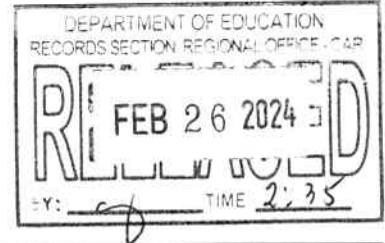




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



February 26, 2024

REGIONAL MEMORANDUM

No. 114.2024

PARTICIPANTS TO THE MEMORANDUM DM-OUHROD-2024-0304

To: Assistant Regional Director
Schools Division Superintendents
All School Heads of Public Schools
All Others Concerned

1. Relative to DM-OUHROD-2024-0304 entitled **Capability Building on the Monitoring and Evaluation of the Training on the MATATAG Curriculum for Teachers and School Leaders**, this office through the Quality Assurance Division (QAD) issues the list of the official participants to the said activity to be held on **February 26 to March 1, 2024 at DepEd Ecotech, Lahug, Cebu City.**

NO.	NAME OF PARTICIPANTS	OFFICE
1.	Ester L. Gallotan	QAD
2.	Dexter B. Andres	HRDD
3.	Asuncion T. Saguid	SDO Baguio City

2. Participants must confirm their attendance through this link <http://tinyurl.com/CapBMERegistrationLink> on or before February 26, 2024.

3. Enclosed are the Memorandum DM-OUHROD-2024-0304 and the program matrix for reference.

4. Widest dissemination of this Memorandum is highly desired.


ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/ Regional Director 

QAD/EET/elg



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

MEMORANDUM

DM-OUHROD-2024-0304

**TO : Regional Directors
Schools Division Superintendents**

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

**SUBJECT : CAPABILITY BUILDING ON THE MONITORING AND
EVALUATION OF THE TRAINING ON THE MATATAG
CURRICULUM FOR TEACHERS AND SCHOOL LEADERS**

DATE : 23 February 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 providing professional development to teachers and school leaders by ensuring that they 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 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.
3. In relation to this, the NEAP – Quality Assurance Division shall conduct the **Capability Building on the Monitoring and Evaluation of the MATATAG Curriculum Training for Teachers and School Leaders on 26 February – 01 March 2024 at DepEd Ecotech, Lahug, Cebu City.**
4. The capability building activity aims to accomplish the following:
 - a. Orient the Regional Office – Quality Assurance Division, HRDD/NEAP-R, and select SDO representatives on the M&E Plan of the *MATATAG Curriculum Training*;

- b. Rationalize the M&E plan, processes, and tools following the Kirkpatrick Evaluation Model for the DTOT and School-Based Trainings;
 - c. Craft the program-based regional M&E plan on the MATATAG Curriculum; and
 - d. Discuss compliance with the submission timeline of the M&E reports, emphasizing the importance of timely reporting.
5. The program matrix related to the orientation is enclosed for reference.
 6. Participants must confirm their attendance through this link <http://tinyurl.com/CapBMERegistrationLink> on or before 26 February 2024.
 7. Transportation allowance, board and lodging of the Program Management Team and participants, contingency, meals, 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.
 8. For questions and concerns, please contact Danica Jane Godoy of NEAP-QAD at (02) 8633-7207/8635-4796 or through email at neap.qad@deped.gov.ph.
 9. Immediate dissemination and compliance of this memorandum is desired.

**ORIENTATION WORKSHOP ON THE MONITORING AND EVALUATION OF THE MATATAG CURRICULUM TRAINING FOR
TEACHERS AND SCHOOL LEADERS**
DepEd Ecotech, Lahug, Cebu City
February 26 to March 01, 2024

ACTIVITY DESCRIPTION

The 5-day program is designed to orient selected personnel from the Central Office and Regional Offices on the standardized mechanisms, tools, procedures, and strategies in monitoring and evaluating the Training on the MATATAG Curriculum for Teachers and School Leaders.

ACTIVITY OBJECTIVES

The orientation aims to:

- a. Orient the HRDD/NEAP-R, SDO-SMME/HRDS, NEAP PDD, and QAD personnel on the M&E Plan of the MATATAG Curriculum Training.
- b. Rationalize the M&E plan, processes, and tools following the Kirkpatrick Evaluation Model for the DTOT and School-Based Training.
- c. Discuss compliance with the submission timeline of the M&E reports, emphasizing the importance of timely reporting.

Detailed Activity Plan

Time	Learning Objectives	Topic/Content Highlights	Person-In-Charge	Expected Outputs
Day 1				
8:00 am - 1:00 pm	<i>Travel time of participants</i>			
1:00 pm - 2:00 pm	<i>Registration and Billeting</i>			
		Opening Program	Officer of the day:	
		<i>Preliminaries</i>	Ralph Escamis – TA II	

2:00 pm - 2:30 pm		<ul style="list-style-type: none"> • National Anthem • Opening Prayer • DepEd Quality Policy Statement • Welcome Remarks • Introduction of Participants • Statement of Purpose 		
2:30 pm - 3:00 pm	a. Map personal expectations of the objectives and expected outputs.	<ul style="list-style-type: none"> • Leveling of Expectations • Discussion of Activity Objectives and Matrix • Program Overview 	Danica Jane Godoy - EPS II	-Expectations/ Insights
3:00 pm - 4:00 pm	a.	<p>Session 1:</p> <p>BEMEF</p>	Mr. Gerald Magno	
4:00 pm - 5:00 pm	a. Determine the salient features of the design and development of PD Programs.	<p>Session 1:</p> <p>DM 44, s. 2023</p> <ul style="list-style-type: none"> • Overview and Salient Features on Design and 	Mr. Alvin Fulgencio - SEPS	

		Development of PD Programs		
4:00 pm – 5:00 pm	a. Identify the PD Program Delivery Standards.	Session 2: DM 44, s. 2023 <ul style="list-style-type: none"> • PD Program Delivery Standards *End-of-day Evaluation	Mr. Rogelio Dian – EPS II	
5:00 pm - 5:30 pm	PMT Debriefing			
Day 2				
8:00 am - 8:30 am		Management of Learning <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Attendance Check • Energizer • Clearing house session 	Officer of the day: Ralph Escamis – TA II	

8:30 am – 10:30 am	<p>a. Identify the concepts relevant to monitoring and evaluating PD Programs.</p> <p>b. Discuss the four levels of learning evaluation of the Kirkpatrick Evaluation Model.</p> <p>c. Identify the components of the M&E Framework and Processes</p>	<p>Session 3:</p> <p><i>The Fundamentals of PD Program M&E</i></p> <ul style="list-style-type: none"> • <i>Kirkpatrick Evaluation Model</i> • <i>M&E Framework and Process</i> 		
HEALTH BREAK				
10:45 am – 12:00 pm	<p>a. Identify the concepts relevant to monitoring and evaluating PD Programs.</p> <p>b. Discuss the four levels of learning evaluation of the Kirkpatrick Evaluation Model.</p> <p>c. Identify the components of the M&E Framework and Processes.</p>	<p>Continuation of Session 3:</p> <p><i>The Fundamentals of PD Program M&E</i></p> <ul style="list-style-type: none"> • <i>Kirkpatrick Evaluation Model</i> • <i>M&E Framework and Process</i> 		
LUNCH BREAK				
1:00 pm – 2:00 pm	<p>a. Identify the components of the M&E Tools for the</p>	<p>Session 4a: M&E Tools</p>	<p>Ms. Danica Godoy – EPS II</p>	

	MATATAG Training. b. Utilize M&E Tools appropriately.			
2:00 pm – 3:00 pm	a. Recognize the data collection process in the submission of M&E results per governance level.	Session 4b: Process of Submission of M&E Results <i>(Submission of Level 1 and Level 2 results, list of participants per governance level, profile of the Resource Persons)</i>	Mr. John Lorenzo – PDO III	
3:00 pm – 3:30 pm	HEALTH BREAK			
3:30 PM – 5:00 PM	a. Understand the process of analyzing, reporting, and utilizing the M&E results.	Session 5: Analyzing, Reporting, and Utilizing M&E Results *End-of-day Evaluation	Ms. Maryanne Delavin – PDO III	
5:00 pm - 5:30 pm	PMT Debriefing			
Day 3				
8:00 am - 8:30 am		Management of Learning <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Attendance Check 	Officer of the day: Mr. Rogelio Dian III – EPS II	

		<ul style="list-style-type: none"> • Energizer • Clearing house session 		
8:30 am – 10:00 am	a. Discuss the salient features of the MATATAG Curriculum.	Session 6: Shaping Paper of the MATATAG Curriculum	Mr. Mark Alvin Cruz - SEPS	
10:00 am – 10:30 am	HEALTH BREAK			
10:30 am – 12:00 pm	a. Identify the program design of the MATATAG Curriculum Training	Session 7a: The MATATAG Curriculum: Program Design	Mr. Jerson Capuyan – EPS II	
12:00 pm – 1:00 pm	LUNCH BREAK			
1:00 pm - 3:00 pm	a. Identify the components of the M&E Plan for the MATATAG Curriculum Training.	Session 7b: M&E Plan on the MATATAG Curriculum Training for Teachers and School Leaders	Mr. Gerald Magno - SEPS	
3:00 pm – 3:30 pm	HEALTH BREAK			
3:30 pm – 5:00 pm	a. Recognize the roles and responsibilities of the M&E Officers and M&E Focal.	Session 8: Role and Responsibilities of M&E Officers and M&E Focal (Coordinators) on MATATAG Curriculum Training Implementation	Ms. Annabelle Laqui – EPS II	

5:00 pm – 5:30 pm	PMT Debriefing			
Day 4				
8:00 am - 8:30 am		Management of Learning <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Attendance Check • Energizer 	Officer of the day: Leironhei Angeline Cabilla – TA II	
8:30 am - 10:00 am	a. Recognize the components of M&E Implementation Plan. b. Develop M&E Implementation Plan for the Monitoring and Evaluating the MATATAG Curriculum Training in their respective regions/divisions.	Session 9: Crafting of M&E Implementation Plan	Mr. Gerald Magno - SEPS	-M&E Implementation Plan of the participants
10:15 am - 10:45 am	HEALTH BREAK			
10:45 am – 12:00 pm	a. Recognize the components of M&E Implementation Plan. b. Develop M&E Implementation Plan for the Monitoring and Evaluating the MATATAG Curriculum	Session 9: Continuation of the crafting of M&E Implementation Plan	Mr. Gerald Magno - SEPS	-M&E Implementation Plan

	Training in their respective regions/divisions.			
12:00 pm – 1:00 pm	LUNCH BREAK			
1:00 pm – 2:30 pm	<ul style="list-style-type: none"> a. Review the developed M&E Implementation Plans. b. Formulate recommendations on the M&E Implementation Plan. 	<p>Session 10:</p> <p>Presentation and Critiquing of M&E Implementation Plan</p>	Mr. Gerald Magno - SEPS	- Revised M&E Implementation Plan
2:30 pm – 3:00 pm	HEALTH BREAK			
3:00 pm – 5:00 pm	<ul style="list-style-type: none"> a. Review the developed M&E Implementation Plans. b. Formulate recommendations on the M&E Implementation Plan. 	<p>Continuation of Session 10:</p> <p>Presentation and Critiquing of M&E Implementation Plan</p> <p>*End-of-day evaluation</p>	Mr. Gerald Magno - SEPS	- Revised M&E Implementation Plan
5:00 pm – 5:30 pm	PMT Debriefing			
Day 5				

8:00 am - 8:30 am		Management of Learning <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Attendance Check • Energizer • Clearing house session 	Officer of the Day: Mr. Ralph Escamis – TA II	
8:30 am – 10:30 am	a. Finalize M&E Implementation Plan for the Monitoring and Evaluating the MATATAG Curriculum Training in their respective regions/divisions.	Session 11: Finalization of M&E Implementation Plan	Mr. Gerald Magno - SEPS	
10:30 am – 10:45 am	HEALTH BREAK			
10:45 am - 12:00 pm		Closing Program <ul style="list-style-type: none"> • Insights • Challenge • Acceptance • Ways Forward • Awarding of Certificates • Closing Remarks 	Dir. Leah B. Apao - PDO III	

		<i>*End-of-day evaluation</i>		
12:00 pm - 12:30 pm	PMT Debriefing			
END OF THE PROGRAM				