



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

February 13, 2024

REGION MEMORANDUM
HRDD-2024-009

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

To: Schools Division Superintendents
All Others Concerned

1. Relative to the conduct of trainings on the MATATAG Curriculum for Kindergarten, Grade 1, Grade 4 and Grade 7 (K147) teachers and school leaders, the Office of the Undersecretary for Human Resource and Organizational Development (OUBHROD) with reference to memorandum DM-OUHROD-2024-0151 issued the **Guidelines on the Utilization of Downloaded HRD Fund for the Conduct of Trainings on the MATATAG Curriculum.**

2. The Human Resource Development (HRD) Fund amounting to **Eighty-Six Million Four Hundred Eighty-One Thousand Seven Hundred Pesos (PhP86, 481, 700.00)** shall be downloaded to the Regional Office to cover the budget requirements for the conduct of the Regional Training of Division Trainers and School Leaders on the *MATATAG Curriculum* (RTOT), Division Training of School Trainers on the *MATATAG Curriculum* (DTOT), and School-based Training of Teachers on the *MATATAG Curriculum* (SBTT). See **Enclosure 1** for the breakdown of allocation per activity.

3. To facilitate the downloading of funds to the Schools Division Offices (SDOs), the Human Resource and Development Section (HRDS) in coordination with the Curriculum Implementation Division and Finance and Accounting Section **shall submit an approved Work and Financial Plan** for the conduct of DTOT and SBTT **on or before February 23, 2024.**

4. The funds to be downloaded shall be used for the expenses of the training activities enumerated below:

a. **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 PhP2,000.00 per day for 5 days per person;

ii. Training supplies and materials to be used by DPMT and all the participants at PhP300.00 per person; and

iii. The travel expenses of the DPMT and the participants are at a rate of PhP1,500.00 per person.



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b. 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 PhP600.00 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 PhP300.00 per person.

5. In cases of budget deficiencies, travel expenses and other incidental expenses can be charged against HRD funds available at the 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.

6. 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.

7. For other details pertaining to the conduct of activities, attached to these guidelines are the DM-OUHROD-2024-0151 dated February 2, 2024.

8. For inquiries and clarifications, send an email to NEAP R-XII at neap.ro12@deped.gov.ph or may contact directly Maricel B. Dignadice, Education Program Specialist II, through maricel.bacaling@deped.gov.ph.

9. For the information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: OUHROD Unnumbered Memorandum dated December 20, 2024; DM-OUHROD-2024-0151

Allotment: HRD Fund

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

ALLOCATION FUNDS PROGRAMS TEACHERS

MBD/HRDD/RM/GUIDELINES ON THE UTILIZATION OF DOWNLOADED HRD FUND FOR THE CONDUCT OF TRAININGS ON THE MATATAG CURRICULUM/008/February 13, 2024



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Enclosure to Region Memorandum HRDD-2024-009

BREAKDOWN OF ALLOCATION PER ACTIVITY

SDO	Division Training of School Trainers on the MATATAG Curriculum (DTOT)			School-based Training of Teachers (K,1,4 & 7)		
	Amount	No. of DPMT/ Trainers	No. of Participants	Amount	No. of DPMT/ Trainers	No. of Participants
Cotabato	9,499,000.00	54	751	14,249,400.00	805	3513
GenSan City	3,587,200.00	31	273	6,316,200.00	304	1610
Kidapawan	1,486,800.00	31	95	1,976,700.00	126	473
Koronadal	1,439,600.00	31	91	1,933,800.00	122	464
Sarangani	4,507,600.00	31	351	7,692,300.00	382	1949
South Cotabato	5,475,200.00	31	433	8,840,700.00	464	2215
Sultan Kudarat	5,203,800.00	31	410	8,170,800.00	441	2035
Tacurong City	955,800.00	21	60	1,105,500.00	81	254
Total	32,155,000.00			50,285,400.00		



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