



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

April 16, 2024

DIVISION MEMORANDUM

No. 213, s. 2024

**DIVISION TRAINING OF SCHOOL TRAINERS AND SCHOOL LEADERS (DTOT)
ON THE MATATAG CURRICULUM**

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. Pursuant to the Memorandum from the Office of the Undersecretary for Human Resource and Organizational Development dated December 20, 2023 titled **“Training on the MATATAG Curriculum for Teachers and School Leaders”**, this Office will conduct the **Division Training of School Trainers and School Leaders (DTOT) on the MATATAG Curriculum** on **April 23-27, 2024** at **Maribert Inland Resort, Lantangan, Pontevedra, Capiz**.
2. The Walkthrough for the DTOT will be on **April 21-22, 2024** at the same venue.
3. The following are the objectives of the activity:
 - a. provide school trainers with learning experiences on the MATATAG curriculum;
 - b. capacitate school trainers of the Training Resource Packages (TRPs) on the MATATAG Curriculum; and
 - c. ensure readiness for the implementation of MATATAG curriculum.
4. Participants to this five-day training are all elementary, secondary, and integrated school heads. Attached are the allocation of participants per grade level/ learning area per district and the list of the division team members for your reference.
5. Expenses for the board and lodging, training supplies, and materials of participants and division team shall be charged against the 2024 HRTD Funds allocated for MATATAG Curriculum Training while travel, per diem and other incidental expenses shall be charged to their respective school's MOOE subject to the usual auditing and accounting rules and regulations.



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6. The first meal is AM snacks on April 23, 2024 and last meal is PM snacks on April 27, 2024.
7. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of learning and development program on account of age, school, gender, civil status, disability, religion and other similar factors, and personal circumstances that run counter to the principles of equal opportunity.
8. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

SEGUNDINA F. DOLLETE, EdD
Chief Education Supervisor
Curriculum Implementation Division
In-Charge of the Division

Encl: As stated
Reference: As None
To be indicated in the Perpetual Index
under the following subject:

TRAINING



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1 to Div. Memo. 213, 2024

**Division Training of Trainers for MATATAG Curriculum
April 23-27, 2024**

Program Management Team

Roles	Name
Overall Program Lead	Dr. Miguel Mac D. Aposin, CESO V Dr. Luz U. Banson, CESE
Program Manager	Dr. Edna B. Azcarraga
Co Program Manager	Dr. Immaculada J. Amores
Learning Manager	Dr. Segundina F. Dollete
Co Learning Manager	Alan Vincent B. Altamia
Lead Welfare Officer	Dr. Joy Arnold T. Lejos
Welfare Officers	Sheralyn Baticados Candelaria Talabucon Rene Hortillas Rechie Bayhon
Lead M&E	Ronald D. Dile
Logistic Officers	Immaculada Amores Jerry Mosquite
Secretariat	Jamie Rose Magsila Roselyn Palorma Maria Luisa Bebita Jonalyn Buenvenida
Technical Lead	Emmanuel V. Lati
Technical Support	Edwin Salanatin Arnold Delfin Johnson Agustin Milbert Bechayda
Lead Documenter	Jerry Mosquite

Resource Speakers / Division Trainers

Grade Level/ Learning Area	Name
Kinder	1. Myra Nerecena 2. Saturnina Mayo
Grade 1	1. Juvy Baranda 2. Dr. Glenda Gervero 3. Elenia Baranda
	1. Rochie Villaba



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<i>English Grade 4</i>	2. Jessiemar Diaz
Grade 7	1. Salvador Dale Artates 2. Maria Bambi Billanes 3. Rizalina Barruela
<i>Filipino</i> Grade 4	1. Dr. Lourdes V. Oropio 2. Dr. Abadesa Sabordo
Grade 7	1. Grace De Ado 2. Ernesto Ynion 3. Analie Odicta
<i>Science</i> Grade 4	1. July Falagne 2. Ellen Mae Rodriguez
Grade 7	1. Joanah V. Rojo 2. Josie G. Crusada 3. Federico Barrera
<i>Math 4</i>	1. Donnalyn Olandesca 2. Immaculada Amores 3. Dr. Fe Bañez
Grade 7	1. Tanya Venusa Dollete 2. Roselyn Palorma 3. Geraldine Gialogo
<i>Araling Panlipunan</i> Grade 4	1. Dr. Sephora Roldan 2. Romy Bermudo
Grade 7	1. Elena Sajonia 2. Ever Ciudadano
<i>EsP/ Values Education</i> Grade 4	1. Charly Diaz 2. Eulalia Farillon
Grade 7	1. Rena Sartaguda
<i>MAPEH</i> Grade 4	1. Ronie Reteracion 2. Nestor Besana
Grade 7	1. Dr. Rosemarie Osan 2. Elvie Kilayco
<i>TLE/TECHVOC</i> Grade 4	1. Roberto Naelgas 2. Jimmy Aspera
Grade 7	1. Reynaldo Crespo 2. Alther Sunio

Learning Managers, Documenters, and M&E Coordinators

NO.	GRADE LEVEL/ LEARNING AREA	LEARNING MANAGER	DOCUMENTER	M&E OFFICER
1	KINDER	LALAIN DELOS SANTOS	ELIZABETH TOLEDO	MARY GRACE A. ATINON
2	GRADE 1	ELENIA BARANDA	MARGGIE OBLIGACION	RESYL MIRASOL
3	ENGLISH 4	SALVADOR DALE ARTATES	GLADYS BAROLO	GLENDAMARIE B. BOTIN
4	FILIPINO 4	MERLIE J. RUBIO	ARLENE DELA CRUZ	OANDY ARTATES



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5	SCIENCE 4	JULY F. FALAGRE	RAEMART DELA CUEVA	ELENA BULACAN
6	MATH 4	FE BANEZ	DR. REYNALDO AZCARRAGA	FRANCISCO VALENTIN
7	AP 4	EVER CIUDADANO	MARIELLE DOLOR	GINA DAVID
8	GMRC 4	ALAN VINCENT ALTAMIA	CHRISTINE LUZA	
9	MAPEH 4	RONIE RETERACION	ROMPY INSULAR	MARIFI BIBIT
10	EPP 4	ROLANDO B. JAMORA	JERRY MOSQUITE	RAMONA BARRIENTOS
11	ENGLISH 7	MA. THERESA VILLAGRACIA	LOREMA DELFIN	JUDY ANN DENAGA
12	FILIPINO 7	GRACE DEADO	JANET PALOMO	MAMERTO EUSEBIO
13	SCIENCE 7	FEDERICO BARRERA	JENNIFER CATALAN	MARLON RELLENTE
14	MATH 7	CALIN BERNALES	ANA MAE BLANCAFLOR	ROWENA LUZA
15	AP 7	GLENN DOLLETE	MARK NEL VENUS	MA. KATHLEEN GAPI
16	VE 7	CHARLY DIAZ	ARTHUR ESCOSIA	REYNALDO DORADO
17	MAPEH 7	LALLAINE FUNDAL	ROBERTO NAELGAS	MARY CRIS IBANEZ
18	TLE 7	REYNALDO CRESPO	RYAN HUQUERIZA	ALTHER SUNIO

Walkthrough of the DTOT
 April 21- 22, 2024

Name of Participants	No. of Pax
1. Resource Persons	46
2. Other PMT Members	22
3. Documenters and M&E Coordinators	36
4. Secretariat & ICT	8
Total	112

PROPOSED CLUSTERING FOR SEC & ISSs

PROPOSED CLUSTERING FOR SEC & ISS	
CLUSTER	DISTRICTS
1	Cuartero & Dao
2	Dumalag & Dumarao
3	Ivisan, Sapián & Sigma
4	Jamindán, Mambusao East & Mambusao West
5	Panay, Pontevedra & Capiz NHS
6	Maayon & Panitan
7	Pilar & Pres. Roxas
8	Tapaz East & Tapaz West

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Enclosure No. 3 to Division Memo. 213, s. 2024

**“Division Training of Trainers on MATATAG Curriculum”
April 23-27,2024 @ Maribert Inland Resort, Lantangan, Pontevedra, Capiz**

Time	Activity	Resource Speaker
Day 1- April 23, 2024	Arrival (1st meal: AM Snacks)	
8:00-9:00 AM	Registration/Attendance/Pre Test	PMT / M&E Team
9:00-9:45 AM	Opening Program	PMT / (Grade level/Learning Area)
9:45-10:00AM	HEALTH BREAK	
10:00-11:00 AM	Session 1: The General SHAPE of MATATAG Curriculum (Plenary)	Andres Quiachon
11:00AM-12:30 NN	Session 2: 21st Century Skills in the MATATAG Curriculum (Plenary)	Alan Vincent Altamia
12:30 NN- 1:30 PM	Lunch Break	
1:30-3:00 PM	Session 3: Walkthrough of the Shaping Paper	Breakout rooms per area
3:00 PM- 3:15 PM	HEALTH BREAK	
3:15 PM-4:30 PM	Continuation of Session 3	Breakout rooms per area
4:30 PM- 5:00PM	End of Day Evaluation	M&E Team
5:00 PM- 5:30 PM	Debriefing per Learning Area	Learning Manager & M&E Team per Learning Area
5:30 PM- 7:00 PM	Dinner	
Day 2- April 24, 2024		
8:00 AM- 8:30 AM	Preliminary/MOL	Per sections
8:30AM- 10:00 AM	Session 4: Walkthrough and Unpacking of the Kinder, Grade 1, 4 & 7 Curriculum (Quarters 1 and 2)	Breakout rooms per area
10:00AM - 10:15 AM	Health Break	
10:15 AM- 12:NN	Continuation of Session 4	
12:00 NN- 1:00 PM	Lunch Break	
1:00 PM- 3:00 PM	Session 5: Walkthrough and Unpacking of the Kinder, Grade 1, 4 & 7 Curriculum (Quarters 3 and 4)	Breakout rooms per area
3:00 PM- 3:15 PM	Health Break	
3:15 PM- 5:00 PM	Continuation of Session 5	

5:00 PM- 5:30 PM	Debriefing per Learning Area/End of the Day Evaluation	Learning Manager & M&E Team/learning area
5:30 PM- 7:00 PM	Dinner	
Day 3- April 25, 2024		
8:00 AM- 8:30 AM	Preliminary/MOL	
8:30AM- 10:00 AM	Session 6: MATATAG Curriculum: Instructional Design Framework	PMT / (Grade level/Learning Area) Elenia Baranda
10:00 AM- 10:15 AM	HEALTH BREAK	
10:15 - 10:45	Continuation of Session 6	
10:45 AM-12:15 NN	Session 7A: MATATAG Instructional Design Framework (IDF): Pedagogy and Assessment	Breakout rooms per area
12:15 NN- 1:15 PM	Lunch Break	
1:15 PM- 3:00 PM	Session 7B: MATATAG English 4/7 Curriculum Learning Resources	Breakout rooms per area
3:00 PM- 3:15 PM	HEALTH BREAK	
3:15 PM- 5:00 PM	Continuation of Session 7B	
5:00 PM- 5:30 PM	Debriefing per Learning /End of the Day Evaluation	Learning Manager & M&E Team per Learning Area
Day 4- April 26, 2024		
8:00 AM- 8:30 AM	Preliminary/MOL	
8:30AM- 10:00 AM	Session 8: Integrating 21st Century Skills in Classroom-based Assessment (Plenary)	PMT/ (Grade level/Learning Area) Dr. Sephora Roldan
10:00 AM- 10:15 AM	HEALTH BREAK	
10:15 AM-12:15 NN	Session 9: Classroom Practices to Promote Inclusion (Plenary)	Dr. Merlie Rubio
12:15 NN- 1:15 PM	Lunch Break	
1:15 PM- 3:00 PM	Session 10: Collaborative Expertise (Plenary)	Dr. Rolando Jamora EPS, TLE, Division of Capiz
3:00 PM- 3:15 PM	HEALTH BREAK	
3:15 PM- 5:15 PM	Session 11: Class Observation in the Context of MATATAG Curriculum	Breakout rooms per area
5:15 PM- 5:30 PM	Debriefing per Learning /End of the Day Evaluation	Learning Manager & M&E Team per Learning Area
5:30 PM- 7:00 PM	Dinner	


Time	Activity	In-Charge/Resource Speaker
Day 5- April 19, 2024		
8:00 AM- 8:30 AM	Preliminary/MOL	PMT/ (Grade level/Learning Area)
8:30AM- 10:00 AM	Session 12: Management of School-based Professional Development Programs(Plenary)	Dr. Lalain Delos Santos
10:00 AM- 10:15 AM	HEALTH BREAK	
10:15 AM-12:00 NN	Continuation of Session 12	
12:15 NN- 1:15 PM	Lunch Break	
1:15 PM- 3:00 PM	Session 13: Facilitation Skills (Plenary)	Dr. Lalain Delos Santos
3:00 PM- 3:15 PM	HEALTH BREAK	
3:15 PM- 4:00 PM	Post Test/ End of Program Evaluation	M & E Team




Republika ng Pilipinas
Department of Education

MEMORANDUM

FOR : Undersecretaries
Assistant Secretaries
BARM 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. GORING
Undersecretary for Curriculum and Teaching

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

DATE : December 20, 2023

1. 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.
2. 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 BHROD-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:

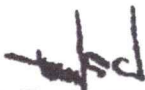
6.1	Maximizing the loading of other teachers per learning area from other grade levels not involved in the initial phase of the training;
6.2	Scheduling a half-day training for K, 1, 4, and 7 teachers totaling 40 hours to ensure that the regular classes will continue without disruption;
6.3	Taking turns 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