



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

April 29, 2024

DIVISION MEMORANDUM

No. 328 s, 2024


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

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
School Heads
Teachers
All Others Concerned

1. Relative to Division Memorandum No. 257 s. 2024 re: **Division Training of School Trainers on the MATATAG Curriculum for Teachers and School Leaders**, this Office, through the Human Resource Development Section, in collaboration with Curriculum Implementation Division, hereby informs the field that the conduct of the said activity shall be on May 20-24, 2024 at Haiyan Hotel and Resort, Brgy. Bislig, Tanauan, Leyte.
2. Participants are expected to:
 - a. Arrive at the venue on May 20, 2024 (Day 0) to attend the preliminary activities such as opening program and Pre-test;
 - b. actively participate in the training; and
 - c. submit a Workplace Application Plan (WAP) and take a post-test right after the training.
3. To facilitate room assignment/accommodation, tracking of participants' attendance, and other related tasks, the Program Management Team, Resource Speakers, as well as Technical Working Group shall register through the link <https://V7htQBNfrpaFW3xP6> not later than May 8, 2024. Moreover, it should be noted that the first meal to be served will be AM snacks and the last meal lunch with PM snacks on May 24, 2024.
4. A pre-training conference for the identified members of the Technical Working Group such as M & E and Classroom Managers/Documenters shall be held on April 30, 2024 at 8:30 AM at the Division Conference Hall.



5. Enclosed are the List of the Division Program Management Team (D-PMT) (Enclosure no. 1), Terms of Reference (Enclosure no. 2), List of Participants (Enclosure no. 3) and Training Matrix (Enclosure no. 4)
6. Expenses incurred relative to this activity shall be charged to HRD fund, subject to usual accounting and auditing rules and regulations.
7. For enquiries, feel free to message **Juliet L. Lim**, EPS-values and **Meriam M. Gualdrapa**, SEPS of HRD Section.
8. Immediate dissemination of and compliance with this Memorandum are highly desired.


SHERLITA A. PALMA, EdD, CESO VI
Schools Division Superintendent

