

# Republic of the Philippines

# Department of Education

REGION VIII - EASTERN VISAYAS

March 12, 2024

## REGIONAL MEMORANDUM

No. 297

s. 2024

# MONITORING AND EVALUATION PLAN OF THE TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS

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

- 1. Attached is Memorandum DM-OUHROD-2024-0409 from Usec. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, announcing the conduct of monitoring and evaluation (M&E) activities during the regional training of division trainers and school leaders (RTOT), division training of school trainers (DTOT), and School-Based Training (SBT).
- 2. In view of this, the program management teams for the MATATAG Curriculum Training of the 13 Schools Division Offices (SDOs) and their respective schools shall formulate the M&E Plan. The M&E Plan (*Enclosure A*) and its reporting process (*Enclosure B*) shall be based on the results framework for the MATATAG Curriculum Training for Teachers and School Leaders (*Enclosure C*).
- 3. During the conduct of RTOT, DTOT, and SBT, a monitoring team composed of personnel from the Central Office and the Regional Office shall conduct technical assistance and monitoring visits through a purposive sampling method as stipulated in Item 5 of the attached Memorandum. The coverage of the technical assistance and monitoring teams per governance level is presented in Item 6.
- 4. The Regional Office shall identify the SDOs to be monitored during the DTOT and submit the list to the NEAP Central Office. In the same manner, the SDOs shall also identify and submit the list of schools to be monitored during the SBT once the schedule has been finalized. The list of the SDOs and schools to be monitored shall be submitted to the NEAP Quality Assurance Division through email neap.qad@deped.gov.ph at least two weeks before the conduct of the training.
- 5. The MATATAG Curriculum Training technical assistance and M&E Team shall use the tools which can be accessed through this link: http://tinyurl.com/MATATAGMEFiles.



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

Immediate dissemination of and compliance with this Memorandum are

desired.

EVELYN R. FETALVERO CESO IV
Regional Director

Enclosures: As stated References: As stated

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

CURRICULUM

MATATAG

MONITORING AND EVALUATION

HRDD-RNEAP-MCP





Website: region8.deped.gov.ph



## Republika ng Pilipinas

# Department of Education

# OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

# MEMORANDUM DM-OUHROD-2024-

FOR

: Undersecretaries

**Assistant Secretaries** 

**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

SUBJECT

MONITORING AND EVALUATION PLAN OF THE TRAINING ON

THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL

LEADERS

DATE

: 07 March 2024

- 1. Pursuant to the unnumbered memorandum dated 20 December 2023 titled *Training on the MATATAG Curriculum for Teachers and School Leaders*, the series of trainings focuses on ensuring that teachers and school leaders are equipped with the necessary knowledge, skills, and competencies to effectively implement the *MATATAG* Curriculum.
- 2. To make sure that the major objectives of the trainings on the MATATAG Curriculum are met, the National Educators Academy of the Philippines and the Curriculum and Teaching Strand shall conduct monitoring and evaluation (M&E) activities during the National Training of Regional Trainers (NTOT), Regional Training of Division Trainers and School Leaders (RTOT), Division Training of School Trainers (DTOT), and School-Based Training (SBT).
- 3. The M&E plan has the following objectives:
  - Measure the performance of DepEd through NEAP in providing training on the MATATAG Curriculum for teachers and school leaders against established targets and standards;











- b. Ensure the proper cascading of the quality-assured training resource package for the *MATATAG* Curriculum Training across governance levels;
- Gather data on the profiles and actual number of teachers and school leaders trained;
- d. Monitor the Human Resource Development (HRD) fund utilization for the *MATATAG* Curriculum Training; and
- e. Identify issues, concerns, and gaps to guide the program owners and implementers toward evidence-informed decisions on the various aspects of the training.
- 4. Regional, Division, and School Management Teams for the MATATAG Curriculum Training shall formulate the M&E Plan on their respective governance levels. The M&E Plan (Enclosure A) and its reporting process (Enclosure B) shall be based on the results framework for the MATATAG Curriculum Training for Teachers and School Leaders (Enclosure C).
- 5. During the series of NTOT, RTOT, DTOT, and SBT, a team composed of concerned personnel from the Central Office and the Regional Office monitoring teams shall conduct technical assistance and monitoring visits through a purposive sampling method as follows:

TRA	INING	TECHNICAL ASSISTANCE AND M&E COMPOSITION
National Training of Re	gional Trainers (NTOT)	All concerned NEAP-QAD, CT Strand personnel, and field evaluators
Regional Training of Division Trainers and School Leaders (RTOT)	16 Regional Offices (ROs)	<ul> <li>Bureau and Service Directors from HROD, Operations, and CT Strands</li> <li>5-10 representatives from CT Strand</li> <li>2-3 representatives from NEAP</li> </ul>
Division Training of School Trainers (DTOT)	48 Schools Division Offices (SDOs)  One (1) very large/large SDO  One (1) medium SDO  One (1) small SDO	<ul> <li>Bureau and Service Directors from HROD, Operations, and CT Strands</li> <li>5-10 representatives from CT Strand</li> <li>2-3 representatives from NEAP</li> <li>2 representatives from RO (HRDD and QAD)</li> </ul>
School-based Training (SBT)	144 Schools with the following target schools in each of the 48 SDOs:  One (1) very large/large school  One (1) medium school  One (1) small school	<ul> <li>Bureau and Service Directors from HROD, Operations, and CT Strands</li> <li>5-10 representatives from CT Strand</li> <li>2-3 representatives from NEAP</li> <li>2 representatives from RO (HRDD and QAD)</li> <li>2 representatives from SDO (HRDS and SMME)</li> </ul>

6. The coverage of technical assistance and monitoring teams per governance level

TE		AL ASSISTA M&E TEAM			COVERAGE
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Regional Monitorin			Assistance	and	All DTOT, Sample Schools
Division Monitorin			Assistance	and	All Schools







- 7. The team members from the Curriculum and Teaching Strand shall serve as resource persons (RPs) in their respective learning area specializations in case the number of RPs for the RTOT, DTOT, and SBT is insufficient. They shall also provide technical assistance to the Regional Program Management Team during the conduct of RTOT, DTOT, and SBT.
- 8. The NEAP Central Office M&E Team, on the other hand, shall collect data and provide overall technical assistance and guidance to the Regional and Division M&E Teams.
- 9. The Regional Office shall identify the SDOs to be monitored during the DTOT and submit the list to the NEAP Central Office. In the same manner, the SDOs shall also identify and submit the list of schools to be monitored during the SBT once the schedule has been finalized. The list of the SDOs and schools to be monitored shall be submitted to the NEAP Quality Assurance Division through email <a href="mailto:neap.qad@deped.gov.ph">neap.qad@deped.gov.ph</a> at least two weeks before the conduct of the training.
- 10. For private schools' implementation of the Training on the *MATATAG* Curriculum for teachers and school leaders, a representative from the Operations Strand shall lead the provision of technical support and M&E in collaboration with Curriculum and Teaching Strand and NEAP Directors, Division Chiefs, and specialists.
- 11. The final schedule of RTOT along with the list of DepEd Central Office resource persons as well as technical assistance and M&E teams (*Enclosure D*) is attached for reference.
- 12. The MATATAG Curriculum Training technical assistance and M&E team shall use the M&E tools which can be accessed through this link http://tinyurl.com/MATATAGMEFiles.
- 13. Transportation allowance, board and lodging of the Program Management Team and participants, contingency, supplies and materials, and other miscellaneous expenses shall be charged against the 2024 HRD Funds, subject to the usual accounting and auditing rules and regulations.
- 14. For questions and concerns, please contact **Ms. Sarah Jane Atienza** of NEAP-QAD through landline (02) 8633-7207 or email <a href="mailto:neap.qad@deped.gov.ph">neap.qad@deped.gov.ph</a>.
- 15.Immediate dissemination of and compliance with this memorandum are instructed.

## Enclosures:

Enclosure A - MATATAG Curriculum Training Monitoring and Evaluation Plan

Enclosure B - Monitoring and Evaluation Reporting Process

Enclosure C - MATATAG Curriculum Training Results Framework

Enclosure D - RTOT Final Schedule and Assignment of Central Office Monitors, Technical Support Providers, and Resource Persons







# **MATATAG Curriculum Training Monitoring and Evaluation Plan**

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Unit: followiduals within the 5-day within the 5-day geography (Region, Unit: Percentage Unit: Percentage SDO, School) Unit: Percentage Source: Target that participated in the full five-day training. Unit: Individuals should have attended the participants profile that participated in the fill five-day training. Unit: Individuals Should have attended the sheet (Enclosure 14, DM Unit: Individuals Should have attended the sheet (Enclosure 14, DM Unit: Individuals Should have attended the full five-day training. Unit: Profile sheet (Enclosure 14, DM Unit: Individuals Should have attended the full five-day training. Unit: Profile sheet (Enclosure 14, DM Unit: Individuals Should have attended in the five-day training. Unit: Individuals Should have attended the full five-day training. Unit: Individuals Should have attended the full five-day training. Unit: Individuals Should have attended the full five-day training. Unit: Individuals Should have attended the full five-day training. Unit: Individuals Should have attended the full five-day training. Unit: Individuals Should have attended Shoul					ten days after	-learning area				
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Unit of Measure         Type         Disaggregation         and Schedule         Responsion and soling scision and raining mitting.         Reporting: M&E         Limitations         Descriptions         Collection: During school officer         Mage of the five-day officer         Limitations         Description         Collection: During school officer         Collection: During school officer         Mage officer         Disaggregation and spring school officer         Collection: During school			submission of the	Management leam	the conduct of	participants' profile	_	that participated in the	teachers trained on the	
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Unit of Measure     Type     Disaggregation     and Schedule     Reporting: M&E     Limitations     Disaggregation     and Schedule     Reporting: M&E       within the 5-day     -gender     -gender     daily session and after the five-day     Reporting: M&E     Reporting: M&E       Unit: Percentage     SDO, School)     training     training     officer       Unit: Percentage     SDO, School)     Reporting: Five to ten days after the that participants in the participants or individuals     Collection: During     Collection: Project training. To be sheet (Enclosure 3, should have attended the full five-day training.     Consolidation and participants' training     Consolidation and participality in the participality in the profile sheet     Consolidation and participality in the buse     Consolidation and participality in the profile sheet	_		number of	Daniel District	analysis After the	(Line 2003)				
Unit of Measure     Type     Disaggregation     and Schedule     Responsitions     Limitations     Descriptions         within the 5-day       -gender       daily session and region, after the five-day       Reporting: M&E       Reporting: M&E         Unit: Percentage       SDO, School)       training       officer         Unit: Percentage       -position/item       Reporting: Five to ten days after the that participated in the five-day training. To be counted, the individuals should have attended the full five-day training.       Output       Source: Target participants' profile sheet       Collection: During the conduct of shool-based       Consolidation and consolidation and participants' profile sheet       DM 44, s. 2023)       RTOT, DTOT, and participants' training       Consolidation and participality in the school level due       participality in the school level due			to the huge	0	Consolidation and	(Enclosure 14 DM		0		
Unit of Measure         Type         Disaggregation         and Schedule         Responsibility         Limitations         Descriptions           within the 5-day         -gender         daily session and safter the five-day         Reporting: M&E         Reporting: M&E           training.         SDO, School)         should have attended         Position/item         Reporting: Five to ten days after the training.         Five-day           Unit: Percentage         Output         Source: Target that participants' profile five-day training. To be counted, the individuals should have attended         Output         Source: Target participants' profile should participants' training         Collection: During conduct of the attendance attendance participants' training         Consolidation and reports         DM 44, s. 2023)         School-based consolidation and reports         Particularly in the			school level due	Manager	,	profile sheet		the full five-day training		
Unit of Measure         Type         Disaggregation         and Schedule         Responsibility         Limitations         Date of Limitations           within the 5-day         -gender         -gender         daily session and service; Target that participated in the five-day training.         Reporting: Five to ten days after the training.         Reporting: Five to ten days after the training.         Collection: During sheet (Enclosure 3, counted), the individuals         Output Source: Target sheet (Enclosure 3, counted), the individuals         Collection: During sheet (Enclosure 3, consolidation and reports         Consolidation and reports         Delay in consolidation and reports	DTOT:		particularly in the	analysis: M&E	training	Actual participants'		should have attended		
Unit of Measure         Type         Disaggregation         and Schedule         Responsibility         Limitations         Disaggregation           within the 5-day         -gender         -gender         daily session and strenthe five-day         Reporting: M&E         Reporting: M&E         Heporting: M&E           Unit: Percentage         -position/item         Reporting: Five to ten days after the that participated in the five-day training.         Reporting: Five to ten days after the training.         Collection: During         Collection: Project submission of the attendance         Delay in attendance			reports	Consolidation and	school-based	DM 44, s. 2023)		counted, the individuals	Training	
Unit of Measure     Type     Disaggregation     and Schedule     Responsion and daily session and eporting: M&E     Limitations     Disaggregation       within the 5-day     -gender     daily session and epoorting: M&E     Reporting: M&E     After the five-day officer     officer       Unit: Percentage     SDO, School)     -position/item     Reporting: Five to ten days after the training.     ten days after the training.       Number of individuals that participanted in the     Output     Source: Target participants' profile     Collection: During the conduct of participants' profile     Collection: During the conduct of participants' profile     Delay in submission of the participants' profile	RTOT:		attendance		RTOT, DTOT, and	sheet (Enclosure 3,		five-day training. To be	MATATAG Curriculum	participants
Unit of Measure         Type         Disaggregation         and Schedule         Responsibility         Limitations         Disaggregation           within the 5-day         -gender         daily session and raining.         Reporting: M&E         Reporting: M&E         Himitations         Himitations           Unit: Percentage         SDO, School)         -position/item         Reporting: Five to ten days after the training.         Hen days after the training.         Collection: Project         Delay in         0.00			submission of the	Management Team	the conduct of	participants' profile	·	that participated in the	trainers trained on the	actual number of
Type Disaggregation and Schedule Reporting: M&E -gender daily session and softicer -geography (Region, SDO, School) training -position/item Reporting: Five to ten days after the training.	NTOT:	0.00	Delay in	Collection: Project	Collection: During	Source: Target	Output	Number of individuals	To determine the number of	Monitoring of the
Type Disaggregation and Schedule Reporting: M&E -gender daily session and Schedule Reporting: M&E -geography (Region, SDO, School) training -position/item Reporting: Five to ten days after the training.									Output 3: Improved data collection and analysis	Output 3: Improved
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rype Disaggregation and Schedule Responsibility Limitations baseline -gender daily session and Reporting: M&E -geography (Region, SDO, School) training -position/item					Reporting: Five to					
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of Measure Type Disaggregation and Schedule Responsionity Limitations baseline 15-day -gender daily session and Reporting: M&E -geography (Region, after the five-day officer				•	training	SDO, School)		-		
sure Type Disaggregation and Schedule Responsionity Limitations Basenine -gender daily session and Reporting: M&E	-			officer	after the five-day	-geography (Region,		training.		
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			Limitations		and Schedule	Disaggregation	Туре	Unit of Measure		
NIOWII Data Receling	Target	Baseline	KINOWII Data	Responsibility	riming, Frequency,	Data source and	indicator	Indicator Definition /	Objectives / Indicators	Activities

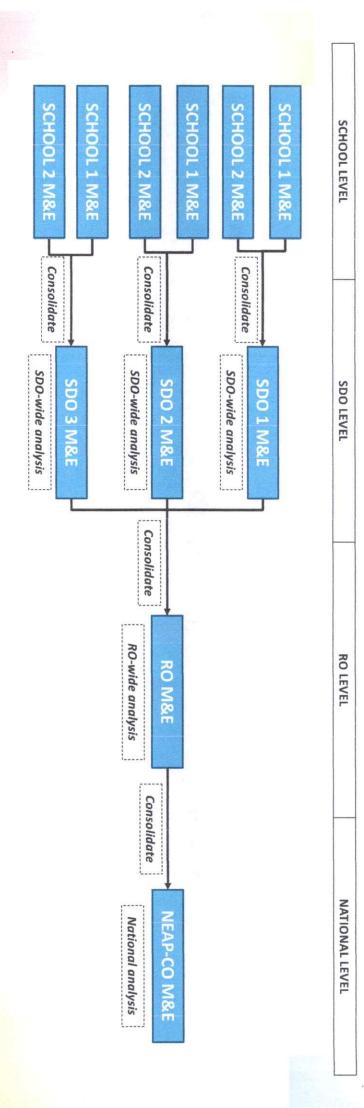
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submission of PCRs program SDOs: 217 completion PCRs reports.	-School PMT -SDO PMT -RO PMT -RO PMT -SDO PMT -SDO PMT -RO PMT -RO PMT -SChool PMT -SChool PMT -SDO PMT -SDO PMT	conduct of RTOT, DTOT, and school- based training  Consolidation and analysis: Ten days after the conduct of RTOT, DTOT, and school-based training  Reporting: Twenty days after the conduct of RTOT, DTOT, and school-based	-Program Completion Report (Pls refer to Enclosure 7 of DM 44, 3. 2023) -M&E Report Templates 1, 2, 3a, 3b, and 4  Disaggregation: Per governance level		completion reports developed and submitted Unit: Program completion reports	completion reports with the following required attachments:  1. Analysis of end-of-day evaluation results (Level 1)  2. Analysis of pre-test and post-test results (Level 2) 3. Report on the submitted outputs by workshop participants.	Program Completion Reports with analysis of end-of- day evaluation (Level 1) and pre- test and post-test results (Level 2)
DD- Delayed 0.00 100% submission of financial reports.	Collection: SGOD-HRDS  Consolidation and analysis: HRDD/NEAP-R, NEAP-CO  Reporting: HRDD/NEAP-R, NEAP-CO	Collection: During the conduct of RTOT, DTOT, and school-based training  Consolidation and analysis: After the five-day training  Reporting: Five to ten days after	Source: Program Completion Report (Pls refer to Enclosure 7 and 8 of DM-OUHROD-2024- 0151)  Disaggregation: Per governance level	Output	The percentage of budget utilization pertains to the financial report of the utilized budget after the training.	To measure the percentage of ROs and SDOs with 100% budget utilization report	Budget utilization monitoring
ity Known Data Baseline Target Limitations	Responsibility	Timing, Frequency, and Schedule	Data source and Disaggregation -grade level -gender -geography (Region, SDO, School) -position/item	Indicator Type	Indicator Definition / Unit of Measure	Objectives / Indicators	Activities

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# M&E REPORTING PROCESS









National Educators Academy of the Philippines

# School-based Training:

- the school-based training. and post-test (level 2) during Administer end-of-day evaluation (level 1) and pre-test
- Collect and consolidate the actual list of participants with based training. their profiles during the school-
- Monitor the compliance of the assured training resource training based on the quality-Monitoring Tool). package (PD Compliance
- Submit the School-based M&E Report to SGOD-SMME.

- Administer end-of-day evaluation (level 2) during the DTOT. (level 1) and pre-test and post-test
- Collect and consolidate the actual list during the DTOT. of participants with their profiles
- Monitor the compliance of the training resource package (PD training based on the quality-assured Compliance Monitoring Tool)
- Submit the DTOT M&E Report to HRDD/NEAP-R.

# School-based Training

- Collect data on Levels 1 and 2 evaluation from schools.
- Provide TA to School M&E Team
- > Submit SDO Consolidated M&E Training. Report on the MATATAG Curriculum

- Administer end-of-day evaluation (level 2) during the RTOT. (level 1) and pre-test and post-test
- Collect and consolidate the actual list during the RTOT. of participants with their profiles
- Monitor the compliance of the training based on the quality-assured Compliance Monitoring Tool) training resource package (PD
- > Submit the RTOT M&E Report to NEAP-CO.

# DTOT

- Collect and analyze the data collected from the DTOT.
- Provide TA to SDO M&E Team

# School-based Training

- Collect data on Levels 1 and 2 evaluation from schools.
- Provide TA to School M&E Team.
- Submit Regional Consolidated M&E Report on the MATATAG Curriculum

- Administer end-of-day evaluation Collect and consolidate the actual list (level 1) and pre-test and post-test (level 2) during the NTOT.
- Monitor the compliance of the of participants with their profile training resource package (PD training based on the quality-assured Compliance Monitoring Tool)

# RTOT

- Collect data on Levels 1 and 2 Evaluation
- Provide TA to Regional M&E Team

# DTOT

- Collect data on Levels 1 and 2 evaluation from sampled SDOs
- Provide TA to sampled SDO M&E Team

# School-based Training

- Collect data on Levels 1 and 2 evaluation from sampled schools.
- Provide TA to sampled School M&E







Academy of the



# MATATAG CURRICULUM TRAINING RESULTS FRAMEWORK

OUTPUTS

INTERMEDIATE OUTCOME

ORGANIZATIONAL GOAL

INPUTS

ACTIVITIES

Financial Resources Target Participants Personnel services Relevant policies and DM 44, s. 2023 MATATAG Curriculum Quality assurance of Training resource Monitoring & training resource MATATAG Curriculum evaluation of the package development **MATATAG Curriculum** School-based Training MATATAG Curriculum Program design developed and provided Quality training delivery timely decision-making collection and analysis to intended participants for better and more across governance resource packages based on the set Quality training Improved data standards levels the MATATAG Curriculum consistent application of learned competencies re mproved competence of teachers through the in their teaching and DepED MATATAG SCHOOL LEADERS **TEACHERS AND** QUALITY OF IMPROVED National Educators Academy of the Philippines

Enclosure D

# 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

Batch 3: April Dir. Leila Areola 01-05, 2024	Batch 2: March Dir. Leila Areola 18-22, 2024	Region II Batch 1: March Dir. Leila Areola 11-15, 2024	Region I April 15-19, Dir. Samuel R. 2024 Soliven (3 clusters, different venues)	REGIONS INCLUSIVE LEAD DATES (Directors)
Gerald T. Magno	Gerald T. Magno	Mark Alvin Cruz	Sarah Jane Atienza John Christopher Lorenzo	NEAP QAD (Chief, PDO (V/SEPS/EPS)
Rizza Pereyra	Dustin Troy Joson	Anna Maria Patricia Santos	Ma Carmila Clave	NEAP PDD (Chief, PDO IV/SEPS/EPS)
<ul> <li>Rowell Capistrano</li> <li>Roseta Gallo</li> <li>Marisol Mabazza</li> <li>Sheena Jade Manuel</li> </ul>	<ul> <li>Isabel A. Victorino</li> <li>Rowel S. Padernal</li> <li>Cinderella Reginio</li> <li>Rosalie B. Masilang</li> <li>Riza Gusano</li> </ul>	<ul> <li>Giovanni C. Duran</li> <li>Michael J. Cabrera</li> <li>Eliza Rose R. De Leon</li> <li>Karen Lay</li> <li>Oswald Aban</li> </ul>	<ul> <li>Isabel A.Victorino,</li> <li>Rosalie B. Masilang</li> <li>Rowel S. Padernal</li> <li>Roseta Gallo</li> <li>Sheena Jade Manuel</li> </ul>	CT ST BCD (Chief, SSEPS/SEPS/EPS)
<ul> <li>Danilo G. Soriano Jr.</li> </ul>	<ul> <li>Renato San Juan</li> <li>Rossana Carnecer</li> <li>Rosalina Villaneza</li> <li>Mark Anthony Papa</li> <li>Krisha Anne Soriano</li> </ul>	Renato San Juan Rossana Carnecer	<ul> <li>Richie C. Noveloso</li> <li>Darren Rey Javier</li> <li>Jan Darell C.</li> <li>Casuncad</li> <li>Marlon Adlit</li> </ul>	CT STRAND  BCD  BCD  (Chief/SSEPS/SEPS/E PS/EPS)  PS)

Basian III	Batch 1: Man	71 72	Danies Iona Cadan	Dichie Wessers	Tobal A Victoria	Krisha Anne M
100S1011 III	06-10, 2024	Jimenez	Pariton outro conoj	Taranta a company	Rosalie B. Masilang	Soriano
					Rowel S. Padernal	Jayson Tadeo
					Marisol B. Mabazza	Julieven Abrea
					Roseta Gallo	Michelle Tolentino
	Batch 2: May	Dir. Nelia Benito	Alvin Fulgencio	Florentino Varron	<ul> <li>Liza C Legaspino</li> </ul>	Jerome Hilario
	13-17, 2024		ţ	Jr.	Eliza Rose R. De Leon	Dean Owen Doncillo
		Dir. Samuel Soliven			<ul> <li>Jios Ver D. Temporal</li> </ul>	Briget Varron
					Samboy D. Franco	Rosalina Villaneza
					Christopher S. Valiente	
Region IV-A	April 15-19.	Dir. Jennifer Lopez	Danica Jane Godoy	Richie Vesagas	Ayette C. Ferriols	Victor Fedirigan
(	2024	1			Riza C. Gusano	Joselita Gulapa
	(3 clusters,		Meann Delavin		<ul> <li>Jona Kristen M. Valdez</li> </ul>	Xyphrone Angelo A.
	different venues)				Rowell Capistrano	Ortiz
Region IV-B	April 02-06.	Dir Edward	Ariel Dagar	Dustin Troy Joson	Jona Kristen Valdez	Mark Anthony Papa
Q	2024	Jimenez	C	•	Liza C Legaspino	Christine N. Graza-
					Filen Grace Fruelda	Michelle Tolentino
						Victor Fedirigan
Region V	Batch 1: April	Dir. Marilette	Annabelle Laqui	Florentino Varron	<ul> <li>Isabel Victorino</li> </ul>	Jefferson Torres
	01-05, 2024	Almayda		Jr,	Rosalie B. Masilang     Pamona Victoria	Briget Varron
					Rowel S. Padernal	G
	Batch 2: April	Dir. Lynn Padillo	Gerald Magno	Ma. Carmila Clave	<ul> <li>Cinderella U. Reginio</li> </ul>	Jefferson Torres
	08-12, 2024	,	(		Aisa Veronica D. C.	Renato san Juan
					Pintor	Wilson Santiago
					<ul> <li>John Mark B. Marasigan</li> </ul>	Glenda Granadozin
					<ul> <li>Glenne DT. Basio</li> </ul>	

Regional Training of Division Trainers of the MATATAG Curriculum for Teachers and Schol Leaders

					Rowell Capistrano	
	Batch 3: April 15-19, 2024	Dir. Mario Bermudez	Alvin Fulgencio	Anna Patricia Santos	<ul> <li>Karen G. Lay</li> <li>Restituto M. Mendoza</li> <li>Ricardo Ador-Dionisio</li> <li>Lilia Martinez</li> <li>Oswald Aban</li> </ul>	<ul><li>Rosalic Bongon</li><li>Gaudencio Serrano</li></ul>
Region VI	April 22-26, 2024	Dir. Marilyn Siao	Alvin Fulgencio Jr.	Ma. Carmila Clave	<ul> <li>Ramona Magdalena F. Victoria</li> <li>Ellen Grace F. Fruelda</li> <li>Giovanni C. Duran</li> <li>Michael J. Cabrera</li> <li>Rowell A. Capistrano</li> </ul>	<ul><li>Salvacion Olinares</li><li>Jocelyn Tuguinayo</li></ul>
Region VII	March 04-08, 2024	Dir. Leah Apao	Alvin Fulgencio	Jhoanne Javier	<ul> <li>Riza C. Gusano</li> <li>Oswald A. Aban</li> <li>Liza C Legaspino</li> <li>Jona Kristen Valdez</li> <li>Samboy Franco</li> </ul>	<ul><li>Rosalina Villaneza</li><li>Mark Anthony Papa</li><li>Renato San Juan</li></ul>
Region VIII	Batch 1: April 01-05, 2024	Dir. Marilyn Siao	Mark Alvin Cruz	Marife T. Morcilla	<ul> <li>Ayette C. Ferriols</li> <li>Eliza Rose de Leon</li> <li>Oswald A. Aban</li> <li>Cinderella Reginio</li> </ul>	<ul> <li>Gaudencio Luis N.</li> <li>Serrano</li> <li>Dean Owen J. Doncillo</li> <li>Jerome Hilario</li> </ul>
	Batch 2: April 08-12, 2024	Dir. Resty Osias	John Christopher Lorenzo	Florentino Varron Jr.	<ul> <li>Liza C Legaspino</li> <li>Eliza Rose R. De Leon</li> <li>Jios Ver D. Temporal</li> <li>Samboy D. Franco</li> <li>Christopher S. Valiente</li> </ul>	<ul> <li>Darren Rey Javier</li> <li>Jan Darell C.</li> <li>Casuncad</li> <li>Marlon Adlit</li> <li>Richic Noveloso</li> </ul>
Region IX	March 21-27, 2024	Dir. Marilyn Siao	Alvin Fulgencio	Richic Vesagas	<ul> <li>Isabel A. Victorino</li> <li>Rosalie B. Masilang</li> </ul>	<ul><li>Rosalina Villancza</li><li>Jerome Hilario</li></ul>

Regional Training of Division Trainers of the MATATAG Curriculum for Teachers and Schol Leaders

γ	<del></del>		<del></del>	<del></del>	
	Region X		Region XI		
	Batch 1: April 15-19, 2024	Batch 2: April 22-26, 2024	Batch 1: April 08-12, 2024	Batch 2: April 15-19, 2024	Batch 3: April 22-26, 2024
	Dir. Marivic Lleano	Dir. Leah Apao	Dir. Marivic Lleano	Dir. Leah Apao	Dir. Edward Jimenez
	Anabelle Laqui	Mark Alvin Cruz	Ariel Dagar	Mark Alvin Cruz	Sarah Jane Atienza
	Cristina Monsanto	Marife T. Morcilla	Dustin Troy Joson	Florentino Varron Jr.	Jhoanne Javier
<ul><li>Rowel S. Padernal</li><li>Marisol B. Mabazza</li><li>Roseta Gallo</li></ul>	<ul> <li>Ramona Magdalena F. Victoria</li> <li>Ellen Grace F. Fruelda</li> <li>Giovanni C. Duran</li> <li>Michael J. Cabrera</li> </ul>	<ul> <li>Karen Lay</li> <li>Aisa Veronica D. C.</li> <li>Pintor</li> <li>John Mark B. Marasigan</li> <li>Glenne DT. Basio</li> <li>Jona Kristen Valdez</li> </ul>	<ul> <li>Isabel A. Victorino</li> <li>Rosalie B. Masilang</li> <li>Rowel S. Padernal</li> <li>Roseta Gallo</li> <li>Rowell Capistrano</li> </ul>	<ul> <li>Ramona Magdalena F.</li> <li>Victoria</li> <li>Ellen Grace F. Fruelda</li> <li>Giovanni C. Duran</li> <li>Michael J. Cabrera</li> </ul>	<ul> <li>Ayette C. Ferriols</li> <li>Riza C. Gusano</li> <li>Eliza C. Peralta</li> <li>Liza Legaspino</li> <li>Eliza Rose De Leon</li> </ul>
<ul><li>Dean Owen Doncillo</li><li>Mark Anthony Papa</li></ul>	<ul> <li>Rosalina Villaneza</li> <li>Mark Anthony Papa</li> <li>Marlon Adlit</li> </ul>	<ul> <li>Darren Rey C. Javier</li> <li>Richie Noveloso</li> <li>Rosalina Villaneza</li> <li>Mark Anthony Papa</li> </ul>	<ul> <li>Gaudencio Luis Serrano</li> </ul>	<ul> <li>Glenda Granadozin</li> <li>Jerome Hilario</li> <li>Danilo G. Soriano Jr.</li> <li>Jefferson Torres</li> <li>Dean Owen Doncillo</li> </ul>	<ul> <li>Rosalic Bongon</li> <li>Jan Darell C.</li> <li>Casuncad</li> <li>Gaudencio Luis</li> <li>Serrano</li> </ul>
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NCR	CAR	CARAGA	Region XII
Batch 2: April 22-26, 2024  Batch 1: April 8-12, 2024  Batch 2: April 8-15-19, 2024	Batch 1: April 15-19, 2024	April 01-05, 2024 (3 clusters, different venues)	April 15-19, 2024
Dir. Samuel Soliven  Dir. Jennifer Lopez  Dir. Jennifer Lopez	Dir. Ariz Cawilan	Dir. Gemma Ledesma	Dir. Mario Bermudez
Aricl Dagar  Mary Anne Delavin  Ariel Dagar	Rogelio Dian III	Danica Jane Godoy Sarah Jane Atienza	Anabelle Laqui
Ana Sol Reyes  Ana Sol Reyes	Jhoanna Javier	Cristina Monsanto	Millic Fudolig
<ul> <li>Lilia Martinez</li> <li>Roseta Gallo</li> <li>Sheena Jade Manuel</li> <li>Ricardo Ador-Dionisio</li> <li>Cinderella U. Reginio</li> <li>Ayette Ferriols</li> <li>John Mark B. Marasigan</li> <li>Rowel Capistrano</li> <li>Lilia Martinez</li> <li>Samboy Franco</li> <li>Eliza C. Peralla</li> <li>Jona Kristen M. Valdez</li> </ul>	<ul> <li>Eliza Rose de Leon</li> <li>Aisa Veronica D. C.</li> <li>Pintor</li> <li>John Mark B. Marasigan</li> <li>Liza Legaspino</li> </ul>	<ul> <li>Samboy D. Franco</li> <li>Christopher S. Valiente</li> <li>Ricardo Ador Dionisio</li> <li>Restituto M. Mendoza</li> </ul>	<ul> <li>Jona Kristen Valdez</li> <li>Marisol Mabazza</li> <li>Christopher Valiente</li> <li>Eliza C. Peralta</li> </ul>
Dean Owen Doncilo Gaudencio Luis Serrano Krisha Anne M. Soriano Julieven Abrea Victor R. Fedirigan Rosalina J. Villaneza Mark Anthony Papa Michelle Tolentino Christine N. Graza- Magboo	<ul><li>Wilson Santiago</li><li>Jayson Tadeo</li><li>Darren Javier</li></ul>	<ul><li>Jocelyn Tuguinayo</li><li>Glenda M. Granadozin</li><li>Nemia B. Cedo</li></ul>	<ul> <li>Jocelyn Tuguinayo</li> <li>Nemia B. Cedo</li> </ul>

# Terms of Reference (TOR)

# **BUREAU DIRECTORS**

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

# ᄪ NEAP CENTRAL OFFICE MONITORS IN THE REGIONAL IMPLEMENTATION OF THE MATATAG CURRICULUM TRAINING

# Task and related responsibilities:

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

# ы Expected outputs:

- Accomplished on-site monitoring form
- Monitoring report following the content of an activity report

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- Timeline of submission of expected outputs:
- For on-site monitoring form: during the conduct of the regional training (via online form submission). 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

# Task and related responsibilities:

- Resource Persons
- Coordinate with the Regional PMT of assigned regions on the schedule and session/s you will be delivering
- Technical Support Providers/Learning Area Experts
- Provide technical support to the Resource Persons to ensure quality delivery of the training

# Ņ Expected outputs:

Activity Completion Report with MOV's

# . Timeline of Submission of expected outputs:

within 5 (five) working days after the last day of the conduct of the training.

# Note:

submitted to the National Educators Academy of the Philippines (NEAP) via email: neap.od@deped.gov.ph , cc: leah.apao001@deped.gov.ph . 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

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 PAREOLA

Director IV, Buréau of Learning Delivery Officer-In-Charge, Office of the Director IV, Bureau of Curriculum Development Fwd: MEMO ON MONITORING AND EVALUATION PLAN
OF THE TRAINING ON THE MATATAG CURRICULUM FOR
TEACHERS AND SCHOOL LEADERS

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# Department of Education Region VIII

7:57 AM (7 hours ago)

DEPARTMENT OF EDUCA

OFFICE OF THE DIRECTOR IV

MAR 1 1 2024 eived

MAR 1 7 2024sed

FINCE WED

MAR 11 2024

to me, hrdd

----- Forwarded message -----

From: National Educators Academy of the Philippines Office of the

Director < neap.od@deped.gov.ph > Date: Thu, Mar 7, 2024, 4:45 PM

Subject: MEMO ON MONITORING AND EVALUATION PLAN OF THE TRAINING ON

THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS

To: DepEd I Ilocos Region < region1@deped.gov.ph >, Deped II Cagayan Valley

<region2@deped.gov.ph>, Department of Education Regional Office III

<region3@deped.gov.ph>, DepEd Region IV-A CALABARZON

<region4a@deped.gov.ph>, mimaropa region <mimaropa.region@deped.gov.ph>,

DepEd V Bicol Region < region5@deped.gov.ph>, DepEd VI Western Visayas

<region6@deped.gov.ph>, DepEd Region VII Central Visayas

<region7@deped.gov.ph>, Department of Education Region VIII

<region8@deped.gov.ph>, DepEd RO-IX ZamPen <region9@deped.gov.ph>,

Department of Education Region 10 < region 10 @deped.gov.ph>, DepEd XI Davao

Region < region 11@deped.gov.ph>, DepEd XII Soccsksargen

<region12@deped.gov.ph>, DepEd Region XIII CARAGA <caraga@deped.gov.ph>,

Deped Cordillera Administrative Region < car@deped.gov.ph >, DepEd NCR

<ncr@deped.gov.ph>, Ministry of Education BARMM <min-edu@bangsamoro.gov.ph>,

DINAH BONAO <dinah.bonao@deped.gov.ph>, cc: hrdd region1

<a href="mailto:</a> <a href="mailto://neap.region1@deped.gov.ph">neap.region1@deped.gov.ph</a>, <a href="mailto:neap.region1@deped.gov.ph">NEAP R1 DEPED < neap.region1@deped.gov.ph</a>,

<romel.costales@deped.gov.ph>, Joy Soriano <hrdd.region2@deped.gov.ph>,

WILLIAM BACANI < william.bacani@deped.gov.ph >, NEAP RO III

<neap.ro3@deped.gov.ph>, HRDD RO III <hrdd.ro3@deped.gov.ph>,

<eduarda.zapanta@deped.gov.ph>, hrd calabarzon <hrd.calabarzon@deped.gov.ph>,

FLORINDA DIMANSANA <florinda.dimansana@deped.gov.ph>, HRDD-NEAP-R

<mimaropaneap@deped.gov.ph>, SANCHA NACION

<sancha.nacion@deped.gov.ph>, <neap.r5@deped.gov.ph>, <joe-</pre>

bren.consuelo001@deped.gov.ph>, SUSAN SEVERINO

<susan.severino@deped.gov.ph>, HRDD Region 6 <region6.hrdd@deped.gov.ph>,

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LAGUMBAY <alejandra.lagumbay@deped.gov.ph>, <neap.region8@deped.gov.ph>,
hrdd region8 <hrdd.region8@deped.gov.ph>, <marietta.anhaw@deped.gov.ph>, NEAP
Region IX <region9.neap@deped.gov.ph>, <enerio.ebisa@deped.gov.ph>, NEAP
Region 10 < neap.region10@deped.gov.ph>, NELMA LYN BARNIJA
<nelmalyn.barnija@deped.gov.ph>, HRDDNEAP ROXI <hrddneapro11@gmail.com>,
<emily.enolpe@deped.gov.ph>, <neap.ro12@deped.gov.ph>,
<a href="hrdd.r12@deped.gov.ph">hrdd.r12@deped.gov.ph</a>, <a href="hrdd.r12@deped.gov.ph">cLMD REGION1</a>
<clmd.region1@deped.gov.ph>, CURRICULUM AND LEARNING MANAGEMENT
DIVISION REGION2 < clmd.region2@deped.gov.ph >, < clmd.region3@deped.gov.ph >,
CLMD CALABARZON < clmd.calabarzon@deped.gov.ph >, CLMD MIMAROPA
<clmd.mimaroparegion@deped.gov.ph>, <clmd.region5@deped.gov.ph>, REGION6
CLMD <region6.clmd@deped.gov.ph>, <clmd.region7@deped.gov.ph>,
<clmd.region8@deped.gov.ph>, <clmd.region9@deped.gov.ph>,
<cli>clmd.region10@deped.gov.ph>, DepEd CLMD ROXI
<clmd.region11@deped.gov.ph>, <clmd.region12@deped.gov.ph>,
<clmd.region13@deped.gov.ph>, <clmd.depedcar@gmail.com>,
<cli>deped.gov.ph>
Cc: <usec.hrod@deped.gov.ph>, <ouct@deped.gov.ph>, Office of Assistant Secretary
for Curriculum and Teaching <oasct@deped.gov.ph>, Bureau of Curriculum
Development Office of the Director < bcd.od@deped.gov.ph>, Bureau of Learning
Delivery Office of the Director <bld.od@deped.gov.ph>, Bureau of Learning Resources
Office of the Director <br/>
| Director < | Director | 
of the Director <bea.od@deped.gov.ph>, Bureau of Alternative Education - Office of the
LEAH APAO < leah.apao001@deped.gov.ph>, Jennifer Lopez
<jennifer.lopez006@deped.gov.ph>, Gerald Magno <gerald.magno@deped.gov.ph>,
MARIFE MORCILLA < marife.morcilla002@deped.gov.ph>, NEAP - Professional
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<misael.borgonia001@deped.gov.ph>, <neap.ro7@deped.gov.ph>, ALEJANDRA

## Dear All,

Greetings from the National Educators Academy of the Philippines!

Pursuant to the unnumbered memorandum dated 20 December 2023 titled *Training* on the MATATAG Curriculum for Teachers and School Leaders, the series of trainings focuses on ensuring that teachers and school leaders are equipped with the necessary knowledge, skills, and competencies to effectively implement the MATATAG Curriculum.

Development Division <<u>neap.pdd@deped.gov.ph</u>>, NEAP Quality Assurance Division <<u>neap.qad@deped.gov.ph</u>>, Sarah Jane Atienza <<u>sarah.atienza@deped.gov.ph</u>>, <<u>leironhei.cabilla@deped.gov.ph</u>>, Ralph Escamis <<u>ralph.escamis@deped.gov.ph</u>>

To make sure that the major objectives of the trainings on the MATATAG Curriculum are met, the National Educators Academy of the Philippines and the Curriculum and Teaching Strand shall conduct monitoring and evaluation (M&E) activities during the National Training of Regional Trainers (NTOT), Regional Training of Division Trainers

and School Leaders (RTOT), Division Training of School Trainers (DTOT), and School-Based Training (SBT).

The M&E plan has the following objectives:

- a. Measure the performance of DepEd through NEAP in providing training on the *MATATAG* Curriculum for teachers and school leaders against established targets and standards;
- b. Ensure the proper cascading of the quality-assured training resource package for the *MATATAG* Curriculum Training across governance levels;
- c. Gather data on the profiles and actual number of teachers and school leaders trained;
- d. Monitor the Human Resource Development (HRD) fund utilization for the MATATAG Curriculum Training; and
- e. Identify issues, concerns, and gaps to guide the program owners and implementers toward evidence-informed decisions on the various aspects of the training.

Regional, Division, and School Management Teams for the MATATAG Curriculum Training shall formulate the M&E Plan on their respective governance levels. The M&E Plan (Enclosure A) and its reporting process (Enclosure B) shall be based on the results framework for the MATATAG Curriculum Training for Teachers and School Leaders (Enclosure C).

During the series of NTOT, RTOT, DTOT, and SBT, a team composed of concerned personnel from the Central Office and the Regional Office monitoring teams shall conduct technical assistance and monitoring visits through a purposive sampling method as follows:

TRA	Aining	TECHNICAL ASSISTANCE AND M&E COMPOSITION	
National Training of Re	gional Trainers (NTOT)	All concerned NEAP-QAD, CT Strand personnel, and field evaluators	
Regional Training of Division Trainers and School Leaders (RTOT)	16 Regional Offices (ROs)	<ul> <li>Bureau and Service Directors from HROD, Operations, and CT Strands</li> <li>5-10 representatives from CT Strand</li> <li>2-3 representatives from NEAP</li> </ul>	
Division Training of School Trainers (DTOT)	48 Schools Division Offices (SDOs)  One (1) very large/large SDO One (1) medium SDO One (1) small SDO	Bureau and Service Directors from HROD, Operations, and CT Strands     5-10 representatives from CT Strand     2-3 representatives from NEAP     2 representatives from RO (HRDD and QAD)	
School-based Training (SBT)	144 Schools with the following target schools in each of the 48 SDOs:  • One (1) very	<ul> <li>Bureau and Service Directors from HROD, Operations, and CT Strands</li> <li>5-10 representatives from CT</li> </ul>	

	large/large school  One (1) medium school  One (1) small school	<ul> <li>Strand</li> <li>2-3 representatives from NEAP</li> <li>2 representatives from RO</li> <li>(HRDD and QAD)</li> <li>2 representatives from SDO</li> <li>(HRDS and SMME)</li> </ul>
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The coverage of technical assistance and monitoring teams per governance level is summarized as follows:

TECHNICAL ASSISTANCE AND M&E TEAM				COVERAGE		
Central Monitoria	Office ng Team	Technical s	Assistance	and	All RTOT, Sample SDOs, Sample Schools	
Regional Monitorii	Office ng Team	Technical s	Assistance	and	All DTOT, Sample Schools	
Division Monitorii			Assistance	and	All Schools	

The team members from the Curriculum and Teaching Strand shall serve as resource persons (RPs) in their respective learning area specializations in case the number of RPs for the RTOT, DTOT, and SBT is insufficient. They shall also provide technical assistance to the Regional Program Management Team during the conduct of RTOT, DTOT, and SBT.

The NEAP Central Office M&E Team, on the other hand, shall collect data and provide overall technical assistance and guidance to the Regional and Division M&E Teams.

The Regional Office shall identify the SDOs to be monitored during the DTOT and submit the list to the NEAP Central Office. In the same manner, the SDOs shall also identify and submit the list of schools to be monitored during the SBT once the schedule has been finalized. The list of the SDOs and schools to be monitored shall be submitted to the NEAP Quality Assurance Division through email <a href="mailto:neap.qad@deped.gov.ph">neap.qad@deped.gov.ph</a> at least two weeks before the conduct of the training.

For private schools' implementation of the Training on the MATATAG Curriculum for teachers and school leaders, a representative from the Operations Strand shall lead the provision of technical support and M&E in collaboration with Curriculum and Teaching Strand and NEAP Directors, Division Chiefs, and specialists.

The final schedule of RTOT along with the list of DepEd Central Office resource persons as well as technical assistance and M&E teams (*Enclosure D*) is attached for reference.

The MATATAG Curriculum Training technical assistance and M&E team shall use the M&E tools which can be accessed through this link <a href="http://tinyurl.com/MATATAGMEFiles">http://tinyurl.com/MATATAGMEFiles</a>.

Transportation allowance, board and lodging of the Program Management Team and participants, contingency, supplies and materials, and other miscellaneous expenses shall be charged against the 2024 HRD Funds, subject to the usual accounting and auditing rules and regulations.

For questions and concerns, please contact **Ms. Sarah Jane Atienza** of NEAP-QAD through landline (02) 8633-7207 or email <a href="mailto:neap.qad@deped.gov.ph">neap.qad@deped.gov.ph</a>.

Immediate dissemination of and compliance with this memorandum are instructed.

# Enclosures:

Enclosure A - MATATAG Curriculum Training Monitoring and Evaluation Plan

Enclosure B - Monitoring and Evaluation Reporting Process

Enclosure C - MATATAG Curriculum Training Results Framework

Enclosure D - RTOT Final Schedule and Assignment of Central Office Monitors, Technical Support Providers, and Resource Persons

Kindly see attached signed Memo with Enclosures.

Thank you.

Respectfully,



Office of the Director National Educators Academy of the Philippines

Department of Education
DepEd Complex, Meralco Avenue, Pasig City
www.deped.gov.ph