



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

May 3, 2024

DIVISION MEMORANDUM  
NO. 256, s. 2024

MONITORING ACTIVITIES FOR THE SCHOOL-BASED TRAINING OF TEACHERS (SBTT)  
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
- Relative to Division Memorandum No. 253, s. 2024 titled “**School-Based Training of Teachers (SBTT) on the MATATAG Curriculum**”, this Office through the School Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID), will conduct monitoring activities for the **School-Based Training of Teachers (SBTT) on the MATATAG Curriculum**.
  - This activity aims to:
    - ensure the proper cascading of the quality-assured training resource package for the MATATAG Curriculum Training to schools;
    - gather data on the profiles and actual number of teachers trained;
    - monitor the Human Resource Development (HRD) fund utilization for the MATATAG Curriculum Training; and
    - identify issues, concerns, and gaps to guide the program owners and implementers toward evidence-informed decisions on the various aspects of the training.
  - The composition of the Division Monitoring Teams and the Schedule of the Monitoring Activities are as follows:

Team A	Team B	Team C
Dr. Sephora M. Roldan Ronald D. Dile Glenn P. Dollete	Dr. Rolando B. Jamora Salvador Dale Artates Jerry V. Mosquite	Ronie C. Reteracion Andres D. Quiachon Dr. Marggie Obligacion
Team D	Team E	
Dr. Merlie J. Rubio Dr. Ruth C. Gervero Mary Grace Atinon	Alan Vincent B. Altamia Elenia P. Baranda Dr. Immaculada J. Amores	

Schedule of Monitoring Activities

No.	District	Date	Assigned Team
1	Cuartero	May 9-10 & 13-15, 2024	Team B
2	Dao	May 9-10 & 13-15, 2024	Team C
3	Dumalag	May 9-10 & 13-15, 2024	Team D



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4	Dumarao	May 9-10 & 13-15, 2024	Team E
5	Ivisan	May 7-8 & 15-17, 2024	Team C
6	Jamindan	May 9-10 & 13-15, 2024	Team B
7	Maayon	May 7-8 & 15-17, 2024	Team C
8	Mambusao East	May 9-10 & 13-15, 2024	Team B
9	Mambusao West	May 9-10 & 13-15, 2024	Team D
10	Panay (including Capiz NHS)	May 7-8 & 15-17, 2024	Team A
11	Panitan	May 7-8 & 15-17, 2024	Team E
12	Pilar	May 7-8 & 15-17, 2024	Team C
13	Pontevedra	May 7-8 & 15-17, 2024	Team B
14	President Roxas	May 7-8 & 15-17, 2024	Team D
15	Sapian	May 9-10 & 13-15, 2024	Team D
16	Sigma	May 9-10 & 13-15, 2024	Team E
17	Tapaz East	May 9-10 & 13-15, 2024	Team E
18	Tapaz West	May 9-10 & 13-15, 2024	Team A

4. Attached is the Monitoring Tool for your guidance.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 

Enclosure: As Stated  
Reference: As Stated

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

SCHOOLS      MONITORING      CURRICULUM      TRAINING      TEACHERS



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SCHOOL-BASED TRAINING OF TEACHERS (SBTT) ON THE MATATAG CURRICULUM  
MONITORING CHECKLIST

District: \_\_\_\_\_ Venue: \_\_\_\_\_  
DATE OF THE TRAINING: \_\_\_\_\_ DATE MONITORED: \_\_\_\_\_  
Number of Participants: Target: Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_  
Actual: Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_

**Instruction:** Describe the activities in terms of the following by checking the appropriate box.

<b>Presence of the following:</b>	<b>Evident</b>	<b>Not Evident</b>	<b>Remarks</b>
<b>Presence of...</b>			
1. approved WAP			
2. list of Resource Persons/Learning Facilitators			
3. list of Participants			
4. list of ME personnel & documenters			
<b>SCHEDULE AND PARTICIPANT MANAGEMENT</b>	<b>Evident</b>	<b>Not Evident</b>	<b>Remarks</b>
1. Program started on time			
2. Program ended on time			
3. Attendance was systematically monitored			
4. Ground rules were clear			
5. Compliance to ground rules was monitored			
6. Modifications in activities and schedule were consulted with the participants			
<b>TRAINING SITE/VENUE</b>	<b>Evident</b>	<b>Not Evident</b>	<b>Remarks</b>
1. Adequately lit			
2. Well-ventilated			
3. Adequate soundproofing			
4. Comfortable temperature			
5. With sufficient space (for plenary & break-out sessions)			
6. Clean			
7. Clean comfort rooms			
8. Equipment were serviceable (with projector/ TV per break-out room)			
9. Medical care was available e.g. common medicines, first aid			
10. Internet access was usable			
<b>MEALS</b>	<b>Evident</b>	<b>Not Evident</b>	<b>Remarks</b>
1. Satisfactory quality			
2. Sufficient quantity			
3. Generally healthy			
4. Good variety			
5. Served on time			
<b>PROGRAM MANAGEMENT TEAM</b>	<b>Evident</b>	<b>Not Evident</b>	<b>Remarks</b>
1. Available when needed			
2. Courteous			
3. Efficient			
4. Responsive to the needs of the participants			
5. Conducted daily debriefing sessions			
6. Resolved/addressed issues raised in debriefing sessions			
<b>SESSIONS AND TRAINERS</b>	<b>Evident</b>	<b>Not Evident</b>	<b>Remarks</b>
1. Trainers used approved resource package (session guide, slide presentation, videos, etc.)			
2. Training/learning materials were adequate			



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3. Training/learning materials were given on time			
4. Supplies were available			
5. Supplies were in good condition			
<b>QAME SYSTEM</b>	<b>Evident</b>	<b>Not Evident</b>	<b>Remarks</b>
1. A quality assurance and monitoring and evaluation system was in place (with M&E Coordinator & documenter per class)			
2. Data gathered was used to inform management			
3. Issues discussed in debriefing sessions were resolved/addressed			
WHAT WENT RIGHT:			
AREAS FOR IMPROVEMENT:			
<b>CRITICAL INCIDENT(S)</b> (Use additional sheet if necessary)			
CRITICAL INCIDENT Situation/Task:  Action:  Result:			

Monitored by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PSDS

Concurred by:

\_\_\_\_\_ Date: May \_\_\_\_\_, 2024

School Head



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