



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 14, 2024

REGIONAL MEMORANDUM

No. **160** s. 2024

**REGIONAL TRAINING OF DIVISION TRAINERS AND SCHOOL LEADERS ON
THE MATATAG CURRICULUM**

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD)-Regional National Educators Academy of Philippines (RNEAP) shall conduct the Regional Training of Division Trainers and School Leaders on the MATATAG Curriculum on April 1-5, 2024 (Batch 1) and April 8-12, 2024 in a venue to be announce at a later date.

2. The activity is designed to provide professional development support to teachers and school leaders by equipping them with the necessary knowledge, skills, and competencies to ensure that they have an in-depth understanding of the general shape of the MATATAG Curriculum needed to effectively implement the new curriculum.

3. The 13 Schools Division Offices (SDOs), through the Human Resource Development Section, in collaboration with the Curriculum Implementation Division, shall endorse participants, depending on the SDOs allocation (Enclosure 1). There must be at least 1 elementary and 1 secondary content experts per learning area. The selection shall strictly follow these criteria:

- a. Must have at least earned Complete Academic Requirements (CAR) Graduate Studies with learning area specialization
- b. Must be a content expert in the learning areas of Filipino, English, Science, Mathematics, Social Science, EPP/TLE, MAPEH, and Values
- c. Must have training/s related to the area of specialization
- d. For Kindergarten and Grade 1, participants must be an expert in literacy and numeracy; and
- e. Must have at least Very Satisfactory performance in the last three (3) years

4. The list of Participants and the Activity Matrix shall be issued in a separate memorandum.

5. For inquiries, contact Dr. Harvie D. Villamor, Chief of HRDD, through hrdd.region8@deped.gov.ph.



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

6. Expenses for the board and lodging of the participants, training kits, and supplies shall be charged to 2024 HRD Funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosures: As stated

References: Memorandum ATC No. 2024-CO-00113

Memorandum DM-OUHROD-2024-0151

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

CURRICULUM

MATATAG

RTOT

HRDD-RNEAP-MCP



Enclosure 1 to Regional Memorandum No. **160**, s. 2024**REGIONAL TRAINING OF DIVISION TRAINERS AND SCHOOL LEADERS ON
THE MATATAG CURRICULUM**

April 1-5, 2024 (Batch 1)

April 8-12, 2024 (Batch 2)

Schools Division Allocation List

No.	Schools Division	CID & SGOD Chiefs	EPSvr	PSDS	School Head/Master Teacher	HRDS	IPED SH/MT
1	Baybay City	2	9	10	8	1	
2	Biliran	2	9	14	6	1	2
3	Borongan City	2	9	10	8	1	
4	Calbayog City	2	9	10	8	1	
5	Catbalogan City	2	9	10	8	1	
6	Eastern Samar	2	10	16	7	1	
7	Leyte	2	9	19	6	1	5
8	Maasin City	2	9	4	14	2	
9	Northern Samar	2	9	18	8	1	1
10	Ormoc City	2	9	10	9	1	
11	Samar	2	9	16	5	1	3
12	Southern Leyte	2	9	10	1	1	8
13	Tacloban City	2	9	10	4	1	5
TOTAL		26	118	157	92	14	24
			144				130

Each SDO should have the minimum number of participants per learning areas as reflected in the table below.

Filipino	English	Math	Science	Social Science	EPP /TLE	MAPEH	Values	Kinder-garten	Grade 1
2	2	2	2	2	4	4	2	2	3
Participants must be a content expert (1 elementary and 1 secondary)								Expert in Numeracy and Literacy	



Republic of the Philippines
Department of Education

02 February 2024

MEMORANDUM
 ATC no. 2024-CO-00113

FOR : **ATTY. MICHAEL WESLEY T. POA**
Undersecretary and Chief of Staff
Officer-in-Charge, Office of the Undersecretary for Finance

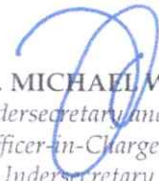
THROUGH : **WILFREDO E. CABRAL**
Regional Director

APPROVED
 DISAPPROVED
WILFREDO E. CABRAL
Director IV
Officer-in-Charge, Office of the Undersecretary in Resource and Organizational Development

FROM : **JENNIFER E. LOPEZ**
Director III
Officer-in-Charge, Office of the Director IV
National Educators Academy of the Philippines

SUBJECT : **Authority to Conduct (ATC) - Training on the MATATAG Curriculum for Teachers and School Leaders**

NAME OF PROGRAM(S)/ PROJECT(S)	Training on the MATATAG Curriculum for Teachers and School Leaders		
OUTPUT(S) TO BE PRODUCED	Output Code	Output	Physical Target
	OC-24-NEAP-HRTD-P015 OC-24-NEAP-HRTD-007	Trained School Leaders and Teachers from Kindergarten, Grade 1, Grade 4 and Grade 7	329,801
ACTIVITY/IES TO BE UNDERTAKEN TO PRODUCE THE OUTPUT	Activity Code	Name of Activity	
	AC-24-NEAP-HRTD-P049	Regional Training of Division Trainers and School Leaders on the MATATAG Curriculum	
	AC-24-NEAP-HRTD-P050	Division Training of School Trainers on the MATATAG Curriculum (PSF for NCR, R1, R2, R3, R4A, CAR)	

	AC-24-NEAP-HRTD-042	Division Training of School Trainers on the MATATAG Curriculum (PSF for R4B, R5, R6, R7, R8, R9, R10, R11, R12, CARAGA)	
ACTIVITIES TO BE CONDUCTED	Activity Code	Name of Activity	
	AC-24-NEAP-HRTD-P049	Regional Training of Division Trainers and School Leaders on the MATATAG Curriculum	
	AC-24-NEAP-HRTD-P050	Division Training of School Trainers on the MATATAG Curriculum (PSF for NCR, R1, R2, R3, R4A, CAR)	
	AC-24-NEAP-HRTD-042	Division Training of School Trainers on the MATATAG Curriculum (PSF for R4B, R5, R6, R7, R8, R9, R10, R11, R12, CARAGA)	
JUSTIFICATION 1. Not specified in the WFP 2. Deviated from the WFP	<p>The Department of Education, through the Curriculum and Teaching (CT) Strand and the National Educators Academy of the Philippines (NEAP), is faithful to its commitment to MAKE the curriculum relevant to produce competent and job- ready, active, and responsible citizens and to Give support to teachers to teach better, as articulated in the MATATAG Agenda. Hence, the Training on the MATATAG Curriculum for Kindergarten, Grade 1, Grade 4, and Grade 7 (K147) Teachers and School Leaders shall be conducted in preparation for the commencement of the initial phase of the MATATAG Curriculum implementation.</p> <p>The trainings on the MATATAG Curriculum focuses on providing professional development support for teachers and school leaders, ensuring that they have an in-depth understanding of the general shape of the MATATAG Curriculum. Specifically, it aims to equip teachers and school leaders with the necessary knowledge, skills, and competencies to effectively implement the new curriculum in the coming school year.</p>		
ACTIVITY/IES WITH DOWNLOADING	Activity Code	Activity	 ATTY. MICHAEL WESLEY T. POA <i>Undersecretary and Chief of Staff</i> <i>Officer-in-Charge, Office of the</i> <i>Undersecretary for Finance</i>
	AC-24-NEAP-HRTD-P049	Regional Training of Division Trainers and School Leaders on the MATATAG Curriculum	
	AC-24-NEAP-HRTD-P050	Division Training of School Trainers on the MATATAG Curriculum (PSF for NCR, R1, R2, R3, R4A, CAR)	
	AC-24-NEAP-HRTD-042	Division Training of School Trainers on the MATATAG Curriculum (PSF for R4B, R5, R6, R7, R8, R9, R10, R11, R12, CARAGA)	
ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S)			

	Activity Code	Activity	
	AC-24-NEAP-HRTD-P001	Development and Implementation of PD Programs and Courses for Teachers and School Leaders	
	AC-24-NEAP-HRTD-041	Division Training of School Trainers on the MATATAG Curriculum (PSF for R4B, R5, R6, R7, R8, R9, R10, R11, R12, CARAGA)	
FINANCIAL REQUIREMENTS	Activity Code	Amount Requested	
	AC-24-NEAP-HRTD-P049	107,637,300.00	
	AC-24-NEAP-HRTD-P050	289,808,000.00	
	AC-24-NEAP-HRTD-042	410,168,000.00	
	TOTAL	807,613,300.00	
SOURCE OF FUNDS	2024 (Continuing HRD Fund for FY2023) 2024 (Current HRD Fund)		
ADMINISTRATIVE ARRANGEMENTS	Activity Code	Activity	To be Downloaded to Regional Offices
	AC-24-NEAP-HRTD-P049 <i>AC-P24-NEAP-00-HRDSLC-1005 BCN# 160</i>	Regional Training of Division Trainers and School Leaders on the MATATAG Curriculum	CAR: 3,893,700.00 NCR: 8,088,000.00 RO 1: 6,341,400.00 RO 2: 4,422,600.00 RO 3: 9,650,100.00 RO 4A: 11,384,400.00 RO 4B: 3,819,900.00 RO 5: 7,165,500.00 RO 6: 9,650,100.00 RO 7: 8,985,900.00 RO 8: 6,329,100.00 RO 9: 4,398,000.00 RO 10: 6,722,700.00 RO 11: 5,271,300.00 RO 12: 4,041,300.00 CARAGA: 5,148,300.00 TOTAL 105,312,300.00
	AC-24-NEAP-HRTD-P050 <i>AC-P24-NEAP-00-HRDSLC-1006 BCN# 161</i>	Division Training of School Trainers on the MATATAG Curriculum (PSF for NCR, R1, R2, R3, R4A, CAR)	CAR: 17,759,000.00 NCR: 46,350,400.00 RO 1: 41,418,000.00 RO 2: 30,042,800.00 RO 3: 73,431,400.00 RO 4A: 80,806,400.00 TOTAL 289,808,000.00
	AC-24-NEAP-HRTD-042 <i>AC-24-NEAP-00-HRDSLC-1008 BCN# 162</i>	Division Training of School Trainers on the MATATAG Curriculum (PSF for R4B, R5, R6, R7, R8, R9, R10, R11, R12, CARAGA)	RO 4B: 28,261,000.00 RO 5: 54,952,600.00 RO 6: 59,354,000.00 RO 7: 58,575,200.00 RO 8: 45,441,800.00 RO 9: 31,753,800.00 RO 10: 36,910,400.00 RO 11: 36,320,400.00 RO 12: 32,155,000.00


MICHAEL WESLEY T. POA
 Undersecretary and Chief of Staff
 Officer-in-Charge, Office of the Undersecretary for Finance

		CARAGA: 26,443,800.00 TOTAL 410,168,000.00
ANNEXES	1. Detailed Budget Estimates 2. Certification of Availability of Funds from Clearing House, if needed in the activity	

All expenses incurred in this activity is subject to the usual accounting and auditing rules and regulations.

BCN# 160-162
 AC-P13-NEAP-00-HRSLC-1005 - ₱ 105,312,300.00
 AC-P14-NEAP-00-HRSLC-1006 - ₱ 287,808,000.00 } Cont.
 AC-24-NEAP-00-HRSLC-1008 - ₱ 410,168,000.00 - Current

310500100001000

NEAP-00 (5-B-1000)

ALLOTMENT AVAILABLE ₱ 807,613,300.00

CHOLITA F. TIONG
 Chief Administrative Officer
 Budget Division

Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

BUDGET ESTIMATE

Program: Training on the MATATAG Curriculum for Teachers and School Leaders
Activity: Division Training of School Trainers on the MATATAG Curriculum
Venue: c/o Division
Date: c/o Division

No.	Region	DPMT/ Trainers	Total Participant s	TOTAL PAX =A+B	No. of Days	Board and Lodging 2,000/pax/day =2000 x C x D	Travel Expense 1,500/pax =1,500 x C	Supplies and Materials 300/pax =300 x C	TOTAL AMOUNT (for Downloading) =E+F+G
		A	B	C	D	E	F	G	
					5	2,000.00	1,500.00	300.00	
	Cordillera Administrative Region (CAR)								
1	Abra	31	190	221	5	2,210,000.00	331,500.00	66,300.00	2,607,800.00
2	Apayao	31	104	135	5	1,350,000.00	202,500.00	40,500.00	1,593,000.00
3	Baguio City	31	123	154	5	1,540,000.00	231,000.00	46,200.00	1,817,200.00
4	Benguet	31	299	330	5	3,300,000.00	495,000.00	99,000.00	3,894,000.00
5	Ifugao	31	182	213	5	2,130,000.00	319,500.00	63,900.00	2,513,400.00
6	Kalinga	31	108	139	5	1,390,000.00	208,500.00	41,700.00	1,640,200.00
7	Mt. Province	31	165	196	5	1,960,000.00	294,000.00	58,800.00	2,312,800.00
8	Tabuk City	31	86	117	5	1,170,000.00	175,500.00	35,100.00	1,380,600.00
	Sub-total			1,505					17,759,000.00
	National Capital Region (NCR)								
9	Caloocan City	54	381	435	5	4,350,000.00	652,500.00	130,500.00	5,133,000.00
10	Las Piñas City	31	153	184	5	1,840,000.00	276,000.00	55,200.00	2,171,200.00
11	Makati City	31	149	180	5	1,800,000.00	270,000.00	54,000.00	2,124,000.00
12	Malabon City	31	137	168	5	1,680,000.00	252,000.00	50,400.00	1,982,400.00
13	Mandaluyong City	31	90	121	5	1,210,000.00	181,500.00	36,300.00	1,427,800.00
14	Manila	56	560	616	5	6,160,000.00	924,000.00	184,800.00	7,268,800.00
15	Marikina City	31	124	155	5	1,550,000.00	232,500.00	46,500.00	1,829,000.00
16	Muntinlupa city	31	106	137	5	1,370,000.00	205,500.00	41,100.00	1,616,600.00
17	Navotas	31	86	117	5	1,170,000.00	175,500.00	35,100.00	1,380,600.00
18	Paranaque City	31	150	181	5	1,810,000.00	271,500.00	54,300.00	2,135,800.00
19	Pasay City	31	109	140	5	1,400,000.00	210,000.00	42,000.00	1,652,000.00
20	Pasig City	31	198	229	5	2,290,000.00	343,500.00	68,700.00	2,702,200.00
21	Quezon City	63	649	712	5	7,120,000.00	1,068,000.00	213,600.00	8,401,600.00
22	City of San Juan	20	29	49	5	490,000.00	73,500.00	14,700.00	578,200.00
23	Taguig City and Pateros	31	224	255	5	2,550,000.00	382,500.00	76,500.00	3,009,000.00
24	Valenzuela City	31	218	249	5	2,490,000.00	373,500.00	74,700.00	2,938,200.00
	Sub-total			3,928					46,350,400.00
	Region I - Ilocos								
25	Alaminos City	21	53	74	5	740,000.00	111,000.00	22,200.00	873,200.00
26	Batac City	22	27	49	5	490,000.00	73,500.00	14,700.00	578,200.00
27	Candon City	22	41	63	5	630,000.00	94,500.00	18,900.00	743,400.00
28	Dagupan City	31	79	110	5	1,100,000.00	165,000.00	33,000.00	1,298,000.00
29	Ilocos Norte	31	276	307	5	3,070,000.00	460,500.00	92,100.00	3,622,600.00
30	Ilocos Sur	38	362	400	5	4,000,000.00	600,000.00	120,000.00	4,720,000.00
31	La Union	31	403	434	5	4,340,000.00	651,000.00	130,200.00	5,121,200.00
32	Laoag City	21	60	81	5	810,000.00	121,500.00	24,300.00	955,800.00
33	Pangasinan I, Lingayen	54	810	864	5	8,640,000.00	1,296,000.00	259,200.00	10,195,200.00
34	Pangasinan II, Binalonan	54	664	718	5	7,180,000.00	1,077,000.00	215,400.00	8,472,400.00
35	San Carlos City	31	126	157	5	1,570,000.00	235,500.00	47,100.00	1,852,600.00
36	San Fernando City	21	49	70	5	700,000.00	105,000.00	21,000.00	826,000.00
37	Urdaneta City	31	94	125	5	1,250,000.00	187,500.00	37,500.00	1,475,000.00
38	Vigan City	21	37	58	5	580,000.00	87,000.00	17,400.00	684,400.00
	Sub-total			3,510					41,418,000.00

No.	Region	DPMT/ Trainers	Total Participant s	TOTAL PAX =A+B	No. of Days	Board and Lodging 2,000/pax/day =2000 x C x D	Travel Expense 1,500/pax =1,500 x C	Supplies and Materials 300/pax =300 x C	TOTAL AMOUNT (for Downloading) =E+F+G
136	Canlaon City	10	11	21	5	210,000.00	31,500.00	6,300.00	247,800.00
137	Carcar City	30	74	104	5	1,040,000.00	156,000.00	31,200.00	1,227,200.00
138	Cebu City	31	318	349	5	3,490,000.00	523,500.00	104,700.00	4,118,200.00
139	Cebu	79	1,334	1,413	5	14,130,000.00	2,119,500.00	423,900.00	16,673,400.00
140	Danao City	31	84	115	5	1,150,000.00	172,500.00	34,500.00	1,357,000.00
141	Dumaguete City	23	51	74	5	740,000.00	111,000.00	22,200.00	873,200.00
142	Guihulngan City	21	86	107	5	1,070,000.00	160,500.00	32,100.00	1,262,600.00
143	Lapu-lapu City	31	189	220	5	2,200,000.00	330,000.00	66,000.00	2,596,000.00
144	Mandaue City	31	122	153	5	1,530,000.00	229,500.00	45,900.00	1,805,400.00
145	Naga City	21	75	96	5	960,000.00	144,000.00	28,800.00	1,132,800.00
146	Negros Oriental	55	502	557	5	5,570,000.00	835,500.00	167,100.00	6,572,600.00
147	Siquijor	31	70	101	5	1,010,000.00	151,500.00	30,300.00	1,191,800.00
148	Tagbilaran City	22	55	77	5	770,000.00	115,500.00	23,100.00	908,600.00
149	Talisay City	31	94	125	5	1,250,000.00	187,500.00	37,500.00	1,475,000.00
150	Tanjay City	23	83	106	5	1,060,000.00	159,000.00	31,800.00	1,250,800.00
151	Toledo City	31	118	149	5	1,490,000.00	223,500.00	44,700.00	1,758,200.00
	Sub-total			4,964					58,575,200.00
	Region VIII - Eastern Visayas								
152	Baybay City	21	80	101	5	1,010,000.00	151,500.00	30,300.00	1,191,800.00
153	Biliran	31	141	172	5	1,720,000.00	258,000.00	51,600.00	2,029,600.00
154	Borongan City	24	56	80	5	800,000.00	120,000.00	24,000.00	944,000.00
155	Calbayog City	31	144	175	5	1,750,000.00	262,500.00	52,500.00	2,065,000.00
156	Catbalogan City	31	69	100	5	1,000,000.00	150,000.00	30,000.00	1,180,000.00
157	Eastern Samar	33	366	399	5	3,990,000.00	598,500.00	119,700.00	4,708,200.00
158	Leyte	63	1,050	1,113	5	11,130,000.00	1,669,500.00	333,900.00	13,133,400.00
159	Maasin City	22	72	94	5	940,000.00	141,000.00	28,200.00	1,109,200.00
160	Northern Samar	40	457	497	5	4,970,000.00	745,500.00	149,100.00	5,864,600.00
161	Ormoc City	31	131	162	5	1,620,000.00	243,000.00	48,600.00	1,911,600.00
162	Samar (Western Samar)	42	462	504	5	5,040,000.00	756,000.00	151,200.00	5,947,200.00
163	Southern Leyte	31	265	296	5	2,960,000.00	444,000.00	88,800.00	3,492,800.00
164	Tacloban City	31	127	158	5	1,580,000.00	237,000.00	47,400.00	1,864,400.00
	Sub-total			3,851					45,441,800.00
	Region IX - Zamboanga Peninsula								
165	Dapitan City	25	70	95	5	950,000.00	142,500.00	28,500.00	1,121,000.00
166	Dipolog City	31	90	121	5	1,210,000.00	181,500.00	36,300.00	1,427,800.00
167	Isabela City	31	92	123	5	1,230,000.00	184,500.00	36,900.00	1,451,400.00
168	Pagadian City	31	112	143	5	1,430,000.00	214,500.00	42,900.00	1,687,400.00
169	Zamboanga City	31	405	436	5	4,360,000.00	654,000.00	130,800.00	5,144,800.00
170	Zamboanga del Norte	57	577	634	5	6,340,000.00	951,000.00	190,200.00	7,481,200.00
171	Zamboanga del Sur	54	598	652	5	6,520,000.00	978,000.00	195,600.00	7,693,600.00
172	Zamboanga Sibugay	33	454	487	5	4,870,000.00	730,500.00	146,100.00	5,746,600.00
	Sub-total			2,691					31,753,800.00
	Region X - Northern Mindanao								
173	Bukidnon	60	612	672	5	6,720,000.00	1,008,000.00	201,600.00	7,929,600.00
174	Cagayan de Oro City	33	235	268	5	2,680,000.00	402,000.00	80,400.00	3,162,400.00
175	Camiguin	27	78	105	5	1,050,000.00	157,500.00	31,500.00	1,239,000.00
176	El Salvador	22	24	46	5	460,000.00	69,000.00	13,800.00	542,800.00
177	Gingog City	33	86	119	5	1,190,000.00	178,500.00	35,700.00	1,404,200.00
178	Iligan City	35	182	217	5	2,170,000.00	325,500.00	65,100.00	2,560,600.00
179	Lanao del Norte	34	399	433	5	4,330,000.00	649,500.00	129,900.00	5,109,400.00
180	Malaybalay City	31	99	130	5	1,300,000.00	195,000.00	39,000.00	1,534,000.00
181	Misamis Occidental	36	229	265	5	2,650,000.00	397,500.00	79,500.00	3,127,000.00
182	Misamis Oriental	41	424	465	5	4,650,000.00	697,500.00	139,500.00	5,487,000.00
183	Oroquieta City	25	57	82	5	820,000.00	123,000.00	24,600.00	967,600.00
184	Ozamis City	33	86	119	5	1,190,000.00	178,500.00	35,700.00	1,404,200.00

No.	Region	DPMT/ Trainers	Total Participant s	TOTAL PAX =A+B	No. of Days	Board and Lodging 2,000/pax/day =2000 x C x D	Travel Expense 1,500/pax =1,500 x C	Supplies and Materials 300/pax =300 x C	TOTAL AMOUNT (for Downloading) =E+F+G
185	Tangub City	23	53	76	5	760,000.00	114,000.00	22,800.00	896,800.00
186	Valencia City	31	100	131	5	1,310,000.00	196,500.00	39,300.00	1,545,800.00
	Sub-total			3,128					36,910,400.00
	Region XI - Davao								
187	Davao City	54	706	760	5	7,600,000.00	1,140,000.00	228,000.00	8,968,000.00
188	Davao de Oro	31	431	462	5	4,620,000.00	693,000.00	138,600.00	5,451,600.00
189	Davao del Norte	35	271	306	5	3,060,000.00	459,000.00	91,800.00	3,610,800.00
190	Davao del Sur	31	351	382	5	3,820,000.00	573,000.00	114,600.00	4,507,600.00
191	Davao Occidental	31	178	209	5	2,090,000.00	313,500.00	62,700.00	2,466,200.00
192	Davao Oriental	31	295	326	5	3,260,000.00	489,000.00	97,800.00	3,846,800.00
193	Digos City	31	84	115	5	1,150,000.00	172,500.00	34,500.00	1,357,000.00
194	Island Garden City of Samal	21	76	97	5	970,000.00	145,500.00	29,100.00	1,144,600.00
195	Matu City	31	117	148	5	1,480,000.00	222,000.00	44,400.00	1,746,400.00
196	Panabo City	31	96	127	5	1,270,000.00	190,500.00	38,100.00	1,498,600.00
197	Tagum City	31	115	146	5	1,460,000.00	219,000.00	43,800.00	1,722,800.00
	Sub-total			3,078					36,320,400.00
	Region XII								
198	North Cotabato	54	751	805	5	8,050,000.00	1,207,500.00	241,500.00	9,499,000.00
199	General Santos City	31	273	304	5	3,040,000.00	456,000.00	91,200.00	3,587,200.00
200	Kidapawan City	31	95	126	5	1,260,000.00	189,000.00	37,800.00	1,486,800.00
201	Koronadal City	31	91	122	5	1,220,000.00	183,000.00	36,600.00	1,439,600.00
202	Sarangani	31	351	382	5	3,820,000.00	573,000.00	114,600.00	4,507,600.00
203	South Cotabato	31	433	464	5	4,640,000.00	696,000.00	139,200.00	5,475,200.00
204	Sultan Kudarat	31	410	441	5	4,410,000.00	661,500.00	132,300.00	5,203,800.00
205	Tacurong City	21	60	81	5	810,000.00	121,500.00	24,300.00	955,800.00
	Sub-total			2,725					32,155,000.00
	Region XIII - CARAGA								
206	Agusan del Norte	31	223	254	5	2,540,000.00	381,000.00	76,200.00	2,997,200.00
207	Agusan del Sur	30	412	442	5	4,420,000.00	663,000.00	132,600.00	5,215,600.00
208	Bayugan City	22	83	105	5	1,050,000.00	157,500.00	31,500.00	1,239,000.00
209	Bislig City	31	72	103	5	1,030,000.00	154,500.00	30,900.00	1,215,400.00
210	Butuan City	31	199	230	5	2,300,000.00	345,000.00	69,000.00	2,714,000.00
211	Cabadbaran City	22	51	73	5	730,000.00	109,500.00	21,900.00	861,400.00
212	Dinagat Island	31	92	123	5	1,230,000.00	184,500.00	36,900.00	1,451,400.00
213	Siargao	31	106	137	5	1,370,000.00	205,500.00	41,100.00	1,616,600.00
214	Surigao City	31	93	124	5	1,240,000.00	186,000.00	37,200.00	1,463,200.00
215	Surigao del Norte	31	174	205	5	2,050,000.00	307,500.00	61,500.00	2,419,000.00
216	Surigao del Sur	31	352	383	5	3,830,000.00	574,500.00	114,900.00	4,519,400.00
217	Tandag City	20	42	62	5	620,000.00	93,000.00	18,600.00	731,600.00
	Sub-total			2,241					26,443,800.00
	Grand Total	7,230	52,090	59,320					699,976,000

Prepared by:

ERIC C. SALMENDO
Administrative Officer V

Recommending Approval:

LEAH B. APAYO
Director III

Approved by:

JENNIFER E. LOPEZ
Director III
OIC - Office of the Director IV

Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

BUDGET ESTIMATE

Program: Training on the MATATAG Curriculum for Teachers and School Leaders

Activity: School-Based Training on the MATATAG Curriculum

Venue: School-Based

Date: March 2024

No.	Region	PMI/Trainers	Participants (Kinder, 1, 4 and 7 Teachers)	TOTAL PAX = A+B	No. of Days	Meals @P600.00/pax/day = 600 x C x D	Supplies @P300.00 per pax = 300 x C	TOTAL AMOUNT to be Downloaded = E + F
		A	B	C	D	E	F	
					5	600	300	
	Cordillera Administrative Region (CAR)							
1	Abra	221	881	1,102	5	3,306,000.00	330,600.00	3,636,600.00
2	Apayao	135	529	664	5	1,992,000.00	199,200.00	2,191,200.00
3	Baguio City	154	686	840	5	2,520,000.00	252,000.00	2,772,000.00
4	Benguet	330	1414	1,744	5	5,232,000.00	523,200.00	5,755,200.00
5	Ifugao	213	773	986	5	2,958,000.00	295,800.00	3,253,800.00
6	Kalinga	139	487	626	5	1,878,000.00	187,800.00	2,065,800.00
7	Mt. Province	196	682	878	5	2,634,000.00	263,400.00	2,897,400.00
8	Tabuk City	117	386	503	5	1,509,000.00	150,900.00	1,659,900.00
	Subtotal							24,231,900.00
	National Capital Region (NCR)				5			
9	Caloocan City	435	2858	3,293	5	9,879,000.00	987,900.00	10,866,900.00
10	Las Piñas City	184	1124	1,308	5	3,924,000.00	392,400.00	4,316,400.00
11	Makati City	180	920	1,100	5	3,300,000.00	330,000.00	3,630,000.00
12	Malabon City	168	884	1,052	5	3,156,000.00	315,600.00	3,471,600.00
13	Mandaluyong City	121	593	714	5	2,142,000.00	214,200.00	2,356,200.00
14	Manila	616	3230	3,846	5	11,538,000.00	1,153,800.00	12,691,800.00
15	Marikina City	155	787	942	5	2,826,000.00	282,600.00	3,108,600.00
16	Muntinlupa city	137	815	952	5	2,856,000.00	285,600.00	3,141,600.00
17	Navotas	117	552	669	5	2,007,000.00	200,700.00	2,207,700.00
18	Paranaque City	181	1060	1,241	5	3,723,000.00	372,300.00	4,095,300.00
19	Pasay City	140	627	767	5	2,301,000.00	230,100.00	2,531,100.00
20	Pasig City	229	1376	1,605	5	4,815,000.00	481,500.00	5,296,500.00
21	Quezon City	712	4574	5,286	5	15,858,000.00	1,585,800.00	17,443,800.00
22	City of San Juan	49	157	206	5	618,000.00	61,800.00	679,800.00
23	Taguig City and Pateros	255	1619	1,874	5	5,622,000.00	562,200.00	6,184,200.00
24	Valenzuela City	249	1406	1,655	5	4,965,000.00	496,500.00	5,461,500.00
	Subtotal							87,483,000.00
	Region I - Ilocos							
25	Alaminos City	74	270	344	5	1,032,000.00	103,200.00	1,135,200.00
26	Batac City	49	139	188	5	564,000.00	56,400.00	620,400.00
27	Candon City	63	174	237	5	711,000.00	71,100.00	782,100.00
28	Dagupan City	110	410	520	5	1,560,000.00	156,000.00	1,716,000.00
29	Ilocos Norte	307	1348	1,655	5	4,965,000.00	496,500.00	5,461,500.00
30	Ilocos Sur	400	1789	2,189	5	6,567,000.00	656,700.00	7,223,700.00
31	La Union	434	1838	2,272	5	6,816,000.00	681,600.00	7,497,600.00
32	Laoag City	81	268	349	5	1,047,000.00	104,700.00	1,151,700.00
33	Pangasinan I. Lingayen	864	3807	4,671	5	14,013,000.00	1,401,300.00	15,414,300.00
34	Pangasinan II, Binalonan	718	3047	3,765	5	11,295,000.00	1,129,500.00	12,424,500.00
35	San Carlos City	157	573	730	5	2,190,000.00	219,000.00	2,409,000.00
36	San Fernando City	70	246	316	5	948,000.00	94,800.00	1,042,800.00
37	Urduyeta City	125	422	547	5	1,641,000.00	164,100.00	1,805,100.00
38	Vigan City	58	165	223	5	669,000.00	66,900.00	735,900.00
	Subtotal							59,419,800.00
	Region II - Cagayan Valley							
39	Batanes	51	112	163	5	489,000.00	48,900.00	537,900.00

No.	Region	PMT/Tra iners	Participan ts (Kinder, 1, 4 and 7 Teachers)	TOTAL PAX =A+B	No. of Days	Meals @P600.00/pax/ day = 600 x C x D	Supplies @P300.00 per pax = 300 x C	TOTAL AMOUNT to be Downloaded = E + F
		A	B	C	D	E	F	
					5	600	300	
140	Danao City	115	471	586	5	1,758,000.00	175,800.00	1,933,800.00
141	Dumaguete City	74	258	332	5	996,000.00	99,600.00	1,095,600.00
142	Guihulngan City	107	471	578	5	1,734,000.00	173,400.00	1,907,400.00
143	Lapu-lapu City	220	1089	1,309	5	3,927,000.00	392,700.00	4,319,700.00
144	Mandaue City	153	765	918	5	2,754,000.00	275,400.00	3,029,400.00
145	Naga City	96	507	603	5	1,809,000.00	180,900.00	1,989,900.00
146	Negros Oriental	557	2450	3,007	5	9,021,000.00	902,100.00	9,923,100.00
147	Siquijor	101	281	382	5	1,146,000.00	114,600.00	1,260,600.00
148	Tagbilaran City	77	236	313	5	939,000.00	93,900.00	1,032,900.00
149	Talisay City	125	556	681	5	2,043,000.00	204,300.00	2,247,300.00
150	Tanjay City	106	361	467	5	1,401,000.00	140,100.00	1,541,100.00
151	Toledo City	149	563	712	5	2,136,000.00	213,600.00	2,349,600.00
	Subtotal							89,377,200.00
	Region VIII - Eastern Visayas							
152	Baybay City	101	369	470	5	1,410,000.00	141,000.00	1,551,000.00
153	Biliran	172	656	828	5	2,484,000.00	248,400.00	2,732,400.00
154	Borongan City	80	249	329	5	987,000.00	98,700.00	1,085,700.00
155	Calbayog City	175	726	901	5	2,703,000.00	270,300.00	2,973,300.00
156	Catbalogan City	100	343	443	5	1,329,000.00	132,900.00	1,461,900.00
157	Eastern Samar	399	1615	2,014	5	6,042,000.00	604,200.00	6,646,200.00
158	Leyte	1,113	4795	5,908	5	17,724,000.00	1,772,400.00	19,496,400.00
159	Maasin City	94	290	384	5	1,152,000.00	115,200.00	1,267,200.00
160	Northern Samar	497	2330	2,827	5	8,481,000.00	848,100.00	9,329,100.00
161	Ormoc City	162	650	812	5	2,436,000.00	243,600.00	2,679,600.00
162	Samar (Western Samar)	504	2337	2,841	5	8,523,000.00	852,300.00	9,375,300.00
163	Southern Leyte	296	1149	1,445	5	4,335,000.00	433,500.00	4,768,500.00
164	Tacloban City	158	653	811	5	2,433,000.00	243,300.00	2,676,300.00
	Subtotal							66,042,900.00
	Region IX - Zamboanga Peninsula							
165	Dapitan City	95	277	372	5	1,116,000.00	111,600.00	1,227,600.00
166	Dipolog City	121	408	529	5	1,587,000.00	158,700.00	1,745,700.00
167	Isabela City	123	406	529	5	1,587,000.00	158,700.00	1,745,700.00
168	Pagadian City	143	539	682	5	2,046,000.00	204,600.00	2,250,600.00
169	Zamboanga City	436	2457	2,893	5	8,679,000.00	867,900.00	9,546,900.00
170	Zamboanga del Norte	634	2853	3,487	5	10,461,000.00	1,046,100.00	11,507,100.00
171	Zamboanga del Sur	652	2854	3,506	5	10,518,000.00	1,051,800.00	11,569,800.00
172	Zamboanga Sibugay	487	2199	2,686	5	8,058,000.00	805,800.00	8,863,800.00
	Subtotal							48,457,200.00
	Region X - Northern Mindanao							
173	Bukidnon	672	3488	4,160	5	12,480,000.00	1,248,000.00	13,728,000.00
174	Cagayan de Oro City	268	1423	1,691	5	5,073,000.00	507,300.00	5,580,300.00
175	Camiguin	105	313	418	5	1,254,000.00	125,400.00	1,379,400.00
176	El Salvador	46	142	188	5	564,000.00	56,400.00	620,400.00
177	Gingoog City	119	406	525	5	1,575,000.00	157,500.00	1,732,500.00
178	Iligan City	217	943	1,160	5	3,480,000.00	348,000.00	3,828,000.00
179	Lanao del Norte	433	1802	2,235	5	6,705,000.00	670,500.00	7,375,500.00
180	Malaybalay City	130	591	721	5	2,163,000.00	216,300.00	2,379,300.00
181	Misamis Occidental	265	1134	1,399	5	4,197,000.00	419,700.00	4,616,700.00
182	Misamis Oriental	465	2370	2,835	5	8,505,000.00	850,500.00	9,355,500.00
183	Oroquieta City	82	245	327	5	981,000.00	98,100.00	1,079,100.00
184	Ozamis City	119	376	495	5	1,485,000.00	148,500.00	1,633,500.00
185	Tangub City	76	252	328	5	984,000.00	98,400.00	1,082,400.00
186	Valencia City	131	566	697	5	2,091,000.00	209,100.00	2,300,100.00
	Subtotal							56,690,700.00
	Region XI - Davao							
187	Davao City	760	4088	4,848	5	14,544,000.00	1,454,400.00	15,998,400.00

No.	Region	PMI/Trainers	Participants (Kinder, 1, 4 and 7 Teachers)	TOTAL PAX = A+B	No. of Days	Meals @P600.00/pax/day = 600 x C x D	Supplies @P300.00 per pax = 300 x C	TOTAL AMOUNT to be Downloaded = E + F
		A	B	C	D	E	F	
					5	600	300	
188	Davao de Oro	462	2326	2,788	5	8,364,000.00	836,400.00	9,200,400.00
189	Davao del Norte	306	1432	1,738	5	5,214,000.00	521,400.00	5,735,400.00
190	Davao del Sur	382	1369	1,751	5	5,253,000.00	525,300.00	5,778,300.00
191	Davao Occidental	209	1081	1,290	5	3,870,000.00	387,000.00	4,257,000.00
192	Davao Oriental	326	1424	1,750	5	5,250,000.00	525,000.00	5,775,000.00
193	Digos City	115	462	577	5	1,731,000.00	173,100.00	1,904,100.00
194	Island Garden City of Samal	97	347	444	5	1,332,000.00	133,200.00	1,465,200.00
195	Matr City	148	481	629	5	1,887,000.00	188,700.00	2,075,700.00
196	Panabo City	127	494	621	5	1,863,000.00	186,300.00	2,049,300.00
197	Tagum City	146	683	829	5	2,487,000.00	248,700.00	2,735,700.00
	Subtotal							56,974,500.00
	Region XII - SOCCSKSARGEN							
198	North Cotabato	805	3513	4,318	5	12,954,000.00	1,295,400.00	14,249,400.00
199	General Santos City	304	1610	1,914	5	5,742,000.00	574,200.00	6,316,200.00
200	Kidapawan City	126	473	599	5	1,797,000.00	179,700.00	1,976,700.00
201	Koronadal City	122	464	586	5	1,758,000.00	175,800.00	1,933,800.00
202	Sarangani	382	1949	2,331	5	6,993,000.00	699,300.00	7,692,300.00
203	South Cotabato	464	2215	2,679	5	8,037,000.00	803,700.00	8,840,700.00
204	Sultan Kudarat	441	2035	2,476	5	7,428,000.00	742,800.00	8,170,800.00
205	Tacurong City	81	254	335	5	1,005,000.00	100,500.00	1,105,500.00
	Subtotal							50,285,400.00
	Region XIII - CARAGA							
206	Agusan del Norte	254	1008	1,262	5	3,786,000.00	378,600.00	4,164,600.00
207	Agusan del Sur	442	2204	2,646	5	7,938,000.00	793,800.00	8,731,800.00
208	Bayugan City	105	383	488	5	1,464,000.00	146,400.00	1,610,400.00
209	Bislig City	103	314	417	5	1,251,000.00	125,100.00	1,376,100.00
210	Butuan City	230	1035	1,265	5	3,795,000.00	379,500.00	4,174,500.00
211	Cabadbaran City	73	223	296	5	888,000.00	88,800.00	976,800.00
212	Dinagat Island	123	425	548	5	1,641,000.00	164,100.00	1,805,100.00
213	Siargao	137	503	640	5	1,920,000.00	192,000.00	2,112,000.00
214	Surigao City	124	429	553	5	1,659,000.00	165,900.00	1,824,900.00
215	Surigao del Norte	205	823	1,028	5	3,084,000.00	308,400.00	3,392,400.00
216	Surigao del Sur	383	1847	2,230	5	6,690,000.00	669,000.00	7,359,000.00
217	Tandag City	62	207	269	5	807,000.00	80,700.00	887,700.00
	Subtotal							38,418,600.00
	Grand Total	59,320	270,481	329,801				1,088,343,300

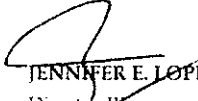
Prepared by:


ERIC A. SAMIENTO
Administrative Officer V

Recommending Approval:


LEAH B. APAO
Director III

Approved by:



JENNIFER E. LOPEZ
Director III
OIC - Office of the Director IV




Republika ng Pilipinas
Department of Education

MEMORANDUM

FOR : Undersecretaries
 Assistant Secretaries
 BARMM Minister of Basic, Higher, and Technical Education
 Bureau and Service Directors
 Regional Directors
 Schools Division Superintendents
 Public Elementary and Secondary School Heads
 All Others Concerned

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


GINA O. GORONG
 Undersecretary for Curriculum and Teaching

SUBJECT : **TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS
 AND SCHOOL LEADERS**

DATE : December 20, 2023

- The Department of Education, through the Curriculum and Teaching (CT) Strand and the National Educators Academy of the Philippines (NEAP), is faithful to its commitment to **MA**ke the curriculum relevant to produce competent and job-ready, active, and responsible citizens and to **Gi**ve support to teachers to teach better, as articulated in the **MATATAG** Agenda. Hence, the **Training on the MATATAG Curriculum for Kindergarten, Grade 1, Grade 4, and Grade 7 (K147) Teachers and School Leaders** shall be conducted in preparation for the commencement of the initial phase of the **MATATAG** Curriculum implementation.
- The said trainings will be held from 22 January to 04 April 2024, with a specific schedule as follows:

Dates	Training Title	Target Participants	Source of Funds
22-26 January 2024	Training of Lead Trainers on the MATATAG Curriculum/ Mock Training	NEAP Directors, Chiefs, Training Specialists, and BHRD-HRDD RPMS specialists;	2023 BEC Funds

		CT Strand's Directors, Chiefs, and Specialists per learning area, IPEd specialists; Select Learning Area Specialists from Private Schools and State Colleges and Universities	
05-09 February 2024	National Training of Regional Trainers on the MATATAG Curriculum (NTOT)	CLMD/CID Chiefs with learning area specialization, Regional/ Division Education Program Supervisors with learning area specialization, Public Schools District Supervisors with learning area specialization, select School Heads and Head/Master Teachers with learning area specialization, Division IPEd specialists/focal persons, HRDD Chiefs, HRDD EPS Training Program Focals/ NEAP-R Training Program Specialists/ (expected team of trainers and training manager per region)	2023 BEC Funds
12-15 February 2024	Regional Training of Division Trainers and School Leaders on the MATATAG Curriculum (RTOT)	Division CID Chiefs, Division Education Program Supervisors and Public Schools District Supervisors with learning area specialization, Division IPEd specialists/focal persons, School Heads, Head and Master Teachers with learning area specialization, SGOD Chiefs/HRD training specialists (expected team of trainers and training managers per division)	2024 HRD Funds
19 February-01 March 2024	Division Training of School Trainers on the MATATAG Curriculum (DTOT)	ALL School Heads, Head and Master Teachers with learning area specialization, including IPEd teachers from Kindergarten, Grades 1, 4, & 7 per school (expected team of trainers and training managers per school)	2024 HRD Funds
04 March-04 April 2024	School-Based Training on the MATATAG Curriculum	ALL TEACHERS from Kindergarten, Grades 1, 4, & 7 per school	2024 HRD Funds/ School MOOE

3. This series of trainings on the MATATAG Curriculum focuses on providing professional development support for teachers and school leaders, ensuring that they have an in-depth understanding of the general shape of the MATATAG

Curriculum. Specifically, it aims to equip teachers and school leaders with the necessary knowledge, skills, and competencies to effectively implement the new curriculum in the coming school year.

4. Prior to the actual conduct of the series of training, the quality assurance and finalization of training resource packages shall be conducted accordingly following the schedules below.

Dates	Training Title	Target Participants	Source of Funds
08-12 January 2024	Quality Assurance of the MATATAG Curriculum Training Resource Package	NEAP Specialists and PD Program Internal Evaluators	2023 HRD Funds
15-19 January 2024	Finalization of the MATATAG Curriculum Training Resource Package	NEAP Specialists and PD Program Internal Evaluators, CT Strand Specialists	2023 BEC Funds

5. To ensure the quality of the training, **ALL TRAINERS per governance level** are expected to meet the following qualifications: a. at least earned Complete Academic Requirement (CAR) Graduate Studies with learning area specialization; b. training/s related to the area of specialization; and c. at least *Very Satisfactory* performance in the last three (3) years.
6. DepEd Order No. 9, s. 2005 otherwise known as "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith" shall strictly be observed during the conduct of the training. To ensure that ALL K, 1, 4, and 7 TEACHERS shall be able to attend the school-based training on the MATATAG Curriculum, School Heads are expected to employ strategies suitable for their **school-based training** such as, but not limited to the following:

6.1	Maximizing the loading of other teachers per learning area from other grade levels not involved in the initial phase of the training;
6.2	Scheduling a half-day training for K, 1, 4, and 7 teachers totaling 40 hours to ensure that the regular classes will continue without disruption;
6.3	Taking turns by a batch of Grade 4 or Grade 7 teachers, maximizing the loading of other batches of teachers not yet involved in the scheduled training (e.g., Batch 1/Week 1 - English, Science, Math; Batch 2/Week 2 - Filipino, AP, Values Education; Batch 3/Week 3 - TLE/HELE, MAPEH)
6.4	Maximizing the loading of relieving (special) teachers to handle the classes while the teacher-advisers are in the training program.
6.5	Hiring substitute teachers, subject to the availability of funds.
6.5	Tapping teacher applicants for voluntary services during the duration of the training program.


7. For purposes of planning and budgeting for this series of trainings, all regions must submit their **regional data** on the target trainers, teachers, and school leaders complete with the required demographic information **on or before 3**


January 2024. The forms can be accessed through this link: sites.google.com/depd.gov.ph/neap-training-on-matatag.

8. The program matrices for teachers and school leaders are enclosed in *Enclosure 1*. Specific guidelines on the conduct of the national, regional, division, and school-based trainings on the *MATATAG Curriculum* shall be issued in a separate memorandum.
9. Board and lodging, travel, and training supplies of the participants during the Finalization of the *MATATAG Curriculum Training Resource Package* and *NTOT* shall be charged against the 2023 BEC Funds. In case of deficiencies, travel, and other incidental expenses can also be charged against local funds, subject to the usual accounting and auditing rules and regulations. On the other hand, the board and lodging, supplies, travel, and other incidental expenses of the participants during the *RTOT* and *DTOT* shall be charged against the **2024 HRD Funds allotted for MATATAG Curriculum** training, while the participants in the Review and Evaluation of the *MATATAG Curriculum Training Resource Package* shall be charged against the 2023 HRD Funds, subject to the usual accounting and auditing rules and regulations.

School-based training expenses for meals and supplies shall be charged against the **2024 HRD Funds allotted for MATATAG Curriculum** training. In case of deficiencies, the SDOs can use their Division HRD Funds, and the schools can also utilize the School MOOE allotted for training and other local funds available, subject to the usual accounting and auditing rules and regulations.

10. For further inquiries and concerns, please contact the NEAP through email at neap.od@depd.gov.ph or landline (02) 8638-8638.
11. Immediate dissemination of and strict compliance with this Memorandum is desired.


GINA O. GONONG, PhD
Undersecretary
Curriculum and Teaching


WILFREDO E. CABRAL, CESO III
Undersecretary
Human Resource and Organizational Development

A. Program Matrix for School Leaders

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00 – 8:30 AM	Management of Learning				
8:30 – 10:00 AM	Registration Pre-assessment	Walkthrough of the Curriculum Guide	Walkthrough of the Curriculum Guide	Implementing the Intended Curriculum Walkthrough of Learning Resources for MATATAG Curriculum	- Collaborative Expertise - Management of School-based Training Program - Preparation of School-Based Training Implementation Plan Q&A Session
10:00 – 12:00 AM		Curriculum Standards and Learning Competencies (Q1 Continuation)	Curriculum Standards and Learning Competencies (Q2 Continuation)		
12:00 – 1:00 PM	LUNCH				
1:00 – 2:00 PM	The General Shape of the MATATAG Curriculum Q&A Session	Walkthrough of the Curriculum Guide Curriculum Standards and Learning Competencies (Q2)	PEDAGOGY AND ASSESSMENT Overview of the MATATAG Curriculum Instructional Design Framework Q&A Session	Implementing the Intended Curriculum: Walkthrough of Learning Resources for MATATAG Curriculum (Continuation)	Actual Classroom Observation of a Demonstration Teaching
2:00 – 2:30 PM			Classroom-based Assessment	Special Lecture: The Science of Learning	
2:30 – 3:00 PM	Walkthrough of the Curriculum Guide		Q&A Session	Q&A Session	Cleaning House
3:00 – 5:00 PM	Curriculum Standards and Learning Competencies (Q1) *End-of-day evaluation	*End-of-day evaluation	Integrating the 21 st Century Skills in the Classroom Practices to Promote Inclusion Q&A Session *End-of-day evaluation	Instructional Supervision Classroom Observation Protocol and Identification of L&D Needs *End-of-day evaluation	Post-Assessment Closing Program *End-of-day evaluation
5:00 – 5:30 PM	PMT Daily Debriefing				

B. Program Matrix for Teachers (School-Based)

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00 – 8:30 AM	Management of Learning				
8:30 – 10:00 AM	Registration Pre-assessment	Walkthrough of the Curriculum Guide	Walkthrough of the Curriculum Guide	Implementing the Intended Curriculum: Walkthrough of Learning Resources for MATATAG Curriculum	Collaborative Expertise Sessions Q&A Session
10:00 – 12:00 AM		Curriculum Standards and Learning Competencies (Q1 Continuation)	Curriculum Standards and Learning Competencies (Q2 Continuation)		
12:00 – 1:00 PM	LUNCH				
1:00 – 2:00 PM	The General Shape of the MATATAG Curriculum Q&A Session	Walkthrough of the Curriculum Guide Curriculum Standards and Learning Competencies (Q2)	PEDAGOGY AND ASSESSMENT Overview of the MATATAG Curriculum Instructional Design Framework Q&A Session	Implementing the Intended Curriculum: Walkthrough of Learning Resources for MATATAG Curriculum (Continuation)	Demonstration Teaching
2:00 – 2:30 PM			Classroom-based Assessment	Special Lecture: The Science of Learning	
2:30 – 3:00 PM	Walkthrough of the Curriculum Guide		Q&A Session	Q&A Session	Cleaning House
3:00 – 5:00 PM	Curriculum Standards and Learning Competencies (Q1) *End-of-day evaluation		Integrating the 21 st Century Skills in the Classroom Practices to Promote Inclusion Q&A Session *End-of-day evaluation	Preparation of Lesson for Demonstration Teaching Q&A Session *End-of-day evaluation	Post-Assessment Closing Program *End-of-day evaluation
5:00 – 5:30 PM	PMT Daily Debriefing				




Republika ng Pilipinas

Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0151

TO : **Regional Directors**
Schools Division Superintendents
Human Resource Development Division Chiefs
School Governance and Operations Division Chiefs
NEAP-R Focal Persons
SDO HRD Fund Focal Persons
All Others Concerned

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

SUBJECT : **GUIDELINES ON THE UTILIZATION OF DOWNLOADED HRD FUND FOR THE CONDUCT OF TRAININGS ON THE MATATAG CURRICULUM**

DATE : 02 February 2024

1. Pursuant to the unnumbered memorandum dated 20 December 2024 titled *Training on the MATATAG Curriculum for Teachers and School Leaders (Enclosure 1)*, the Department will commence the initial phase of implementation of the *MATATAG Curriculum* through the conduct of **Trainings on the MATATAG Curriculum for Kindergarten, Grade 1, Grade 4, and Grade 7 (K147) Teachers and School Leaders**.
2. To ensure judicious utilization of the Human Resource Development (HRD) Fund during the conduct of the trainings on the *MATATAG Curriculum* for teachers and school leaders, these **GUIDELINES ON THE UTILIZATION OF DOWNLOADED HRD FUND FOR THE CONDUCT OF TRAININGS ON THE MATATAG CURRICULUM** are hereby issued.
3. The HRD Fund amounting to **ONE BILLION EIGHT HUNDRED NINETY-THREE MILLION SIX HUNDRED THIRTY-ONE THOUSAND SIX HUNDRED PESOS (Php 1,893,631,600.00)** shall be downloaded to DepEd Regional Offices (**Enclosure 2**) to cover the budget requirements for the conduct of the Regional Training of Division Trainers and School Leaders on the *MATATAG Curriculum* (RTOT) (**Enclosure 3**), Division Training of School Trainers on the *MATATAG Curriculum* (DTOT) (**Enclosure 4**), and School-based Training of Teachers (SBTT) on the *MATATAG Curriculum* (**Enclosure 5**).



4. The DepEd Central Office shall download the HRD Fund for RTOT and DTOT to the Regional Offices, while the HRD Fund for the School-Based Training of Teachers shall be downloaded through a direct release from DBM to the Regional Offices. The breakdown of allocation per activity is enclosed.
5. Upon transfer of HRD Fund to Regional Offices, the NEAP in the Region (NEAP-R)/Human Resource Development Division (HRDD) in coordination with the Regional Finance Division (FD) upon approval by the Office of the Regional Director, shall facilitate the downloading of HRD Fund to the Schools Division Offices (SDOs) to be used during the conduct of the **DTOT** and **SBTT** on the dates specified per the unnumbered memorandum dated 20 December 2023.
6. The HRD Fund to be downloaded to ROs and SDOs shall be used for the expenses of the training activities enumerated below:
 - a. **Regional Training of Division Trainers and School Leaders on the MATATAG Curriculum (RTOT)**
 - i. Board and lodging of the Regional Program Management Team (RPMT), inclusive of program managers, learning managers, resource persons/learning facilitators, documenters, M&E focal/in-charge, welfare officers, secretariats, RTOT trainers, CO MATATAG M&E and TA providers, and all the participants at Php 2,000.00 per day for five (5) days per person;
 - ii. Training supplies and materials to be used by the RPMT, CO MATATAG M&E, and TA providers and all the participants at Php 300.00 per person; and
 - iii. The travel expenses of the RPMT, TA providers, and the participants are at a rate of Php 2,000.00 per person.
 - b. **Division Training of School Trainers on the MATATAG Curriculum (DTOT)**
 - i. Board and lodging of Division Program Management Team (DPMT), inclusive of program managers, learning managers, resource persons/learning facilitators, documenters, M&E focal/in-charge, welfare officers, secretariat, DTOT trainers, CO, Region, SDO M&E and TA providers, and all the participants at Php 2,000.00 per day for 5 days per person;
 - ii. Training supplies and materials to be used by DPMT and all the participants at Php 300.00 per person; and
 - iii. The travel expenses of the DPMT and the participants are at a rate of Php 1,500.00 per person.
 - c. **School-based Training of Teachers on the MATATAG Curriculum (SBTT)**

- i. Meals of the Program Management Team (PMT), inclusive of program managers, learning managers, resource persons/learning facilitators, documenters, M&E focal/in-charge, welfare officers, secretariat, SBTT trainers, CO, Region, SDO, school M&E and TA providers, and all the participants at Php 600.00 per day for 5 days per person, broken down into:

AM Snack : Php 100.00
 Lunch : Php 400.00
 PM Snack : Php 100.00

- ii. Training supplies and materials for the SPMT and the participants cost at Php 300.00 per person.

7. The table below shows the participants per training activity.

RTOT	DTOT	SBTT
<ul style="list-style-type: none"> ▪ Regional Program Management Team (RPM) inclusive of program managers, learning managers, resource persons/ learning facilitators, documenters, M&E focal/ in-charge, welfare officers, secretariat ▪ RTOT Trainers ▪ Division CID Chiefs ▪ Division EPS and PSDS with learning area specialization ▪ Division IPed Specialists/ focal persons ▪ School Heads, Head and Master Teachers with learning area specialization ▪ SGOD Chiefs/HRDS training specialists (expected team of trainers and training managers per divisions) 	<ul style="list-style-type: none"> ▪ Division Program Management Team (DPMT) inclusive of program managers, learning managers, resource persons/ learning facilitators, documenters, M&E focal/ in-charge, welfare officers, secretariat ▪ DTOT Trainers ▪ All School Heads ▪ Head and Master Teachers with learning area specializations ▪ IPed teachers from Kindergarten, Grades 1, 4, & 7 ▪ Expected team of trainers and training managers per school 	<ul style="list-style-type: none"> ▪ Program Management Team (PMT) ▪ inclusive of program managers, learning managers, resource persons/ learning facilitators, documenters, M&E focal/ in-charge, welfare officers, secretariat, School-based Training Trainers ▪ All teachers from Kindergarten, Grades 1, 4, & 7

8. In cases of budget deficiencies, travel expenses and other incidental expenses can be charged against HRD funds available at the ROs and SDOs or other local

funds. The Program Support Fund (PSF) downloaded for IPEd can also be utilized in support of participants for IPEd in the aforesaid training activities, subject to the usual accounting and auditing rules and regulations. A separate memorandum will be released regarding the IPEd component of the RTOT, DTOT, and SBTT.

9. Specified below is the implementation process per training activity.

a. RTOT Implementation Process

- i. NEAP-R/HRDD shall upload to its account in the Program Management Information System (PMIS) the activity with physical and financial targets.
- ii. NEAP-R/HRDD, in collaboration with CLMD and other offices that are involved in the conduct of RTOT, shall lead in the preparation of the Regional Training Implementation Plan (**Enclosure 6**) for review and approval of the Regional Director.
- iii. NEAP-R/HRDD prepares the necessary documents required for the process and approval of the conduct of the RTOT.
- iv. NEAP-R/HRDD shall inform NEAP-CO of the approved date of conduct.
- v. RPMT implements the RTOT based on the approved implementation plan.
- vi. NEAP-R/HRDD uploads the physical and financial accomplishments in the PMIS as indicated in DepEd Order No. 11, s. 2021 titled *Guidelines on the Operationalization of PMIS*.

b. DTOT Implementation Process

- i. HRDS shall upload to PMIS, under the SGOD account, the activities with physical and financial targets.
- ii. HRDS, in collaboration with CID and other offices involved, shall lead in the preparation of the Division Training Implementation Plan and School-based Training Implementation Plan (**Enclosure 6**) for review and approval of the Schools Division Superintendent.
- iii. HRDS prepares the necessary documents required for the process and approval of the conduct of DTOT and SBTT.
- iv. HRDS shall submit to NEAP-R/HRDD the approved date of conduct for DTOT and SBTT. NEAP-R/HRDD shall then submit to NEAP-CO the consolidated conduct of training.
- v. HRDS shall upload the physical and financial accomplishments in the PMIS as indicated in DepEd Order No. 11, s. 2021 titled *Guidelines on the Operationalization of the PMIS*.

c. **SBTT Implementation Process**

- i. HRDS shall upload to PMIS, under the SGOD account, the activities with physical and financial targets.
- ii. HRDS, in collaboration with CID and other offices, including school heads involved in the conduct of SBTT, shall lead in the preparation of the School-based Training Implementation Plan (**Enclosure 6**) for review and approval by the Schools Division Superintendent.
- iii. HRDS prepares the necessary documents required for the process and approval of the conduct of school-based training.
- iv. HRDS shall submit to NEAP-R/HRDD the approved conduct date for the school-based training. NEAP-R/HRDD shall then submit to NEAP-CO the consolidated conduct of training.
- v. HRDS shall upload the physical and financial accomplishments in the PMIS as indicated in DepEd Order No. 11, s. 2021 titled *Guidelines on the Operationalization of the PMIS*.

10. Savings generated from the conduct of these activities can be utilized in providing technical assistance to the divisions or schools, conducting program implementation reviews, and other eligible activities related to the implementation of the *MATATAG* Curriculum.

11. Monitoring and Evaluation

- a. The Central Office PMT, RPMT, DPMT, and assigned M&E Team in the Region and Division shall conduct the monitoring of the activities in their jurisdiction.
- b. The monitoring activities shall involve the following activities:
 - i. Review and discussion of the division rollout program and facilitator evaluation results;
 - ii. Discussion on post-division rollout activities and their corresponding M&E; and
 - iii. Funding utilization.
- c. RPMT and DPMT prepare and submit the following to the NEAP Quality Assurance Division 10 working days after the conduct of the program:
 - i. Program Completion Report (**Enclosure 7**)
 - ii. Program Completion Report Enclosures (**Enclosure 8**)
 - iii. Participants' Profile (**Enclosure 9**)

- d. NEAP-R shall consolidate all documents submitted by RPMT and DPMT, make a regional report, and send it to the NEAP Central Office via this link: <https://bit.ly/MATATAGCurriculumTrainingK147>
12. Should there be changes in the dates of the conduct of activities in RTOT, DTOT, and SBTT due to circumstances beyond control, it is imperative to coordinate with the regional office and central office for the course of action.
13. For other details pertaining to the conduct of activities, attached to these guidelines is the aforementioned unnumbered memorandum dated 20 December 2023 titled by *Training on the MATATAG Curriculum for Teachers and School Leaders*.
14. For further inquiries and concerns, please contact NEAP through email at neap.od@deped.gov.ph or landline (02) 8638-8638.
15. Immediate dissemination of and strict compliance with these guidelines are directed.

Copy furnished:

GINA O. GONONG

Undersecretary for Curriculum and Teaching

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Operations

Enclosures:

- 1 - Unnumbered Memorandum dated 20 December 2023, titled "Training on the MATATAG Curriculum for Teachers and School Leaders"
- 2 - Budget Allocation to be Downloaded to DepEd Regional Offices
- 3 - Breakdown of Budget for RTOT
- 4 - Breakdown of Budget for DTOT
- 5 - Breakdown of Budget for School-Based Training
- 6 - Training Implementation Plan Template
- 7 - Program Completion Report Template (With Budget Utilization)
- 8 - Program Completion Report Enclosures
- 9 - Participants' Profile Template