



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

June 5, 2024

DIVISION MEMORANDUM

No. 423 s, 2024

**SCHOOL BASED TRAINING OF TEACHERS 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, this Office, through the Human Resource Development Section in coordination with the Curriculum Implementation Division, hereby announces the conduct the **School Based Training of Teachers on the MATATAG Curriculum on July 16-19, 2024 for private school teachers at a venue which shall be announced later and July 8-12, 2024 for public school**. The said activity shall be conducted simultaneously in three (3) different clusters, which shall compose of the following DLCs:

CLUSTER 1		
DLCS 1	DLC 4	DLC 6
Lucio Vivero ES Tagpuro ES Sta. Elena ES New Hope ES Old Kawayan ES Sto. Niño ES	City Central School Antonio Balmes HS Lorenzo Daa MS Salvacion ES Palanog ES Palanog Rest. ES	Panalaron CS Bliss ES Sto. Niño SHS Cirilo Roy Montejó NHS Sto. Niño SPED Center
DLC 5: Basper ES, Mercyville ES & Nulatula ES		
Cluster Leader: GREG L. GALOS Members: Lita A. Jongco Melinda P. Severino		Proponent: Fructouso Baliton NTCNHS
VENUE: Sto. Niño SPED Center, Tacloban City		

Timeline of the Different Activities Relative to the Conduct of the School Based Training of Teachers (SBTT) on MATATAG Curriculum

DATE	ACTIVITY	PERSONS INVOLVED	VENUE
June 3, 2023 (9:00 AM)	Coordination Meeting with Cluster Heads and School Head-End Users	Cluster 1: Greg Galos and Marlon Cainong, Cluster 2: Alma Macanip & Lorena Bonifacio Cluster 3: Joelma Dagami & Lorena Bonifacio	Div. Conference Hall
	Meeting of other four (4) Resource Speakers to render session on the conduct of SBTT	SDS Ranulfo Baay Niceta Galura Lynna De Guzman Lilia Villafranca	SDS Office
June 14, 2024 (2:00 PM)	Virtual Meeting of SBTT Core Team Conference	Division PMT Cluster Leaders Division Chiefs End Users Lead Person of class Managers Lead Person of M&E	Link:
July 3, 2024 (8:30 AM)	Run through of Resource Speakers on the different sessions of MATATAG Curriculum	Resource Speakers on the different sessions of MATATAG Curriculum	San Fernando CS
July 3, 2024 (1:30 AM)	Pre-training conference of TWG	Class Manager & M&E/documenters	San Fernando CS
July 8-12, 2024	Conduct of SBTT on the MATATAG Curriculum	PMT, Learning Managers, TWG, Participants	Cluster 1 – Sto. Niño SPED Center Cluster 2 – LNHS Cluster 3 - Rizal Central School
July 16, 2024 (9:00 AM)	Post conference	Cluster 1 PMT, Learning Managers, TWG	San Fernando CS
July 17, 2024 (9:00 AM)	Post conference	Cluster 2 PMT, Learning Managers, TWG	San Fernando CS
July 18, 2024 (9:00 AM)	Post conference	Cluster 3 PMT, Learning Managers, TWG	San Fernando CS

4. To ensure proper utilization of the Human Resource Development (HRD) Fund on the conduct of the **School Based Training of Teachers**, this said activity is compliant to the **GUIDELINES ON THE UTILIZATION OF DOWNLOADED HRD FUND FOR THE CONDUCT OF TRAININGS ON THE MATATAG CURRICULUM (MEMORANDUM DM-OUHROD-2024-0151)**. Downloading of HRD funds shall be through the identified School Heads of the three (3) clusters. The basis of the amount to be downloaded to each cluster shall depend on the number of participants and Resource Speakers, Learning Managers and Program Management Team (Enclosure 2) and the approved Work Application Plan submitted by each cluster. The breakdown of SBTT on the MATATAG Curriculum shall be shown on Enclosure no. 3

4. Expenses incurred relative to this activity shall be charged to HRD fund, subject to usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are highly desired.

Sherlita A. Palma
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Schools Division Superintendent *pal*

