Republic of the Philippines
Department of Education
Cordillera Administrative Region

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE - CAR
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REGIONAL MEMORANDUM
No. 157 . 2024

REQUEST FOR SCHEDULE OF DIVISION AND SCHOOL BASED-TRAININGS ON THE MATATAG CURRICULUM AND THE NUMBER OF TARGET PARTICIPANTS PER LEARNING AREA PER GRADE LEVEL

To: Assistant Regional Director
Schools Division Superintendents
All Other Concerned

1. Pursuant to the DM-OUHROD-2024-0413 titled *Request for Schedule of Division and School-Based Trainings on the MATATAG Curriculum and the Number of Target Participants per Learning Area per Grade Level*; this office requests the submission of the complete schedule for the conduct of the ***Division Training of Trainers (DTOT)*** and the ***School Based Training of Teachers (SBTT)*** with the number of target participants per Learning Area for Kindergarten and Garde 1, 4 and 7, respectively, on or **before 15 March 2024 (Friday)**.

2. The Schools Division Superintendents shall ensure that both schedules of DTOT and SBTT as well as the number of participants are accurately reflected in the templates provided below.

3. The data to be collected will be posted on the Department of Education Official Website for guidance of monitors, technical support providers, and visitors during the conduct of DTOT and SBTT in each region.

4. The links and QR Code of the templates for DTOT and SBTT, respectfully, are as follows:

a. **DIVISION TRAINING OF TRAINERS (DTOT)**
https://bit.ly/3wECZfc

b. **SCHOOL-BASED TRAINING OF TEACHERS (SBTT)**
https://bit.ly/3wFRqzF

5. Furthermore, all SDOs shall submit their Division Training Implementation Plan (DTIP) (Enclosure 2) that can be accessed via **https://tinyurl.com/MATATAGDTIP** duly signed by Schools Division Superintendent (SDS) and submit e-copy to car.neapr@deped.gov.ph on or before **March 23, 2024**.

DepED MATATAG
BAGONG PILIPINAS
Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph
DepEd Tayo Cordillera https://depedcar.ph

6. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or through email address at car.neapr@deped.gov.ph.

7. Immediate and widest dissemination of this Memorandum is directed.

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

HRDD-NEAPR/RCA/esf/matatag

Enclosure 6
Training Implementation Plan

(Enclosure 1 to RM No. 157 . 2024

DIVISION TRAINING OF TRAINERS ON THE MATATAG CURRICULUM

A. PROGRAM PROFILE

PROGRAM/TITLE	
RATIONALE	
PROGRAM OUTCOME	
MAJOR FINAL OUTCOME	

B. PROFILE OF THE TARGET PARTICIPANTS

TARGET JOB GROUPS (Summary)	**NUMBER OF EXPECTED PARTICIPANTS**
PROGRAM MANAGEMENT TEAM	
TRAINERS	
Central Office Trainers/Central Office Management Team	
Regional (RO) Trainers	
PARTICIPANTS	
Schools Division Office (SDO) Supervisors	
Public Schools District Supervisors	

Other Division Trainers	
TOTAL	

Breakdown of Attendees:

Name	Office	Position	Specialization
PROGRAM MANAGEMENT TEAM			
1.			
2.			
3.			
4.			
5.			

Name	Office	Position	Specialization
TRAINERS			
Central Office (CO) Management Team			
6.			
7.			
8.			
9.			
Regional (RO) Trainers			

10.			
11.			

Name	Office	Position	Specialization
PARTICIPANTS			
Schools Division Office (SDO) Supervisors			
12.			
13.			
14.			
15.			
16.			
Public Schools District Supervisors			
17.			
18.			
19.			
20.			
Other Division Trainers			
21.			
22.			

23.			

C. IMPLEMENTATION PLAN

ACTIVITIES	OBJECTIVE	OUTPUT	MODALITY and PLATFORM	TARGET PAX	NUMBER OF PAX *(Breakdown)*	NUMBER OF DAYS	TARGET DATES	PROPOSED VENUE
1.								
2.								
3.								
4.								

D. BUDGET ESTIMATE

ACTIVITY	NO. OF PAX	EXPENDITURE				
		Board and Lodging	Supplies	Travel Expenses	Others	TOTAL
1.						
2.						
3.						
4.						
5.						

6.						
7.						

E. REGIONAL PROGRAM MANAGEMENT TEAM

NAME OF PERSONNEL	OFFICE	ROLE	TERMS OF REFERENCE

Prepared by: **Learning Manager** **Program Manager**
Reviewed by: **ASDS**
Approved by: **SDS**