



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V—BICOL

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

January 08, 2024

**DIVISION MEMORANDUM**

No. 04, s. 2024

**DEMOGRAPHIC INFORMATION ON THE TARGET TRAINERS, TEACHERS AND SCHOOL LEADERS IN REGION V IN PREPARATION FOR THE TRAINING ON THE MATATAG CURRICULUM**

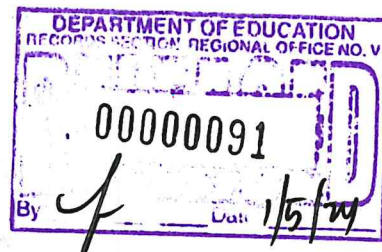
To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads  
Public School Heads  
All Others Concerned

1. Pursuant to Unnumbered DepEd Memorandum dated December 20, 2023 and Regional Memorandum No. 000012, s. 2024 re: Demographic Information on the Target Trainers, Teachers and School Leaders in Region V in Preparation for the Training on the MATATAG Curriculum, this office informs all concerned on the specific targets, target participants in the different levels of training and the sources of funds specified in the attached Memoranda.
2. The CID chief, learning area supervisors, public schools district supervisors with learning area specialization, and teachers in Kinder and Grades 1, 4 and 7 are required to accomplish the demographic information form on or before January 11, 2024 through the link: [sites.google.com/depd.gov.ph/neap-training-on-matatag](https://sites.google.com/depd.gov.ph/neap-training-on-matatag).
3. Immediate dissemination and compliance to this Memorandum is directed.

**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



**4 January 2024**

**REGIONAL MEMORANDUM**

No. \_\_\_ s. 2024

**000012**

**DEMOGRAPHIC INFORMATION ON THE TARGET TRAINERS, TEACHERS, AND  
SCHOOL LEADERS IN REGION V IN PREPARATION FOR THE TRAINING ON THE  
MATATAG CURRICULUM**

To : Schools Division Superintendents  
Chiefs, Curriculum Implementation Division  
Chiefs, RO Functional Divisions (CLMD, HRDD and QAD)  
Public Elementary and Secondary School Heads

1. Relative to the commencement of the initial phase of the MATATAG Curriculum implementation, this Office informs all concerned on the Training on the MATATAG Curriculum for Kindergarten, Grade 1, Grade 4 and Grade 7 Teachers and School Leaders spearheaded by the Curriculum and Teaching (CT) Strand and National Educators Academy of the Philippines (NEAP) of DepEd Central Office to be held from January 22 to April 4, 2024.

2. The series of trainings on the MATATAG Curriculum aims to capacitate teachers in Kinder, Grades 1, 4 and 7 and the school leaders with the knowledge, skills, and competencies to effectively implement the new curriculum in the coming school year.

3. The specific dates, target participants in the different levels of training and the sources of funds are specified below.

<b>Date/Training Title</b>	<b>Target Participants</b>	<b>Source of Funds</b>
February 5-9, 2024 National Training of Regional Trainers on the MATATAG 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/focal persons, HRDD Chief, HRDD EPS Training Program Focals/NEAP -R Training Program Specialists (expected team of trainers and training manager), QAD Chief, QAD EPS (in charge of QAME).	2023 BEC Funds



*[Handwritten signature]*

Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

region5@depd.gov.ph

February 12-15, 2024 Regional Training of Division Trainers and School Leaders on the MATATAG 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
February 19 - March 1, 2024 Division Training of School Trainers on the MATATAG 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
March 4 – April 4, 2024 School-Based Training on the MATATAG Curriculum	ALL Teachers from Kindergarten, Grades 1, 4, & 7 per school	2024 HRD Funds/School MOOE

4. For purposes of planning and budgeting for the series of trainings in preparation for the implementation of MATATAG Curriculum, all school divisions are enjoined to facilitate the accomplishment of the demographic information form on or before January 11, 2024, through the link: [sites.google.com/depd.gov.ph/neap-training-on-matatag](https://sites.google.com/depd.gov.ph/neap-training-on-matatag).

5. Those required to fill-in the demographic information include all CID Chiefs, learning area supervisors, public schools district supervisors with learning area specialization, elementary and secondary school heads with learning area specialization, and teachers in Kindergarten and Grades 1, 4 and 7.

5. Region V's attendees to the NTOT shall be communicated in a separate Memorandum once DepEd Central Office issues the specific guidelines on the conduct of the trainings on the MATATAG Curriculum, together with the slots in the region.

6. Enclosed is the Memorandum on Training on the MATATAG Curriculum for Teachers and School Leaders for reference and guidance.

7. It is reiterated that the target participants from the Regional Office, Schools Division Offices and those from the schools respond to the demographic profile form which has implications in determining the trainers and the budget to be downloaded to Region V for the training implementation.

8. For immediate dissemination and compliance.

  
**GILBERT T. SADSAD**  
 Regional Director

Encls:As stated  
 To be indicated in the Perpetual Index  
 under the following subjects:  
 MATATAG Curriculum      Training

CLMD/ml  
 1/04/2024





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. GORING**  
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 **MAke** the curriculum relevant to produce competent and job-ready, active, and responsible citizens and to **Give** 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 BHROD-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 MATATAG 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 MATATAG 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 MATATAG 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 MATATAG 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](https://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](mailto: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)
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
3:00 – 5:00 PM	Curriculum Standards and Learning Competencies (Q1)  *End-of-day evaluation	*End-of-day evaluation	Integrating the 21 <sup>st</sup> -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
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)
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
3:00 – 5:00 PM	Curriculum Standards and Learning Competencies (Q1)  *End-of-day evaluation		Integrating the 21 <sup>st</sup> -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
5:00 – 5:30 PM	PMT Daily Debriefing			