



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 174 , s. 2024

March 12, 2024

**DIVISION TRAINING OF TRAINERS ON THE MATATAG CURRICULUM
FOR TEACHERS AND SCHOOL LEADERS**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Relative to Regional Memorandum No. 171, s. 2024, this Office informs the field of the conduct of the **Division Training of Trainers on the MATATAG Curriculum for Teachers and School Leaders** on March 18-22, 2024. Venue of the activity will be given at a later date.
2. This activity aims to equip the teachers and school leaders on the development of lesson exemplars integrating the essential instructional elements and the development of the instructional supervisory plan for the implementation of the MATATAG Curriculum, respectively.
3. For reference, enclosed are the following:
 - a. Enclosure No. 1 - Program Management Team
 - b. Enclosure No. 2 – List of Participants
 - c. Enclosure No. 3 – Program Schedule Matrix
4. The participants are expected to bring their laptops, extension wires and portable wi-fi modems (if available).
5. All participants must strictly observe the schedule provided below for check-in, check-out, first meal and last meal.

Check-in	Check-out	First Meal	Last Meal
March 18, 2024 (2:00PM)	March 22, 2024 (12:00NN)	Lunch of March 18, 2024	PM snacks of March 22, 2024

6. The PMT members are expected to be at the training venue on Sunday, March 17, 2024 for the final preparation and briefing while participants are expected to be at the venue before 8:00am of March 18, 2024.




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7. The first meal for the PMT is dinner of March 17, 2024. PMT members reporting on Sunday, March 17, 2024 shall be entitled to Compensatory-Time-Off (CTO) in accordance with the provisions of CSC and DBM Joint Circular No. 2, s. 2004.
8. The expenses for board and lodging, training materials, venue rental and other incidental expenses incurred during the conduct of the abovementioned activity shall be charged against the HRTD Funds while travel expenses of the participants shall be charged against local/MOOE funds all subject to the usual accounting and auditing rules and regulations.
9. Anent to the activity, a meeting is called for all the PMT members on March 13, 2024, 2:00pm at the Tagbilaran City Central Elementary School - Library.
10. For the proper guidance and compliance of all concerned.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Enclosure No. 1 - Program Management Team
 Program Director - Dr. Wilfreda D. Bongalos SDS
 Assistant Program Director - Dr. John Ariel A. Lagura ASDS
 Program Assistant Ms. Maurine C. Castaño Chief, SGOD

Learning Facilitators

Kindergarten		
Name	Designation	Subject Area
Concepcion A. Tubal	EPS	Kindergarten
Juanita C. Lafuente	P-II	Kindergarten
Grade 1		
Name	Designation	Subject Area
Concepcion I. Gallentes	P-II	EsP
Lorelei G. Anore	P-I	Mathematics
Proserpina A. Doroy	HT	Filipino
Nenita J. Incog	EPS	AP
Alberto A. Lacang	EPS	MAPEH
Antonette P. Dugang	EPS	SGOD
Grade 4		
Name	Designation	Subject Area
Edgar U. Fernandez	HT-III	Filipino
Neolita S. Sarabia	EPS	EsP
Lemuel B. Barol	HT-III	AP
Dougeford Castano	HT-II	MAPEH
Felipe D. Epe	P-I	EPP
Marilou A. Pondoc	HT- III	English
Editha G. Gone	P-II	Science
Elisa B. Geagonia	EPS	Mathematics
Cherry Michelle F. Collyer	EPSvr	Science
Basilides M. Sempron	P-II	EPP
Grade 7		
Name	Designation	Subject Area
Maria Sandra Isabel S. Fortich	HT-V	AP
Pilar E. Diez	HT-III	Mathematics
Florafel C. Datoy	HT-III	MAPEH
Crestita B. Batingal	HT-III	TLE
Lanie G. Gutas	HT-III	English
Mercy Mae C. Serate	HT-III	Science
Ermila D. Cardenas	HT-III	EsP
Beatriz E. Incog	EPS	Filipino
Joseph C. Barrete	EPS	TLE
Aimee T. Amistoso	EPS	English
Joselito C. Galendo	HT-III	MAPEH
Filomena C. Tanggaan	SEPS	SEPS HR
M & E		
Esther L. Cagas	SEPS	
Rosene D. Olaivar	EPS II	
Medics and Driver		

Enclosure No. 2 - DTOT Participants

Kinder (6)	Grade 4 (16)	Grade 7 (20)
Dioscora H. Sayon	English (2)	English (2)
Eva Ruth R. Garcia	Maria Dulce Alma A.Lopos	Grace Marie L.Campos
Alona Ponte	Florenda G. Golosino	Anna Marie Gutang
Michelle A. Mercader	Math (2)	Math (2)
Mildred B. Patac	Anecita B. Balon	Corazon H. Samuya
Maria Corazon O. Guigoma	Rex U. Celosia	Jesilo Jala
Grade 1 (15)	Science (2)	Science (2)
Literacy and REading (3)	Mae M. Bastes	Dolores T. Dahab
Eufe Rhoda R. Galon	Brian Baluca	Raymond Gone
Maria Chona B. Roxas	Filipino (2)	Filipino (2)
Glaiza T. Jala	Marilyn M.Gotiay	Genellie Calipes
Language (3)	Aly Marie L. Cajilog	Evangeline Lagunoy
Clementina A.Gamil	AP (2)	AP (2)
Hazel May E. Baliguian	Pearly T. Maraguinot	Rowena C. Salutan
Roselle Sunit	Annabelle Pergamino	Geraldine Duron
Math (3)	GMRC (2)	Values Education(2)
Ma. Rachel S. Omasas	Sylvia Mahumas	Justino Canda
Flordeliza Austero	Buenafe Rios	Luzminda Tagaro
Mylin O. Iñigo	HELE (2)	TLE (4)
GMRC (2)	Jerry Belecina	Jenelou John F. Israel
Marcelina Divinagracia	Victoria S. Husain	Alberto L. Tibod Jr.
Ma. Rachel P. Autentico	MAPEH (4)	Laura Asas
Makabansa (4)	Clarissa Tupos	Legardo R. Palaca Jr.
Eldiebrando S. Correa	Monelle Ruiz	MAPEH (4)
Marlyn D. Baluca	Jose Earl Diola	Ma. Christina Bolofer
Ma. Apryl Macalisang	Sarah Jean Cacho	Grace Magdoza
Claudine Ceño		Butch Bernas
		Villea Cornell

:nclosure No. 3 Program Schedule Matrix

DIVISION TRAINING OF TRAINERS (DTOT) ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS					
TIME	DAY 1 (March 18, 2024)	DAY 2 (March 19, 2024)	DAY 3 (March 20, 2024)	DAY 4 (March 21, 2024)	DAY 5 (March 22, 2024)
7:30 - 8:00 AM	Arrival - Settling in				
8:01 - 9:00	Registration				
9:01 - 9:45	Opening Program				
9:46 - 10:00	HEALTH BREAK				
10:01 - 11:00	<p>PLENARY Levelling of Expectation and Pre Test (Dr. Esther L. Cagas)</p> <p>PLENARY General Shape of MATATAG Curriculum (Dr. Janet T. Butalid)</p> <p>LUNCH BREAK</p>	<p>PLENARY SESSION Inclusive Education (Dr. Ma. Antonette P. Dugang)</p> <p>PLENARY SESSION Science of Learning (Dr. Cherry Michelle F. Collyer)</p>	<p>PLENARY SESSION Integrating 21st Century Skills in the Classroom (Dr. Nenita J. Incog)</p> <p>PLENARY SESSION Integrating 21st Century Skills in Classroom- Based Assessment (Dr. Beatriz E. Incog)</p>	<p>PLENARY SESSION Collaborative Expertise (Mr. Joseph C. Barette)</p> <p>PLENARY SESSION Classroom Observation in the MATATAG Curriculum (Dr. Elisa B. Geagonia)</p>	<p>Breakout Session Demonstration Teaching / Processing (Per Learning Area)</p> <p>PLENARY SESSION Facilitation Skills (Dr. Neolita S. Sarabia)</p>
11:01 - 12:00					
12:01 - 1:00					
1:01 - 2:00	<p>PLENARY Overview of the MATATAG Curriculum Instructional Design Framework (Dr. Aimee T. Amistoso)</p> <p>Breakout Session (Learning Area) Shaping Paper Walkthrough</p>	<p>Breakout Session Unpacking of the Curriculum By Learning Area</p>	<p>Breakout Session Unpacking of the Curriculum By Learning Area</p>	<p>Breakout Session Unpacking of the Curriculum By Learning Area</p>	<p>PLENARY SESSION Management of School-Based Training and Development (Mr. Alberto A. Lacang)</p> <p>PLENARY SESSION Preparation of School Based Training Implementation Plan</p>
2:01 - 3:00					
3:01 - 3:15	HEALTH BREAK				
3:16 - 4:45	<p>Walkthrough of the Curriculum Guide and Unpacking of Standards and Learning Competencies</p>	<p>Breakout Session Unpacking of the Curriculum By Learning Area</p>	<p>Breakout Session Unpacking of the Curriculum By Learning Area</p>	<p>PLENARY SESSION Lesson Exemplar Development and Demo Preparation (Ms. Concepcion I. Gallentes)</p>	<p>Post Test Clearing House / Wrap Up Closing Activity</p>
4:45 - 5:00	End of the Day Evaluation				
5:01 - 6:00	Debriefing				