



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

February 29, 2024

REGION MEMORANDUM
NEAP-2024-018

**ADDITIONAL INFORMATION RELATIVE TO THE CONDUCT OF SDO AND
SCHOOL-BASED TRAINING ON MATATAG CURRICULUM**

TO: Schools Division Superintendents
All Other Personnel Concerned

1. This has reference to **DM-OUHROD-2024-0151** and **Region Memorandum HRDD-2024-009** titled “**Guidelines on the Utilization of Downloaded HRD Fund for the Conduct of Training on the MATATAG Curriculum.**”

2. The table below enumerates the participants per training activity.

Division Training of Trainers (DTOT)	School-Based Training of Teachers (SBTT)
<ul style="list-style-type: none">• Division Program Management Team (DPMT) inclusive of program managers, learning managers, resource persons/ learning facilitators, documenters, M&E focal/ in-charge, welfare officers, secretariat (<i>See DM 44, s. 2023 for the Terms of Reference</i>)• DTOT Trainers• All School Heads• Head and Master• Teachers with learning area specializations• IPEd teachers from Kindergarten, Grades 1, 4, & 7• Expected team of trainers and training managers per school	<ul style="list-style-type: none">• Program Management Team (PMT) inclusive of program managers, learning managers, resource persons/ learning facilitators, documenters, M&E focal/ in-charge, welfare officers, secretariat, School-based Training Trainers (<i>See DM 44, s. 2023 for the Terms of Reference</i>)• All teachers from Kindergarten, Grades 1, 4, & 7

3. Refer to the enclosure for the detailed implementation process.

4. For further information, contact **Henry Fritz H. Diaz**, Senior Education Program Specialist – HRDD-NEAP through henryfritz.diaz@deped.gov.ph.

5. Immediate dissemination of this memorandum is desired.


CARLITO D. ROCAFORT
Director IV



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Encl.: None
Reference: As stated
Allotment:
To be included in the Perpetual Index under the following Subjects:

TRAINING

HFHD/HRDD-NEAP/RM- ADDITIONAL INFORMATION RELATIVE TO THE CONDUCT OF SDO AND SCHOOL-BASED TRAINING ON MATATAG CURRICULUM/018/February 29, 2024



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Enclosure to Region Memorandum NEAP-2024-018

MATATAG TRAINING IMPLEMENTATION PROCEDURE

I. Division Training of Trainers (DTOT)

1. The HRDS shall upload to PMIS, under the SGOD account, the activities with physical and financial targets.
2. In collaboration with CID, the HRDS and other offices involved shall lead in the preparation of the Division Training Implementation Plan and School-based Training Implementation Plan for review and approval of the Schools Division Superintendent.
3. The HRDS shall prepare the necessary documents required for the process and approval of the conduct of DTOT and SBTT.
4. The 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 plan for the conduct of training.
5. The 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.

II. School-Based Training of Teachers (SBTT)

1. The HRDS shall upload to PMIS, under the SGOD account, the activities with physical and financial targets.
2. In collaboration with CID and other offices, including school heads involved in the conduct of SBTT, the HRDS shall lead in the preparation of the School-based Training Implementation Plan for review and approval by the Schools Division Superintendent.
3. The HRDS shall prepare the necessary documents required for the process and approval of the conduct of school-based training.
4. The HRDS shall submit to NEAP-R/HRDD the approved plan for the school-based training. NEAP-R/HRDD shall then submit to NEAP-CO the consolidated plan for the conduct of training.
5. The 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.

III. Monitoring Activity

1. The Division Program Management Team (DPMT) and assigned M&E Team shall conduct the monitoring of the activities in their jurisdiction.



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2. The monitoring shall involve the following activities:
 - a. Review the division roll-out program and the overall M and E Results.
 - b. Discuss fund utilization and ways forward.
3. The DPMT shall prepare and submit the following reports.
 - a. Program Completion Report Template (With Budget Utilization)
 - b. Program Completion Report Enclosures
 - c. Participants' Profile Template
4. The DPMT shall submit all required documented information to NEAP Quality Assurance Division **10 working days** after the conduct of the program.