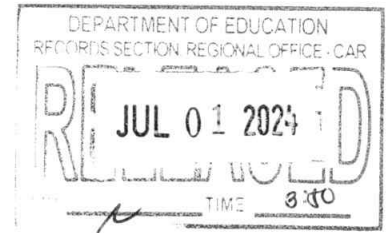




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



28 June 2024

REGIONAL MEMORANDUM
No. 424.2024

**SCHEDULE ON THE CONDUCT OF THE SCHOOL-BASED TRAINING ON THE
MATATAG CURRICULUM FOR KINDERGARTEN AND GRADES 1, 4 AND 7
TEACHERS**

To: Assistant Regional Director
Schools Division Superintendents
All Other Concerned

1. Relative to the Advisory dated June 25, 2024 titled Schedule of the Conduct of the School-Based Training on the MATATAG Curriculum for Kindergarten and Grades 1, 4 and 7 Teachers, this office advised the School Division Offices to closely monitor the implementation of the School-Based Training of Teachers (SBTT) which is extended until July 2024.

2. The SBTT on the MATATAG Curriculum, as a strategic training delivery model, will provide the teachers with learning experiences to better understand the MATATAG Curriculum as well as its instructional design, learning assessment, and articulation of 21st-century skills. This is part of the Department's initiatives under the MATATAG Agenda of giving them proactive support to teach better.

3. The rollout of the SBTT on the MATATAG Curriculum shall adhere to the following:

a. Clustering of Schools

- Central and large elementary and secondary schools with six (6) or more teachers per learning area shall conduct the SBTT at their respective school facilities.
- Small and medium schools with five (5) or fewer teachers per learning area may join the nearest central or large schools.
- Barrio and multigrade schools may be clustered based on their geographical location within the districts. The host schools shall be near and accessible to all the teachers, provided that the school can accommodate the required number of teachers per learning area.

b. Provision of Meals and Snacks

Each teacher shall be provided with meals and snacks amounting to six hundred pesos (P600.00) per day for five (5) days (breakdown: Php 100.00 – AM Snack; Php 400.00 – Lunch; and Php 100.00 – PM Snack), under RM 93 s. 2024 titled Guidelines on the Utilization of Downloaded HRD Funds for the Conduct of Trainings on the MATATAG Curriculum dated February 16, 2024.

c. On Procurement of Goods (Meals and Snacks)

Section 5 of DepEd Order No. 005 s. 2020 titled Delegation of



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Authority for Negotiated Procurement under Republic Act No. 11469 or the “Bayanihan to Heal as One Act” read as follows:

“To ensure that the requirements for goods and services are procured in the most efficient and expeditious manner, the authority and responsibility of the Secretary under RA 9184 is hereby delegated to the various officials indicated in paragraph (j) hereof, consistent with the following guidelines with the following guidelines: Field offices as Decentralized Procuring Units a. The various Regional Offices (ROs), Schools Division Offices (SDOs) and **Implementing Unit-Schools shall remain to be constituted as decentralized procuring units of the Department, pursuant to DepEd Order No. 67, s. 2016 and its amendments, and for that purpose shall themselves be considered as procuring entities authorized to procure within the context of RA 11469 and GPPB Resolution No. 06-2020.**”

Implementing Units (IUs) refer to public schools which maintain separate books of accounts while **Non-Implementing Units** refer to public elementary and secondary schools without separate books of accounts that are under the direct supervision of the Schools Division Office.

The IUs, **as Decentralized Procuring Units**, shall have the authority to procure the supplies, meals and snacks to be used during the SBTT.

On the other hand, the Schools Division Office shall be accountable in procuring goods for Non-IUs as provided by law.

d. Delivery of Quality-Assured Training Resource Packages (TRPs) per Learning Area per Grade Level

- The quality-assured TRPs shall be delivered as designed and planned, pursuant to DepED Memorandum No. 044, s. 2023 titled Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs. Thus, the Ros, SDOs, and Schools are strictly prohibited from modifying the TRPs. Otherwise, if there are modifications of TRPs, such TRPs shall undergo another round of quality assurance.
- The ROs and SDOs through the Human Resource Development Division (HRDD), Curriculum Implementation Division (CID), and Quality Assurance Division (QAD) Chiefs shall closely monitor and evaluate the conduct of the SBTT, ensuring strict adherence to the standards.
- For schools with only one teacher handling all the learning areas, particularly for Grade 4, other learning areas that cannot be attended by the teachers concerned shall be delivered during Learning Action Cell (LAC) sessions through collaborative expertise. School heads prioritize all the learning areas in the LAC Plan.

e. On Private School Teachers’ Participation

- All Private Schools may coordinate with the ROs and SDOs for their teachers to join in the elementary or secondary schools nearest to them. They will be provided with training **free of charge** along with



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the public school teachers.

- The host schools are **not allowed to receive registration fees** from private school teacher participants. The said private school teacher-participants should provide for their own meals and snacks, and supplies if needed.
- Private School Administrators **shall facilitate the inclusion** of their teachers during the SBTT.
- Private schools under the jurisdiction of the Ros and SDOs, whose SBTT has already been conducted, may coordinate with the HRDD and School Governance and Operations Division (SGOD) Chiefs, and request for technical assistance for the conduct of the SBTT subject to the approval of the regional Director or Schools Division Superintendent concerned.

4. The **SBTT centers on the collaboration and planning of teachers** for the implementation of the new curriculum based on the context of their learners. Thus, the SBTT capacitates the teachers and school leaders to effectively implement the MATATAG Curriculum for K147 through **collaborative expertise intensifying the LAC** (DepED Order No. 35 s. 2016)

5. The Regional Directors through the HRDD, CID and QAD shall ensure that the monitoring and evaluation process and standards are adhered to and intensified.

6. Attached is the schedule of School-Based Training of Trainers, Central Office (CO) and Regional Office (RO) Monitoring Team (Enclosure 1).

7. 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 and Jonalyn C. Ambrona, Education Program Supervisor – EPP/TLE through joanlyn.ambrona@deped.gov.ph.

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

For the Assistant Regional Director:


MAKSIM A. BOTILAS
Chief Administrative Officer
Officer-In-Charge

[hrdd-neapr/RCA/esf/SBTTMATATAG](#)



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