



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

May 13, 2024

DIVISION MEMORANDUM

No. 271, s. 2024

**POST EVALUATION CONFERENCE RELATIVE TO THE CONDUCT OF
THE 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. This Office, through the Human Resource Development (HRD) Unit of the School Governance and Operations Division (SGOD) in collaboration with the Curriculum Implementation Division (CID), will conduct a **Post Evaluation Conference relative to the conduct of the Division Training of School Trainers and School Leaders (DTOT) on the MATATAG Curriculum** on June 1-2 and 8-9, 2024 at a venue to be announced later.
2. The activity aims to:
 - a. evaluate the delivery of the program as to the effectiveness of the training on the part of the learning facilitators, program management team, accommodation, and venue;
 - b. develop an action plan for possible improvement in the conduct of future learning and development programs; and
 - c. discuss other related matters.
3. The participants to the above activity are the members of the Program Management Team, Resource Persons, Learning Managers, Documenters, M&E Coordinators, Secretariat, and ICT Support Staff. They are requested to bring laptop and extension cord.



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
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4. The first meal for the above activity is breakfast on June 1, 2024 and the last meal is PM snacks on June 9, 2024.
5. Attached are the list of participants and the conference matrix for your reference.
6. Participants involved in this activity are entitled to service credits per DepEd Order No. 53, s. 2023 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, Non-Teaching personnel shall be provided with compensatory time off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) joint Circular No. 2, s. 2024 on non-monetary remuneration for overtime service rendered.
7. Expenses incurred in the conduct of the said activity shall be charged against the downloaded HRD Funds, subject to the existing accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.


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

Encl: As stated

Reference: As None

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

TRAINING

EVALUATION



Republic of the Philippines
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SCHOOLS DIVISION OFFICE-CAPIZ

Enclosure No. 1 to Div. Memo 271, 2024

**POST EVALUATION CONFERENCE RELATIVE TO THE CONDUCT OF
THE DIVISION TRAINING OF SCHOOL TRAINERS AND SCHOOL
LEADERS (DTOT) ON THE MATATAG CURRICULUM**

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 Documenter	Jerry V. Mosquite
Lead M&E	Ronald D. Dile
Welfare Officers	Joy Arnold Lejos Sheralyn Baticados Candelaria Talabucon Rene Hortillas Retchie Bayhon
Logistic Officers	Dr. Immaculada J. Amores Jerry V. Mosquite
Secretariat	Jamie Rose Magsila
Secretariat	Roselyn Palorma
Secretariat	Maria Luisa Bebita
Secretariat	Jonalyn Buenvenida
Secretariat	Yzarda Claudette Ballera
Technical Lead	Emmanuel V. Lati
Technical Support	Edwin Salanatin
Technical Support	Arnold Delfin
Technical Support	Johnson Agustin
Technical Support	Milbert Bechayda
Technical Support	Jhean Mae Grace Lingco

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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English Grade 4	2. Jessiemar Diaz
Grade 7	1. Salvador Dale Artates 2. Maria Bambi Billanes 3. Rizalina Barruela
Filipino Grade 4	1. Dr. Lourdes V. Oropio 2. Dr. Abadesa Sabordo
Grade 7	1. Grace De Ado 2. Ernesto Ynion 3. Analie Odicla
Science Grade 4	1. Andres Quichon 2. July Falagne 3. Ellen Mae Rodriguez
Grade 7	1. Joanah V. Rojo 2. Josie G. Crusada 3. Federico Barrera
Math 4	1. Donnalyn Olandesca 2. Immaculada Amores 3. Dr. Fe Bañez
Grade 7	1. Tanya Venusa Dollete 2. Roselyn Palorma 3. Geraldine Gialogo
Araling Panlipunan Grade 4	1. Dr. Sephora Roldan 2. Romy Bermudo
Grade 7	1. Elena Sajonia 2. Ever Ciudadano
EsP/Values Education Grade 4	1. Charly Diaz 2. Eulalia Farillon
Grade 7	1. Alan Altamia 2. Rena Sartaguda
MAPEH Grade 4	1. Ronie Reteracion 2. Nestor Besana
Grade 7	1. Dr. Rosemarie Osan 2. Elvie Kilayco
TLE/TECHVOC Grade 4	1. Rolando Jamora 2. Roberto Naelgas 3. 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
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1	KINDER	DR. LALAIN DELOS SANTOS	ELIZABETH TLEDO	MARY GRACE A. ATINON
2	GRADE 1	ELENIA BARANDA	MARGGIE OBLIGACION	RESYL MIRASOL
3	ENGLISH 4	SALVADOR DALE ARTATES	GLADYS BAROLO	GLENDA MARIE B. BOTIN
4	FILIPINO 4	DR. MERLIE J. RUBIO	DR. RUTH C. GERVERO	ANDY ARTATES
5	SCIENCE 4	JULY F FALAGNE	RAEMART DELA CUEVA	ELENA BULACAN
6	MATH 4	FE BANEZ	DR. REYNALDO AZCARRAGA	FRANCISCO VALENTIN
7	AP 4	EVER CUIDADANO	MARIELLE DOLOR	GINA DAVID
8	GMRC 4	MYRTHYL COCHING	ARLYN DELA CRUZ	CHRISTINE LUZA
9	MAPEH 4	RONIE C. RETERACION	ROMPY INSULAR	MARIFI BAGARES
10	EPP 4	DR. ROLANDO B. JAMORA	JERRY MOSQUITE	RAMONA BARRIENTOS
11	ENGLISH 7	MA. THERESA VILLAGRACIA	LOREMA DELFIN	JUDDY ANN DENAGA
12	FILIPINO 7	GRACE DEADO	JANET PALOMO	MAMERTO EUSEBIO
13	SCIENCE 7	FEDERICO B. BARRERA	JENNIFER CATALAN	MARLON RELLENTE
14	MATH 7	DR. CALIN BERNALES	ANA MAE BLANCAFLOR	ROWENA LUZA
15	AP 7	ELENA SAJONIA	MARK NEL VENUS	MA. KATHLEEN DUMOL GAI
16	VE 7	CHARLY DIAZ	ARTHUR ESCOSIA	ZALDY CAALAM
17	MAPEH 7	LALLAINE FUNDAL	DR. LALLAINE FUNDAL	MARY CRIS IBANEZ
18	TLE 7	DR. REYNALDO CRESPO	DR. ANGEL PAYO	REYNALDO DORADO

Enclosure No. 2 to Division Memo. 271, s. 2024

SCHEDULE OF ACTIVITIES

POST EVALUATION CONFERENCE RELATIVE TO THE CONDUCT OF THE DIVISION TRAINING OF SCHOOL TRAINERS AND SCHOOL LEADERS (DTOT) ON THE MATATAG CURRICULUM June 1, 2, 8, & 9, 2024

Time	Activity	Resource Speaker
Day 1- June 1, 2024	Arrival (1st meal: Breakfast)	
7:00-8:00 AM	Registration/Attendance/Pre Test	PMT
8:00-9:00 AM	Opening Program	PMT
9:00-9:15AM	HEALTH BREAK	
9:15AM-12:30 NN	Presentation of M&E Reports: *End-of-Day & End-of-Program Evaluation Reports; *Pre and Post-Test Results; *Status of Submission of Outputs; *Data on Target & Actual Participants; and *Other findings. *Recommendations	M&E Team
12:30 NN- 1:30 PM	Lunch Break	
1:30-5:00 PM	Gathering of recommendations for improvement to address the issues and concerns	PMT/ M&E Team
5:30 PM- 7:00 PM	Dinner	
8:00 AM- 8:30 AM	Preliminary/MOL	
8:30AM- 10:00 AM	Standards in the conduct of Learning & Development Programs	HRD Specialists
10:00AM - 10:15 AM	Health Break	
10:15 AM- 12:NN	Continuation of Standards in the conduct of Learning & Development Programs	HRD Specialists
12:00 NN- 1:00 PM	Lunch Break	

1:00 PM- 3:00 PM	Presentation of templates for action plan for possible improvement in the conduct of future learning and development programs	HRD Specialists
3:00 PM- 3:15 PM	Health Break	
3:15 PM- 5:00 PM	Workshop on the preparation of action plan	Participants
5:00 PM- 5:30 PM	Home Sweet Home...	
8:00 AM- 8:30 AM	Preliminary/MOL	
8:30AM- 12:15 NN	Continuation of workshop on the preparation of action plan	Participants
12:15 NN- 1:15 PM	Lunch Break	
1:15 PM- 5:00 PM	Presentation of Action Plan and Critiquing	Participants & PMT
8:00 AM- 8:30 AM	Preliminary/MOL	
8:30AM- 12:15 NN	Finalization of Action Plan	Participants & PMT
12:15 NN- 1:15 PM	Lunch Break	
1:15 PM- 3:00 PM	Agreements and Ways Forward	HRD Specialists
3:00 PM- 3:15 PM	HEALTH BREAK	
3:15 PM- 5:15 PM	Closing Program	PMT
5:15 PM- 5:30 PM	Home Sweet Home...	