




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

**MEMORANDUM**  
**DM-OUHROD-2024-0151**

TO : **Regional Directors**  
**Schools Division Superintendents**  
**Human Resource Development Division Chiefs**  
**School Governance and Operations Division Chiefs**  
**NEAP-R Focal Persons**  
**SDO HRD Fund Focal Persons**  
**All Others Concerned**

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

SUBJECT : **GUIDELINES ON THE UTILIZATION OF DOWNLOADED HRD FUND FOR THE CONDUCT OF TRAININGS ON THE MATATAG CURRICULUM**

DATE : 02 February 2024

1. Pursuant to the unnumbered memorandum dated 20 December 2024 titled *Training on the MATATAG Curriculum for Teachers and School Leaders* (**Enclosure 1**), the Department will commence the initial phase of implementation of the *MATATAG Curriculum* through the conduct of **Trainings on the MATATAG Curriculum for Kindergarten, Grade 1, Grade 4, and Grade 7 (K147) Teachers and School Leaders**.
2. To ensure judicious utilization of the Human Resource Development (HRD) Fund during the conduct of the trainings on the *MATATAG Curriculum* for teachers and school leaders, these **GUIDELINES ON THE UTILIZATION OF DOWNLOADED HRD FUND FOR THE CONDUCT OF TRAININGS ON THE MATATAG CURRICULUM** are hereby issued.
3. The HRD Fund amounting to **ONE BILLION EIGHT HUNDRED NINETY-THREE MILLION SIX HUNDRED THIRTY-ONE THOUSAND SIX HUNDRED PESOS (Php 1,893,631,600.00)** shall be downloaded to DepEd Regional Offices (**Enclosure 2**) to cover the budget requirements for the conduct of the Regional Training of Division Trainers and School Leaders on the *MATATAG Curriculum* (RTOT) (**Enclosure 3**), Division Training of School Trainers on the *MATATAG Curriculum* (DTOT) (**Enclosure 4**), and School-based Training of Teachers (SBTT) on the *MATATAG Curriculum* (**Enclosure 5**).

4. The DepEd Central Office shall download the HRD Fund for RTOT and DTOT to the Regional Offices, while the HRD Fund for the School-Based Training of Teachers shall be downloaded through a direct release from DBM to the Regional Offices. The breakdown of allocation per activity is enclosed.
5. Upon transfer of HRD Fund to Regional Offices, the NEAP in the Region (NEAP-R)/Human Resource Development Division (HRDD) in coordination with the Regional Finance Division (FD) upon approval by the Office of the Regional Director, shall facilitate the downloading of HRD Fund to the Schools Division Offices (SDOs) to be used during the conduct of the **DTOT** and **SBTT** on the dates specified per the unnumbered memorandum dated 20 December 2023.
6. The HRD Fund to be downloaded to ROs and SDOs shall be used for the expenses of the training activities enumerated below:
  - a. **Regional Training of Division Trainers and School Leaders on the MATATAG Curriculum (RTOT)**
    - i. Board and lodging of the Regional Program Management Team (RPMT), inclusive of program managers, learning managers, resource persons/learning facilitators, documenters, M&E focal/in-charge, welfare officers, secretariats, RTOT trainers, CO MATATAG M&E and TA providers, and all the participants at Php 2,000.00 per day for five (5) days per person;
    - ii. Training supplies and materials to be used by the RPMT, CO MATATAG M&E, and TA providers and all the participants at Php 300.00 per person; and
    - iii. The travel expenses of the RPMT, TA providers, and the participants are at a rate of Php 2,000.00 per person.
  - b. **Division Training of School Trainers on the MATATAG Curriculum (DTOT)**
    - i. Board and lodging of Division Program Management Team (DPMT), inclusive of program managers, learning managers, resource persons/learning facilitators, documenters, M&E focal/in-charge, welfare officers, secretariat, DTOT trainers, CO, Region, SDO M&E and TA providers, and all the participants at Php 2,000.00 per day for 5 days per person;
    - ii. Training supplies and materials to be used by DPMT and all the participants at Php 300.00 per person; and
    - iii. The travel expenses of the DPMT and the participants are at a rate of Php 1,500.00 per person.
  - c. **School-based Training of Teachers on the MATATAG Curriculum (SBTT)**

- i. Meals of the Program Management Team (PMT), inclusive of program managers, learning managers, resource persons/learning facilitators, documenters, M&E focal/in-charge, welfare officers, secretariat, SBTT trainers, CO, Region, SDO, school M&E and TA providers, and all the participants at Php 600.00 per day for 5 days per person, broken down into:

AM Snack : Php 100.00  
 Lunch : Php 400.00  
 PM Snack : Php 100.00

- ii. Training supplies and materials for the SPMT and the participants cost at Php 300.00 per person.

7. The table below shows the participants per training activity.

RTOT	DTOT	SBTT
<ul style="list-style-type: none"> <li>▪ Regional Program Management Team (RPMT) inclusive of program managers, learning managers, resource persons/ learning facilitators, documenters, M&amp;E focal/ in-charge, welfare officers, secretariat</li> <li>▪ RTOT Trainers</li> <li>▪ Division CID Chiefs</li> <li>▪ Division EPS and PSDS with learning area specialization</li> <li>▪ Division IPed Specialists/ focal persons</li> <li>▪ School Heads, Head and Master Teachers with learning area specialization</li> <li>▪ SGOD Chiefs/HRDS training specialists (expected team of trainers and training managers per divisions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Division Program Management Team (DPMT) inclusive of program managers, learning managers, resource persons/ learning facilitators, documenters, M&amp;E focal/ in-charge, welfare officers, secretariat</li> <li>▪ DTOT Trainers</li> <li>▪ All School Heads</li> <li>▪ Head and Master Teachers with learning area specializations</li> <li>▪ IPed teachers from Kindergarten, Grades 1, 4, &amp; 7</li> <li>▪ Expected team of trainers and training managers per school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program Management Team (PMT)</li> <li>▪ inclusive of program managers, learning managers, resource persons/ learning facilitators, documenters, M&amp;E focal/ in-charge, welfare officers, secretariat, School-based Training Trainers</li> <li>▪ All teachers from Kindergarten, Grades 1, 4, &amp; 7</li> </ul>

8. In cases of budget deficiencies, travel expenses and other incidental expenses can be charged against HRD funds available at the ROs and SDOs or other local

funds. The Program Support Fund (PSF) downloaded for IPed can also be utilized in support of participants for IPed in the aforesaid training activities, subject to the usual accounting and auditing rules and regulations. A separate memorandum will be released regarding the IPed component of the RTOT, DTOT, and SBTT.

9. Specified below is the implementation process per training activity.

**a. RTOT Implementation Process**

- i. NEAP-R/HRDD shall upload to its account in the Program Management Information System (PMIS) the activity with physical and financial targets.
- ii. NEAP-R/HRDD, in collaboration with CLMD and other offices that are involved in the conduct of RTOT, shall lead in the preparation of the Regional Training Implementation Plan (**Enclosure 6**) for review and approval of the Regional Director.
- iii. NEAP-R/HRDD prepares the necessary documents required for the process and approval of the conduct of the RTOT.
- iv. NEAP-R/HRDD shall inform NEAP-CO of the approved date of conduct.
- v. RPMT implements the RTOT based on the approved implementation plan.
- vi. NEAP-R/HRDD uploads the physical and financial accomplishments in the PMIS as indicated in DepEd Order No. 11, s. 2021 titled *Guidelines on the Operationalization of PMIS*.

**b. DTOT Implementation Process**

- i. HRDS shall upload to PMIS, under the SGOD account, the activities with physical and financial targets.
- ii. HRDS, in collaboration with CID and other offices involved, shall lead in the preparation of the Division Training Implementation Plan and School-based Training Implementation Plan (**Enclosure 6**) for review and approval of the Schools Division Superintendent.
- iii. HRDS prepares the necessary documents required for the process and approval of the conduct of DTOT and SBTT.
- iv. HRDS shall submit to NEAP-R/HRDD the approved date of conduct for DTOT and SBTT. NEAP-R/HRDD shall then submit to NEAP-CO the consolidated conduct of training.
- v. HRDS shall upload the physical and financial accomplishments in the PMIS as indicated in DepEd Order No. 11, s. 2021 titled *Guidelines on the Operationalization of the PMIS*.

c. **SBTT Implementation Process**

- i. HRDS shall upload to PMIS, under the SGOD account, the activities with physical and financial targets.
- ii. HRDS, in collaboration with CID and other offices, including school heads involved in the conduct of SBTT, shall lead in the preparation of the School-based Training Implementation Plan (**Enclosure 6**) for review and approval by the Schools Division Superintendent.
- iii. HRDS prepares the necessary documents required for the process and approval of the conduct of school-based training.
- iv. HRDS shall submit to NEAP-R/HRDD the approved conduct date for the school-based training. NEAP-R/HRDD shall then submit to NEAP-CO the consolidated conduct of training.
- v. HRDS shall upload the physical and financial accomplishments in the PMIS as indicated in DepEd Order No. 11, s. 2021 titled *Guidelines on the Operationalization of the PMIS*.

10. Savings generated from the conduct of these activities can be utilized in providing technical assistance to the divisions or schools, conducting program implementation reviews, and other eligible activities related to the implementation of the *MATATAG* Curriculum.

11. Monitoring and Evaluation

- a. The Central Office PMT, RPMT, DPMT, and assigned M&E Team in the Region and Division shall conduct the monitoring of the activities in their jurisdiction.
- b. The monitoring activities shall involve the following activities:
  - i. Review and discussion of the division rollout program and facilitator evaluation results;
  - ii. Discussion on post-division rollout activities and their corresponding M&E; and
  - iii. Funding utilization.
- c. RPMT and DPMT prepare and submit the following to the NEAP Quality Assurance Division 10 working days after the conduct of the program:
  - i. Program Completion Report (**Enclosure 7**)
  - ii. Program Completion Report Enclosures (**Enclosure 8**)
  - iii. Participants' Profile (**Enclosure 9**)

- d. NEAP-R shall consolidate all documents submitted by RPMT and DPMT, make a regional report, and send it to the NEAP Central Office via this link: <https://bit.ly/MATATAGCurriculumTrainingK147>
12. Should there be changes in the dates of the conduct of activities in RTOT, DTOT, and SBTT due to circumstances beyond control, it is imperative to coordinate with the regional office and central office for the course of action.
13. For other details pertaining to the conduct of activities, attached to these guidelines is the aforementioned unnumbered memorandum dated 20 December 2023 titled by *Training on the MATATAG Curriculum for Teachers and School Leaders*.
14. For further inquiries and concerns, please contact NEAP through email at [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8638-8638.
15. Immediate dissemination of and strict compliance with these guidelines are directed.

**Copy furnished:**

**GINA O. GONONG**

*Undersecretary for Curriculum and Teaching*

**ATTY. REVSEE A. ESCOBEDO**

*Undersecretary for Operations*

**Enclosures:**

- 1 - Unnumbered Memorandum dated 20 December 2023, titled "Training on the MATATAG Curriculum for Teachers and School Leaders"
- 2 - Budget Allocation to be Downloaded to DepEd Regional Offices
- 3 - Breakdown of Budget for RTOT
- 4 - Breakdown of Budget for DTOT
- 5 - Breakdown of Budget for School-Based Training
- 6 - Training Implementation Plan Template
- 7 - Program Completion Report Template (With Budget Utilization)
- 8 - Program Completion Report Enclosures
- 9 - Participants' Profile Template