



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

February 13, 2024

DIVISION MEMORANDUM
NO. 090, s. 2024

**CONDUCT OF THE SCHOOL-BASED TRAINING OF TEACHERS (SBTT)
ON THE MATATAG CURRICULUM**

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 092, s. 2024 titled “**Conduct of the School-Based Training of Teachers (SBTT) on the MATATAG Curriculum**”.
2. Immediate dissemination of this Memorandum is desired.

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

Enclosure: As Stated

Reference: MEMORANDUM from OUHROD DATED December 20, 2023 and Advisory from the Office of
The NEAP Director dated January 24, 2024

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

CURRICULUM TRAININGS



Address: Banica, Roxas City
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Email Address: capiz@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

JAN 07 2024

REGIONAL MEMORANDUM
No. 092, s. 2024

**CONDUCT OF THE SCHOOL-BASED TRAINING OF TEACHERS (SBTT)
ON THE MATATAG CURRICULUM**

To: Schools Division Superintendents
All Others Concerned

1. This is in reference to a Memorandum and an Advisory from the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) dated December 20, 2023 and January 31, 2024 respectively, regarding the **Conduct of the School-based Training of Teachers (SBTT) on the MATATAG Curriculum on March 18 - April 19, 2024** instead of March 4 - April 4, 2024.
2. The Breakdown of Budget for the Conduct of the SBTT can be found in Enclosure 1. Meals and training supplies of the participants shall be charged against the FY 2024 Additional MOOE for DepEd Region VI for the Human Resource Development for Personnel in Schools and Learning Centers to be downloaded to the Schools Divisions subject to the usual accounting and auditing rules and regulations.
3. It is understood that in the conduct of this activity there shall be no discrimination against any personnel for professional learning and development regardless of age, gender, civil status, disability, religion, ethnic group, and political beliefs.
4. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As Stated

References: MEMORANDUM from OUHROD dated December 20, 2023 and Advisory from the Office of the NEAP Director dated January 24, 2024

To be indicated in the Perpetual Index
Under the following subjects:

CURRICULUM TRAININGS

SFDS/HRDD/RM-2024 –Conduct of the School-based Training of Teachers on MATATAG Curriculum
009/Feb 7, 2024



Address: Duran Street, Iloilo City, 5000
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Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

ADVISORY
 January 31, 2024

This is in reference to the Memorandum dated December 20, 2023 relative to the **TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS** to be conducted by the Department of Education, through Curriculum and Teaching (CT) Strand and National Educators Academy of the Philippines (NEAP) of the Human Resource and Organizational Development (HROD) Strand.

Please be advised of the new schedule of the training:

Activity	Original Dates	New Dates
Division Training of School Trainers	February 19 – March 1, 2024	March 4 – 15, 2024
School-based Training	March 4 – April 4, 2024	March 18 – April 19, 2024


The venue for the National Training of Trainers (NTOT) will be the Red Hotel, Cubao, Quezon City. The first meal is dinner on February 4, 2024. The last meal will be an afternoon snack on February 9, 2024.


The Regional Quality Assurance Division Chiefs shall be part of the regional team who will attend the MATATAG NTOT.

All other details stipulated in the said Memorandum remain the same.

For any further queries or clarifications, kindly contact the NEAP through email at neap.od@deped.gov.ph or landline at telephone number (02) 8638-8638.

For information and guidance.


GINA O. GONONG, Ph.D.
 Undersecretary
 Curriculum and Teaching


WILFREDO E. CABRAL, CESO III
 Undersecretary
 Human Resource and Organizational Development



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Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

ADVISORY

January 31, 2024

This is in reference to the Memorandum dated December 20, 2023 relative to the **TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS** to be conducted by the Department of Education, through Curriculum and Teaching (CT) Strand and National Educators Academy of the Philippines (NEAP) of the Human Resource and Organizational Development (HROD) Strand.

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All other details stipulated in the said Memorandum remain the same.

For any further queries or clarifications, kindly contact the NEAP through email at neap.od@deped.gov.ph or landline at telephone number (02) 8638-8638.

For information and guidance.


GINA O. GONONG, Ph.D.
 Undersecretary
 Curriculum and Teaching


WILFREDO E. CABRAL, CESO III
 Undersecretary
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Republika ng Pilipinas
Department of Education

MEMORANDUM

FOR : **Undersecretaries**
Assistant Secretaries
BARMM Minister of Basic, Higher, and Technical Education
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

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


GINA O. GONGONG
Undersecretary for Curriculum and Teaching

SUBJECT : **TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS**

DATE : December 20, 2023

1. The Department of Education, through the Curriculum and Teaching (CT) Strand and the National Educators Academy of the Philippines (NEAP), is faithful to its commitment to **MA**ke the curriculum relevant to produce competent and job-ready, active, and responsible citizens and to **GI**ve support to teachers to teach better, as articulated in the **MATATAG** Agenda. Hence, the *Training on the MATATAG Curriculum for Kindergarten, Grade 1, Grade 4, and Grade 7 (K147) Teachers and School Leaders* shall be conducted in preparation for the commencement of the initial phase of the **MATATAG** Curriculum implementation.
2. The said trainings will be held from 22 January to 04 April 2024, with a specific schedule as follows:

Dates	Training Title	Target Participants	Source of Funds
22-26 January 2024	Training of Lead Trainers on the MATATAG Curriculum/ Mock Training	NEAP Directors, Chiefs, Training Specialists, and BHRD-HRDD RPMS specialists;	2023 BEC Funds

		CT Strand's Directors, Chiefs, and Specialists per learning area, IPed specialists; Select Learning Area Specialists from Private Schools and State Colleges and Universities	
05-09 February 2024	National Training of Regional Trainers on the <i>MATATAG</i> Curriculum (NTOT)	CLMD/CID Chiefs with learning area specialization, Regional/ Division Education Program Supervisors with learning area specialization, Public Schools District Supervisors with learning area specialization, select School Heads and Head/Master Teachers with learning area specialization, Division IPed specialists/focal persons, HRDD Chiefs, HRDD EPS Training Program Focals/ NEAP-R Training Program Specialists/ (expected team of trainers and training manager per region)	2023 BEC Funds
12-15 February 2024	Regional Training of Division Trainers and School Leaders on the <i>MATATAG</i> Curriculum (RTOT)	Division CID Chiefs, Division Education Program Supervisors and Public Schools District Supervisors with learning area specialization, Division IPed specialists/focal persons, School Heads, Head and Master Teachers with learning area specialization, SGOD Chiefs/HRD training specialists (expected team of trainers and training managers per division)	2024 HRD Funds
19 February-01 March 2024	Division Training of School Trainers on the <i>MATATAG</i> Curriculum (DTOT)	ALL School Heads, Head and Master Teachers with learning area specialization, including IPed teachers from Kindergarten, Grades 1, 4, & 7 per school (expected team of trainers and training managers per school)	2024 HRD Funds
04 March-04 April 2024	School-Based Training on the <i>MATATAG</i> Curriculum	ALL TEACHERS from Kindergarten, Grades 1, 4, & 7 per school	2024 HRD Funds/ School MOOE

3. This series of trainings on the *MATATAG* Curriculum focuses on providing professional development support for teachers and school leaders, ensuring that they have an in-depth understanding of the general shape of the *MATATAG*

Curriculum. Specifically, it aims to equip teachers and school leaders with the necessary knowledge, skills, and competencies to effectively implement the new curriculum in the coming school year.

4. Prior to the actual conduct of the series of training, the quality assurance and finalization of training resource packages shall be conducted accordingly following the schedules below.

Dates	Training Title	Target Participants	Source of Funds
08-12 January 2024	Quality Assurance of the <i>MATATAG</i> Curriculum Training Resource Package	NEAP Specialists and PD Program Internal Evaluators	2023 HRD Funds
15-19 January 2024	Finalization of the <i>MATATAG</i> Curriculum Training Resource Package	NEAP Specialists and PD Program Internal Evaluators, CT Strand Specialists	2023 BEC Funds

5. To ensure the quality of the training, **ALL TRAINERS per governance level** are expected to meet the following qualifications: a. at least earned Complete Academic Requirement (CAR) Graduate Studies with learning area specialization; b. training/s related to the area of specialization; and c. at least *Very Satisfactory* performance in the last three (3) years.
6. DepEd Order No. 9, s. 2005 otherwise known as "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith" shall strictly be observed during the conduct of the training. To ensure that ALL K, 1, 4, and 7 TEACHERS shall be able to attend the school-based training on the *MATATAG* Curriculum, School Heads are expected to employ strategies suitable for their school-based training such as, but not limited to the following:

6.1	Maximizing the loading of other teachers per learning area from other grade levels not involved in the initial phase of the training;
6.2	Scheduling a half-day training for K, 1, 4, and 7 teachers totaling 40 hours to ensure that the regular classes will continue without disruption;
6.3	Taking turns by a batch of Grade 4 or Grade 7 teachers, maximizing the loading of other batches of teachers not yet involved in the scheduled training (e.g., Batch 1/Week 1 - English, Science, Math; Batch 2/Week 2 - Filipino, AP, Values Education; Batch 3/Week 3 - TLE/HELE, MAPEH)
6.4	Maximizing the loading of relieving (special) teachers to handle the classes while the teacher-advisers are in the training program.
6.5	Hiring substitute teachers, subject to the availability of funds.
6.5	Tapping teacher applicants for voluntary services during the duration of the training program.

7. For purposes of planning and budgeting for this series of trainings, all regions must submit their **regional data** on the target trainers, teachers, and school leaders complete with the required demographic information **on or before 3**


January 2024. The forms can be accessed through this link: sites.google.com/depd.gov.ph/neap-training-on-matatag.

8. The program matrices for teachers and school leaders are enclosed in *Enclosure 1*. Specific guidelines on the conduct of the national, regional, division, and school-based trainings on the *MATATAG Curriculum* shall be issued in a separate memorandum.
9. Board and lodging, travel, and training supplies of the participants during the Finalization of the *MATATAG Curriculum Training Resource Package* and *NTOT* shall be charged against the 2023 BEC Funds. In case of deficiencies, travel, and other incidental expenses can also be charged against local funds, subject to the usual accounting and auditing rules and regulations. On the other hand, the board and lodging, supplies, travel, and other incidental expenses of the participants during the *RTOT* and *DTOT* shall be charged against the **2024 HRD Funds allotted for MATATAG Curriculum** training, while the participants in the Review and Evaluation of the *MATATAG Curriculum Training Resource Package* shall be charged against the 2023 HRD Funds, subject to the usual accounting and auditing rules and regulations.

School-based training expenses for meals and supplies shall be charged against the **2024 HRD Funds allotted for MATATAG Curriculum** training. In case of deficiencies, the SDOs can use their Division HRD Funds, and the schools can also utilize the School MOOE allotted for training and other local funds available, subject to the usual accounting and auditing rules and regulations.

10. For further inquiries and concerns, please contact the NEAP through email at neap.od@depd.gov.ph or landline (02) 8638-8638.
11. Immediate dissemination of and strict compliance with this Memorandum is desired.


GINA O. GONONG, PhD
Undersecretary
Curriculum and Teaching


WILFREDO E. CABRAL, CESO III
Undersecretary
Human Resource and Organizational Development

A. Program Matrix for School Leaders

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00 – 8:30 AM	Management of Learning				
8:30 – 10:00 AM		Walkthrough of the Curriculum Guide	Walkthrough of the Curriculum Guide	Implementing the Intended Curriculum; Walkthrough of Learning Resources for MATATAG Curriculum	- Collaborative Expertise - Management of School-based Training Program - Preparation of School-Based Training Implementation Plan
10:00 – 12:00 AM	Registration Pre-assessment	Curriculum Standards and Learning Competencies (Q1 Continuation)	Curriculum Standards and Learning Competencies (Q2 Continuation)		Q&A Session
12:00 – 1:00 PM	LUNCH				
1:00 – 2:00 PM	The General Shape of the MATATAG Curriculum Q&A Session	Walkthrough of the Curriculum Guide Curriculum Standards and Learning Competencies (Q2)	PEDAGOGY AND ASSESSMENT Overview of the MATATAG Curriculum Instructional Design Framework Q&A Session	Implementing the Intended Curriculum; Walkthrough of Learning Resources for MATATAG Curriculum (Continuation)	Actual Classroom Observation of a Demonstration Teaching
2:00 – 2:30 PM			Classroom-based Assessment	Special Lecture: The Science of Learning	
2:30 – 3:00 PM	Walkthrough of the Curriculum Guide		Q&A Session	Q&A Session	Clearing House
3:00 – 5:00 PM	Curriculum Standards and Learning Competencies (Q1) *End-of-day evaluation	*End-of-day evaluation	Integrating the 21 st -Century Skills in the Classroom Practices to Promote Inclusion Q&A Session *End-of-day evaluation	Instructional Supervision Classroom Observation Protocol and Identification of L&D Needs *End-of-day evaluation	Post-Assessment Closing Program *End-of-day evaluation
5:00 – 5:30 PM	PMT Daily Debriefing				

B. Program Matrix for Teachers (School-Based)

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00 – 8:30 AM	Management of Learning				
8:30 – 10:00 AM		Walkthrough of the Curriculum Guide	Walkthrough of the Curriculum Guide	Implementing the Intended Curriculum; Walkthrough of Learning Resources for MATATAG Curriculum	Collaborative Expertise Sessions
10:00 – 12:00 AM	Registration Pre-assessment	Curriculum Standards and Learning Competencies (Q1 Continuation)	Curriculum Standards and Learning Competencies (Q2 Continuation)		Q&A Session
12:00 – 1:00 PM	LUNCH				
1:00 – 2:00 PM	The General Shape of the MATATAG Curriculum Q&A Session	Walkthrough of the Curriculum Guide Curriculum Standards and Learning Competencies (Q2)	PEDAGOGY AND ASSESSMENT Overview of the MATATAG Curriculum Instructional Design Framework Q&A Session	Implementing the Intended Curriculum; Walkthrough of Learning Resources for MATATAG Curriculum (Continuation)	Demonstration Teaching
2:00 – 2:30 PM			Classroom-based Assessment	Special Lecture: The Science of Learning	
2:30 – 3:00 PM	Walkthrough of the Curriculum Guide		Q&A Session	Q&A Session	Clearing House
3:00 – 5:00 PM	Curriculum Standards and Learning Competencies (Q1) *End-of-day evaluation		Integrating the 21 st -Century Skills in the Classroom Practices to Promote Inclusion Q&A Session *End-of-day evaluation	Preparation of Lesson for Demonstration Teaching Q&A Session *End-of-day evaluation	Post-Assessment Closing Program *End-of-day evaluation
5:00 – 5:30 PM	PMT Daily Debriefing				

Enclosure 1

BREAKDOWN OF BUDGET FOR THE SCHOOL-BASED TRAINING OF TEACHERS ON MATATAG CURRICULUM

#	Region VI - Western Visayas	PMT/Trainers	Pax	TOTAL	No. of days	Meals P600/pax/day	Supplies P300/pax	TOTAL AMOUNT
1	Akian	359	1733	2092	5	6,276,000.00	627,600.00	6,903,600.00
2	Antique	422	2011	2433	5	7,299,000.00	729,900.00	8,028,900.00
3	Bacolod City	224	1204	1428	5	4,284,000.00	428,400.00	4,712,400.00
4	Bago City	123	446	569	5	1,707,000.00	170,700.00	1,877,700.00
5	Cadiz City	125	466	591	5	1,773,000.00	177,300.00	1,950,300.00
6	Capiz	450	2037	2487	5	7,461,000.00	746,100.00	8,207,100.00
7	Escalante City	83	283	366	5	1,098,000.00	109,800.00	1,207,800.00
8	Guimaras	138	531	669	5	2,007,000.00	200,700.00	2,207,700.00
9	Himamaylan	94	360	454	5	1,362,000.00	136,200.00	1,498,200.00
10	Iloilo	1169	5599	6768	5	20,304,000.00	2,030,100.00	22,334,100.00
11	Iloilo City	193	871	1064	5	3,192,000.00	319,200.00	3,511,200.00
12	Kabankalan City	149	594	743	5	2,229,000.00	222,900.00	2,451,900.00
13	La Carlota City	67	223	290	5	870,000.00	87,000.00	957,000.00
14	Negros Occidental	759	3640	4399	5	13,197,000.00	1,319,700.00	14,516,700.00
15	Passi City	81	251	332	5	996,000.00	99,600.00	1,095,600.00
16	Roxas City	111	368	479	5	1,437,000.00	143,700.00	1,580,700.00
17	Sagay City	117	487	604	5	1,812,000.00	181,200.00	1,993,200.00
18	San Carlos City	127	573	700	5	2,100,000.00	210,000.00	2,310,000.00
19	Silay City	95	333	428	5	1,284,000.00	128,400.00	1,412,400.00
20	Sipalay City	79	263	342	5	1,026,000.00	102,600.00	1,128,600.00
21	Victorias City	65	228	293	5	879,000.00	87,900.00	966,900.00
	Total							90,852,000.00

Enclosure 1

BREAKDOWN OF BUDGET FOR THE SCHOOL-BASED TRAINING OF TEACHERS ON MATATAG CURRICULUM

#	Region VI - Western Visayas	PMT/Trainers	Pax	TOTAL	No. of days	Meals P600/pax/day	Supplies P300/pax	TOTAL AMOUNT
1	Aklan	359	1733	2092	5	6,276,000.00	627,600.00	6,903,600.00
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3	Bacolod City	224	1204	1428	5	4,284,000.00	428,400.00	4,712,400.00
4	Bago City	123	446	569	5	1,707,000.00	170,700.00	1,877,700.00
5	Cadiz City	125	466	591	5	1,773,000.00	177,300.00	1,950,300.00
6	Capiz	450	2037	2487	5	7,461,000.00	746,100.00	8,207,100.00
7	Escalante City	83	283	366	5	1,098,000.00	109,800.00	1,207,800.00
8	Guimaras	138	531	669	5	2,007,000.00	200,700.00	2,207,700.00
9	Himamaylan	94	360	454	5	1,362,000.00	136,200.00	1,498,200.00
10	Iloilo	1169	5599	6768	5	20,304,000.00	2,030,100.00	22,334,100.00
11	Iloilo City	193	871	1064	5	3,192,000.00	319,200.00	3,511,200.00
12	Kabankalan City	149	594	743	5	2,229,000.00	222,900.00	2,451,900.00
13	La Carlota City	67	223	290	5	870,000.00	87,000.00	957,000.00
14	Negros Occidental	759	3640	4399	5	13,197,000.00	1,319,700.00	14,516,700.00
15	Passi City	81	251	332	5	996,000.00	99,600.00	1,095,600.00
16	Roxas City	111	368	479	5	1,437,000.00	143,700.00	1,580,700.00
17	Sagay City	117	487	604	5	1,812,000.00	181,200.00	1,993,200.00
18	San Carlos City	127	573	700	5	2,100,000.00	210,000.00	2,310,000.00
19	Silay City	95	333	428	5	1,284,000.00	128,400.00	1,412,400.00
20	Sipalay City	79	263	342	5	1,026,000.00	102,600.00	1,128,600.00
21	Victorias City	65	228	293	5	879,000.00	87,900.00	966,900.00
	Total							90,852,000.00