



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

D-065

Office of the Schools Division
Superintendent

JAN 05 2024

MEMORANDUM

TRAINING ON THE CURRICULUM FOR TEACHERS AND SCHOOL LEADERS

To: OIC – Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is the Regional Memorandum No. 316 s. 2023, titled, **TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS**, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. For purpose of planning and budgeting, all public elementary and secondary schools are directed to accomplish the required demographic data of all teachers of Kindergarten, Grade 1, Grade 4, Grade 7, and School leaders. The concerned persons are requested to access the link: <http://sites.google.com/depd.gov.ph/neap-training-on-matatag> on or before January 5, 2024.
3. Immediate, wide dissemination of, and strict compliance with this Memorandum are desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects
SCHOOL TRAINING
AFS/ Training on The Curriculum for Teachers and School Leaders
006 January 3, 2024

UN-2023-006



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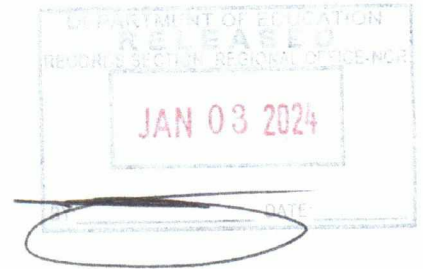


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



December 31, 2023

REGIONAL MEMORANDUM

No. **316** s. 2023

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

**TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS
AND SCHOOL LEADERS**

1. In reference to the unnumbered Memorandum from the Office of Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development and Gina O. Gonong, Undersecretary for Curriculum and Teaching, dated 20 December 2023, the field is hereby informed regarding the captured subject matter.
2. **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 which will be held from 22 January to 04 April 2024.
3. For purposes of planning and budgeting for this series of trainings, all Schools Division Office must accomplish the **Division Data** on the target trainers, teachers, and school leaders complete with the required demographic information on or before 03 January 2024. The forms may be accessed via this link: <https://sites.google.com/depd.gov.ph/neap-training-on-matatag>
4. Please refer to the attached Memorandum for the complete details.
5. For questions and clarifications, please contact **Hajji R. Palmero, Chief, HRDD-NEAP** at hajji.palmero@depd.gov.ph.
6. Dissemination and compliance to this memorandum is desired.


JOCELYN DR. ANDAYA
Director IV



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SDO - MUNTINLUPA CITY
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1-2-24

BY: EVELYN N. DINGAL

TIME: 9:20 am

MEMORANDUM

FOR : **Undersecretaries**
Assistant Secretaries
BARM 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. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : **TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS**

DATE : December 20, 2023

- 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 **MA**ke the curriculum relevant to produce competent and job-ready, active, and responsible citizens and to **GI**ve 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.
- 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 BHRD-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/deped.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@deped.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)	Actual Classroom Observation of a Demonstration Teaching
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	Clearing House
3:00 – 5:00 PM	Curriculum Standards and Learning Competencies (Q1) *End-of-day evaluation	*End-of-day evaluation	Integrating the 21 st -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	Post-Assessment Closing Program *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)	Demonstration Teaching
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	Clearing House
3:00 – 5:00 PM	Curriculum Standards and Learning Competencies (Q1) *End-of-day evaluation		Integrating the 21 st -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	Post-Assessment Closing Program *End-of-day evaluation
5:00 – 5:30 PM	PMT Daily Debriefing				