

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



HRDD-RM-2024-585

27 August 2024

Regional Memorandum  
No. 585 s. 2024

**REITERATION OF THE REQUEST FOR SUBMISSION  
OF CONSOLIDATED PROGRAM COMPLETION REPORTS  
ON THE CONDUCT OF TRAININGS ON MATATAG  
CURRICULUM FOR K147**

To: **Schools Division Superintendents**

1. With reference to DM-OUHROD-2024-1547 from DepEd Central Office, Office of the Undersecretary for Human Resource and Organizational Development and Regional Memorandum No. 378, s. 2024, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), reiterates the request for submission of consolidated program completion reports on the conduct of trainings on MATATAG Curriculum for Kindergarten, Grades 1, 4, and 7.
2. The Division Program Management Team and District/School Program Management Team members are requested to collect and consolidate the said reports with Participants' Profile on the conduct of their respective trainings. Submission of the consolidated reports is on or before **August 30, 2024** through these updated links: **bit.ly/MATATAGCurriculumTrainingK147** and **tinyurl.com/PCRMATATAGR4A**.
3. For further queries and assistance, please contact Jisela N. Ulpina, HRDD OIC-Chief or Bryan A. Pobe, Education Program Supervisor, through email at **hrd.calabarzon@deped.gov.ph**.
4. Immediate dissemination of and compliance with this Memorandum are instructed.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**

Regional Director

06/ROH5/ROH1



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



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Republika ng Pilipinas

# Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2024-1547

TO : **Regional Directors**  
**Schools Division Superintendents**  
**HRDD Chiefs/NEAP R Focal Persons**  
**QAD Chiefs**  
**SGOD Chiefs**  
**SMME Section**  
**School Heads**  
**All Others Concerned**

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

SUBJECT : **SUBMISSION OF CONSOLIDATED PROGRAM COMPLETION REPORTS ON THE CONDUCT OF THE TRAINING ON THE MATATAG CURRICULUM FOR K147**

DATE : 14 August 2024

1. Under memorandum DM-OUHROD-2024-0151 titled *Guidelines on the Utilization of Downloaded HRD Fund for the Conduct of Trainings on the MATATAG Curriculum* dated 02 February 2024 (**Enclosure 1**), NEAP-R is tasked to consolidate all documents submitted by the Regional Program Management Team (RPMT) and the Division Program Management Team (DPMT), prepare a consolidated regional report, and submit the same to the NEAP Central Office through the link <https://bit.ly/MATATAGCurriculumTrainingK147>.
2. Moreover, pursuant to DepEd Memorandum No. 044, s. 2023 titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs* and memorandum DM-OUHROD-2024-0409 titled *Monitoring and Evaluation Plan of the Training on the MATATAG Curriculum for Teachers and School Leaders* dated 07 March 2024 (**Enclosure 2 and 3**), **the NEAP Central Office – Quality Assurance Division requests the submission of consolidated Program Completion Reports (PCRs)** on the Regional Training of Trainers (RTOT), Division Training of Trainers (DTOT), and School-Based Training of Teachers (SBTT) on the *MATATAG Curriculum*, **on or before 30 August 2024**.

3. In this regard, the Regional Office Human Resource Development Division (HRDD) and the Schools Division Office Human Resource Development Section (HRDS) are requested to collect and consolidate the PCRs and the Participants Profiles within their respective jurisdictions. Please refer to the following table for the links to the online spreadsheets to be accomplished by region:

<b>Region</b>	<b>Link</b>
Region I	<a href="https://tinyurl.com/PCRMATATAGR1">https://tinyurl.com/PCRMATATAGR1</a>
Region II	<a href="https://tinyurl.com/PCRMATATAGR2">https://tinyurl.com/PCRMATATAGR2</a>
Region III	<a href="https://tinyurl.com/PCRMATATAGR3">https://tinyurl.com/PCRMATATAGR3</a>
Region IV-A	<a href="https://tinyurl.com/PCRMATATAGR4A">https://tinyurl.com/PCRMATATAGR4A</a>
Region IV-B	<a href="https://tinyurl.com/PCRMATATAGR4B">https://tinyurl.com/PCRMATATAGR4B</a>
Region V	<a href="https://tinyurl.com/PCRMATATAGR5">https://tinyurl.com/PCRMATATAGR5</a>
Region VI	<a href="https://tinyurl.com/PCRMATATAGR6">https://tinyurl.com/PCRMATATAGR6</a>
Region VII	<a href="https://tinyurl.com/PCRMATATAGR7">https://tinyurl.com/PCRMATATAGR7</a>
Region VIII	<a href="https://tinyurl.com/PCRMATATAGR8">https://tinyurl.com/PCRMATATAGR8</a>
Region IX	<a href="https://tinyurl.com/PCRMATATAGR9">https://tinyurl.com/PCRMATATAGR9</a>
Region X	<a href="https://tinyurl.com/PCRMATATAGR10">https://tinyurl.com/PCRMATATAGR10</a>
Region XI	<a href="https://tinyurl.com/PCRMATATAGR11">https://tinyurl.com/PCRMATATAGR11</a>
Region XII	<a href="https://tinyurl.com/PCRMATATAGR12">https://tinyurl.com/PCRMATATAGR12</a>
Region XIII	<a href="https://tinyurl.com/PCRMATATAGR13">https://tinyurl.com/PCRMATATAGR13</a>
CAR	<a href="https://tinyurl.com/PCRMATATAGRCAR">https://tinyurl.com/PCRMATATAGRCAR</a>
NCR	<a href="https://tinyurl.com/PCRMATATAGNCR">https://tinyurl.com/PCRMATATAGNCR</a>

Likewise, kindly refer to the following table for the summary of tasks for each governance level in accomplishing the requested reports.

<b>Governance Level</b>	<b>PCR Consolidation</b> <i>(Tabs: DTOT Consolidation and SBTT Consolidation)</i>	<b>Participants Profiles</b> <i>(Tabs: RTOT Pax, DTOT Pax, and SBTT Pax)</i>
<b>Regional Office (RO)</b> <i>(shall submit the accomplished PCR and attachments through the link <a href="https://bit.ly/MATATAGCurriculumTrainingK147">https://bit.ly/MATATAGCurriculumTrainingK147</a>)</i>	<ul style="list-style-type: none"> <li>Consolidate DTOT PCRs</li> <li>Input/submit consolidated report/data through the dedicated link (Table 1)</li> </ul>	<ul style="list-style-type: none"> <li>RTOT Pax tab: Provide information of all RTOT participants and ensure recording of information of all DTOT and SBTT participants</li> </ul>
<b>Schools Division Office (SDO)</b> <i>(shall submit the accomplished DTOT PCR and attachments to the Regional Office and through the link <a href="https://bit.ly/MATATAGCurriculumTrainingK147">https://bit.ly/MATATAGCurriculumTrainingK147</a>)</i>	<ul style="list-style-type: none"> <li>Consolidate SBTT PCRs</li> <li>Input/submit consolidated report/data through the dedicated link (Table 1)</li> </ul>	<ul style="list-style-type: none"> <li>DTOT Pax and SBTT Pax tabs: Provide information of all DTOT and SBTT participants</li> </ul>
<b>Districts/Schools</b>	<ul style="list-style-type: none"> <li>Submit SBTT PCR to the SDO and through the link <a href="https://bit.ly/MATATAGCurriculumTrainingK147">https://bit.ly/MATATAGCurriculumTrainingK147</a></li> <li>If the conduct of SBTT is clustered/by district, submit PRC per conduct only</li> </ul>	<ul style="list-style-type: none"> <li>SBTT Pax tab: Sheet can only be accessed by the SDO or District Supervisors (if the SBTT conduct is clustered/by district)</li> </ul>

4. Strict adherence to the provided templates is instructed.
5. Should you have questions and concerns, please coordinate with **Ms. Sarah Jane Atienza** or **Ms. Danica Jane Godoy**, NEAP QAD, through email [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph) / [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8633-7207.
6. For immediate dissemination and appropriate action.

**Enclosures:**

- Enclosure 1 – DM-OUHROD-2024-0151 titled *Guidelines on the Utilization of Downloaded HRD Fund for the Conduct of Trainings on the MATATAG Curriculum dated 02 February 2024*
- Enclosure 2 – DM-OUHROD-2024-0409 titled *Monitoring and Evaluation Plan of the Training on the MATATAG Curriculum for Teachers and School Leaders dated 07 March 2024*
- Enclosure 3 – *Reporting Process on the MATATAG Curriculum Training for K147 (attachment to DM-OUHROD-2024-0409)*