



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RM-2024-378

24 May 2024

Regional Memorandum
No.378 s.2024

**SUBMISSION OF PROGRAM COMPLETION REPORTS
ON DIVISION TRAINING OF SCHOOL TRAINERS AND
SCHOOL-BASED TRAINING OF TEACHERS
ON MATATAG CURRICULUM**

To: **Schools Division Superintendents**

1. In reference to Unnumbered Memorandum from DepEd Central Office, Office of the Human Resource and Organizational Development dated December 20, 2023 titled *Training on the MATATAG Curriculum for Teachers and School Leaders*, the MATATAG Curriculum Trainings at the regional, division, and school levels must be conducted to develop the knowledge, skills, and competence of school leaders and teachers in the implementation of the curriculum.
2. With the completion of the above-mentioned training, Schools Division Offices, through the Human Resource Development Section, **shall submit the program completion reports two (2) weeks after the conduct of the program.** Links for templates and submission are as follows:

Report	Templates	Submission Link
Completion Report for MATATAG Trainings (DTOT and SBTT)	bit.ly/MATATAGPCR	bit.ly/MATATAGPCRSUBMISSION
Completion Report for Submission to PRC (for accredited programs)	bit.ly/4ACPDRReport	bit.ly/4ACPDRReportSubmit



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3. For completion reports on DTOT and SBTT on MATATAG Curriculum, SDOs shall create a folder (with the name of SDO as label/title) inside the Google Drive and upload the signed completion reports.
4. Moreover, SDOs shall update their respective data on the physical accomplishments vis-à-vis the utilization of FY 2024 HRD Funds (Current and Continuing Funds) through **bit.ly/4AHRDPAPs**.
5. For further clarifications or queries, please contact Jisela N. Ulpina, HRDD OIC-Chief or Bryan A. Pobe, Education Program Supervisor, through email at hrd.calabarzon@deped.gov.ph.
6. Immediate dissemination of and appropriate action on this Memorandum are instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

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