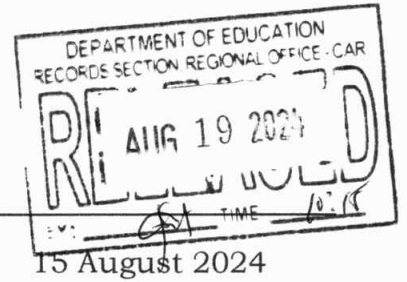




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



15 August 2024

REGIONAL MEMORANDUM

No. 552-2024

**SUBMISSION OF CONSOLIDATED PROGRAM COMPLETION REPORTS
 ON THE CONDUCT OF THE TRAINING ON THE MATATAG
 CURRICULUM FOR K147**

To: Assistant Regional Director
 Schools Division Superintendents
 All Divisions
 All Other Concerned

1. Relative to DM-OUHROD-2024-0151 s. 2024 titled *Guidelines on the Utilization of Downloaded HRD Fund for the Conduct of Trainings on the MATATAG Curriculum* dated February 2, 2024, this office calls for the submission of reports on the Division Training of Trainers (DTOT) and School Based Training of Teachers (SBTT).

2. The Schools Division Office through the Human Resource Development Section (HRDS) are requested to collect and consolidate the Program Completion Reports (PCR) on the DTOT and SBTT on the MATATAG Curriculum on or before **August 30, 2024** through online spreadsheet link: <https://tinyurl.com/PCRMATATAGCAR>.

3. The following table is the summary of tasks for each governance level in accomplishing the requested reports.

Governance Level	PCR Consolidation	Participants Profiles
Schools Division Office (SDO) (shall submit the Accomplished DTOT PCR and attachments to the Regional Office and through the link https://bit.ly/MATATAGCurriculumTrainingK147)	<ul style="list-style-type: none"> Consolidate SBTT PCRs Input/submit consolidate report/data through the dedicated link (#3) 	DTOT Pax and SBTT Pax Tabs: Provide information of all DTOT and SBTT Participants
Districts/Schools	<ul style="list-style-type: none"> Submit SBTT PCR to the SDO and through the link https://bit.ly/MATATAGCurriculumTrainingK147 	SBTT Pax tab: Sheet can only be accessed by the SDO or



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	AGCurriculumTrainin gK147 • If the conduct of SBTT is clustered/by district, submit PRC per conduct only	District Supervisors (if the SBTT conduct is clustered/by district)
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4. Strict adherence to the provided templates is instructed.
5. 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 the email address at car.neapr@deped.gov.ph.
6. Immediate and widest dissemination of this Memorandum is directed.



ESTELA P. LEON-CARINO, Ed.D. CESO III
Regional Director/Director III



//HRDDNEAPCAR/RCA/ESF



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