendents

1. Enclosed is DM-OUHROD-2024-0413 from DepEd Central Office, Office of the Undersecretary for Human Resource and Organizational Development regarding request for submission of schedules of Division and School-based Trainings on the MATATAG Curriculum including the target participants per learning area for Kindergarten, Grades 1, 4, and 7 respectively.

2. In reference to the above-mentioned Memorandum, all Schools Division Offices (SDOs), through the Curriculum Implementation Division (CID) and Schools Governance and Operations Division-Human Resource Development Section (SGOD-HRDS), shall submit the needed data through the newly created links or QR codes below on or before March 21, 2024.

Division Training of School Trainers
bit.ly/3v7nHPv

School-based Training of Teachers
tinyurl.com/4ASBTTSched
3. For questions and concerns, please contact Anna Marie San Diego of National Educators Academy of the Philippines-Quality Assurance Division through email at neap.qad@deped.gov.ph or Bryan A. Pobe, Education Program Supervisor of HRDD-NEAP R, through hrd.calabarzon@deped.gov.ph.

4. Immediate compliance with this Memorandum is instructed.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH5/ROH2
MEMORANDUM
DM-OUHROD-2024-0413

FOR: ATTY. REVSEE A. ESCOBEDO
   Undersecretary for Operations

Regional Directors
Schools Division Superintendents
Curriculum and Learning Management Division Chiefs
Human Resource Development Division Chiefs
Curriculum Implementation Division Chiefs
School Governance and Operations Division Chiefs
School Heads

FROM: WILFREDO E. CABRAL
   Regional Director
   Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT: REQUEST FOR SCHEDULE OF DIVISION AND SCHOOL-BASED TRAININGS ON THE MATATAG CURRICULUM AND THE NUMBER OF TARGET PARTICIPANTS PER LEARNING AREA PER GRADE LEVEL

DATE: 08 March 2024

1. Pursuant to the unnumbered memorandum dated 20 December 2023 titled Training on the MATATAG Curriculum for Teachers and School Leaders, the National Educators Academy of the Philippines (NEAP) requests the Schools Division Offices (SDOs) to submit their complete schedule for the conduct of the Division Training of Trainers (DTOT) and the School-Based Training of Teachers (SBTT), with the number of target participants per Learning Area for Kindergarten and Grades 1, 4, and 7, respectively, on or before 15 March 2024 (Friday).

2. The Regional Offices, through the Human Resource Development Division (HRDD) and Curriculum and Learning Management Division (CLMD), are enjoined to facilitate compliance of the SDOs in their respective jurisdictions with the said request.
3. The Schools Division Superintendents shall ensure that both schedules of DTOT and SBTT as well as the number of participants are accurately reflected in the templates provided below.

4. The data to be collected will be posted on the Department of Education Official Website for guidance of monitors, technical support providers, and visitors during the conduct of DTOT and SBTT in each region.

5. The links and QR Codes of the templates for DTOT and SBTT, respectively, are as follows:

   a. DIVISION TRAINING OF TRAINERS (DTOT)

   ![QR Code for DTOT Training]

   b. SCHOOL-BASED TRAINING OF TEACHERS (SBTT)
      https://bit.ly/3wFRqZF

   ![QR Code for SBTT Training]


7. For questions and concerns, please contact Ms. Anna Marie San Diego of NEAP Quality Assurance Division through landline (02) 8633-7207 or email neap.qad@deped.gov.ph.

8. For strict and prompt compliance.

Enclosure:

[NEAPQAD/SanDiego]
## Enclosure A

**FINAL SCHEDULE OF CENTRAL OFFICE MONITORS AND TECHNICAL SUPPORT PROVIDERS DURING THE REGIONAL TRAINING OF TRAINERS (RTOT) ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS**

<table>
<thead>
<tr>
<th>REGIONS</th>
<th>INCLUSIVE DATES</th>
<th>LEAD (Directors)</th>
<th>MONITORS</th>
<th>TECHNICAL SUPPORT PROVIDERS/RESOURCE PERSONS (Please specify the learning area)</th>
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<td>NEAP QAD (Chief, PDO IV/SEPS/EPS)</td>
<td>NEAP PDD (Chief, PDO IV/SEPS/EPS)</td>
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<tr>
<td>Region I</td>
<td>April 15-19, 2024 (3 clusters, different venues)</td>
<td>Dir. Samuel R. Soliven</td>
<td>Sarah Jane Atienza</td>
<td>John Christopher Lorenzo</td>
</tr>
<tr>
<td>Region II</td>
<td>Batch 1: March 11-15, 2024</td>
<td>Dir. Leila Areola</td>
<td>Mark Alvin Cruz</td>
<td>Anna Maria Patricia Santos</td>
</tr>
<tr>
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<td>Batch 2: March 18-22, 2024</td>
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<td>Gerald T. Magno</td>
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<tr>
<td>Region III</td>
<td>Batch 1: May 06-10, 2024</td>
<td>Dir. Edward Jimenez</td>
<td>Danica Jane Godoy</td>
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<td>Florentino Varron Jr.</td>
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<td>Dir. Jennifer Lopez</td>
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<td>Ariel Dagar</td>
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<td>Batch 1: April 01-05, 2024</td>
<td>Dir. Marlette Almaya</td>
<td>Annabelle Laqui</td>
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<tr>
<td>Batch 2: April 08-12, 2024</td>
<td>Dir. Lynn Padillo</td>
<td>Gerald Magno</td>
<td>Ma. Carmilla Clave</td>
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- Isabel A. Victorino
- Rosalie B. Masiling
- Rowel S. Padernal
- Marisol B. Mabaza
- Roseta Gallo
- Krisha Anne M. Soriano
- Jayson Tadeo
- Julieven Abrea
- Michelle Tolentino
- Jerome Hilario
- Dean Owen Doncillo
- Briget Varron
- Rosalina Villanueva
- Ayette C. Ferriols
- Riza C. Gusano
- Jona Kristen M. Valdez
- Rowell Capistrano
- Victor Fedirigan
- Joselita Guapa
- Xyphrone Angelo A. Ortiz
- Jona Kristen Valdez
- Liza C Legaspin
- Glenne DT. Basio
- Ellen Grace Frueida
- Mark Anthony Papa
- Christine N. Grazia-Magbub
- Michelle Tolentino
- Victor Fedirigan
- Isabel Victorino
- Rosalie B. Masiling
- Ramona Victoria
- Rowel S. Padernal
- Cinderella U. Reginio
- Aisa Veronica D. C. Fintor
- John Mark B. Marasigan
- Glenne DT. Basio
- Jefferson Torres
- Wilson Santiago
- Briget Varron
- Jefferson Torres
- Renato San Juan
- Wilson Santiago
- Glenda Granadoz

*Regional Training of Division Trainers of the MATATAG Curriculum for Teachers and School Leaders*
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<td>Dir. Mario Bermudez</td>
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<td>March 04-08, 2024</td>
<td>Dir. Leah Apao</td>
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<td>Dir. Marilyn Siao</td>
<td>Mark Alvin Cruz</td>
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<td>Batch 2: April 08-12, 2024</td>
<td>Dir. Resty Osias</td>
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<td>March 21-27, 2024</td>
<td>Dir. Marilyn Siao</td>
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<td>Edward Jimenez</td>
<td>Sarah Jane Atenza</td>
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<td>Date</td>
<td>Dir.</td>
<td>Co-Director</td>
<td>Consultant</td>
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<td>Mario Bermudez</td>
<td>Anabelle Laqui</td>
<td>Millie Fudolig</td>
<td>Jona Kristen Valdez, Marisol Mabaza, Christopher Valiente, Eliza C. Peralta, Jocelyn Tuguiyano, Nemia B. Cedo</td>
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<td>CARAGA</td>
<td>April 01-05, 2024 (3 clusters, different venues)</td>
<td>Gemma Ledesma</td>
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<td>NCR</td>
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<td>Jennifer Lopez</td>
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Terms of Reference (TOR)

A. BUREAU DIRECTORS

1. Ensure that the division chiefs and specialists assigned in the regions under their supervision comply with their specified terms of reference.
2. Facilitate prompt submission of the expected outputs as stipulated in their TOR.

B. NEAP CENTRAL OFFICE MONITORS IN THE REGIONAL IMPLEMENTATION OF THE MATATAG CURRICULUM TRAINING

1. Task and related responsibilities:
   a. Accomplish the On-Site Monitoring Form for NEAP CO Monitors.
   b. Provide technical assistance to the regional monitoring and evaluation (M&E) team on the monitoring and evaluation.
   c. Document observations, challenges encountered, and best practices of the regional M&E team during the monitoring visit.
   d. Coordinate with the training program management team (PMT) regarding the conduct of the debriefing, participate in the debriefing, and give feedback as deemed necessary.

2. Expected outputs:
   a. Accomplished on-site monitoring form.
   b. Monitoring report following the content of an activity report.

3. Timeline of submission of expected outputs:
   a. For on-site monitoring form: during the conduct of the regional training (via online form submission).
   b. For monitoring report: within five (5) working days after the last day of the conduct of the training monitored.

C. DIVISION CHIEFS BLD and BCD Chiefs and specialists

1. Task and related responsibilities:
   a. Resource Persons
      • Coordinate with the Regional PMT of assigned regions on the schedule and session/s you will be delivering.
   b. Technical Support Providers/Learning Area Experts
      • Provide technical support to the Resource Persons to ensure quality delivery of the training.

2. Expected outputs:
   a. Activity Completion Report with MOVs
3. **Timeline of Submission of expected outputs:**
   
   - within 5 (five) working days after the last day of the conduct of the training.

**Note:**

All outputs shall be placed in the Google folder as `R(state the number of the region)_RTOT_Report_(date of submission)` and shall be submitted to the National Educators Academy of the Philippines (NEAP) via email: `neap.oel@deped.gov.ph`, cc: leah.apao001@deped.gov.ph.

Prepared by:

LEAH B. APAO  
Director III, National Educators Academy of the Philippines  
MATATAG Training Focal

Reviewed by:

JENNIFER LOPEZ  
Director IV, National Educators Academy of the Philippines

LEILA B. AREOLA  
Director IV, Bureau of Learning Delivery  
Officer-In-Charge, Office of the Director IV, Bureau of Curriculum Development