



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

**PLANNING MEETING FOR THE DIVISION TRAINING OF TRAINERS ON
THE MATATAG CURRICULUM FOR KINDERGARTEN, GRADE 1, GRADE 4,
AND GRADE 7 (K147) SCHOOL LEADERS AND TEACHERS**

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

1. In anticipation of the Division Training of Trainers for the MATATAG Curriculum targeting Kindergarten, Grade 1, Grade 4, and Grade 7 (K147) School Leaders and Teachers, this Division will convene a planning meeting on April 29, 2024, at 2:00 PM in the SDO Activity Area.

2. The objective of this meeting is to meticulously address various aspects crucial for the effective implementation of the training program across the 28 elementary and secondary schools. The following agenda items will be thoroughly discussed:

- MATATAG Curriculum Resource Packages
- Composition of the Program Management Team and Learning Management Team, along with their respective Terms of Reference (TOR)
- Presentation of the Initial List of Participants for Finalization
- Required Materials for the Trainings per Subject Area
- Administration of Pre and Post Tests
- Transportation Arrangements
- Accommodation and Room Assignments
- CPD Accreditation and Professional Development (PD) Recognition

3. Similarly, in order to align with NEAP's expectations for trainers and to ensure that the MATATAG training effectively meets the needs of classroom teachers, the selection process for trainers will adhere to the following criteria (DepEd Memo No. 44, s. 2023):

- Proven proficiency in the subject matter, as evidenced by the attainment of a bachelor's, master's, or doctorate degree aligned with the relevant subject area (preferably Master's Degree related to the Learning Area assigned. If MA is not aligned, consider the Baccalaureate Degree.
- Minimum of 5 years of teaching experience in the relevant subject area





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- With experience as a national (NTOT), regional (RTOT), and division (DTOT) trainer in the relevant subject area
 - With at least Very Satisfactory rating
 - Age between 50 years old and below
4. The following listed below will comprise the evaluation team responsible for selecting the official list of participants who will subsequently serve as the school-based trainers for MATATAG:

Chairperson:

- OIC-SDS Dr. Violeta M. Gonzales, CESO VI

Members:


- Ms. Madeline Ann L. Diaz, *CID Chief, Learning Management Team Lead*
- Ms. Ma. Regalee A. Olarte, *SGOD OIC-Chief, Program Management Team Lead*
- Dr. Florante C. Marmeto, *Principal IV National NEAP Certified Learning Facilitator*
- Dr. Zoren Pepito L. Gubalane, *SEPS-M&E, National NEAP Certified Assessor*
- Ms. Ivy M. Romano, *SEPS-HRD, Regional NEAP Certified Learning Facilitator*
- Education Program Supervisors per Learning Area (Content Expertise/Specialization)

5. Immediate and wide dissemination of this Memorandum is desired.

For:

EVANGELINE P. LADINES CESO V
Schools Division Superintendent

By:


VIOLETA M. GONZALES, CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects

TRAINING PROGRAM

IMR/MATATAG Curriculum-Preplanning

137 April 23, 2024

UN-2024-137



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**DIVISION TRAINING OF TRAINERS ON THE MATATAG CURRICULUM FOR
KINDERGARTEN, GRADE 1, GRADE 4, AND GRADE 7 (K147)
SCHOOL LEADERS AND TEACHERS**

May 18-22, 2024, Teachers' Camp Baguio City

OFFICIAL DIVISION PROGRAM AND LEARNING MANAGEMENT TEAM (DPLMT)

Overall Lead:

Dr. Evangeline P. Ladines, CESO V, Schools Division Superintendent

Dr. Violeta M. Gonzalez CESO VI, Asst. Schools Division Superintendent

Overall Program Manager:

Mrs. Ma. Regalee A. Olarte, OIC-Chief Education Supervisor, SGOD

Overall Learning Manager:

Mrs. Madeline Ann L. Diaz, Chief Education Supervisor, CID

Overall M&E Manager:

Dr. Zoren Pepito L. Gubalane, Senior Education Program Specialist, SMME

Program Manager:

Mrs. Ivy M. Romano, Senior Education Program Specialist, HRD

Learning Managers:

Mr. Lambert G. Quesada, Education Program Supervisor, Mathematics

Dr. Liliosa B. Palce, Education Program Supervisor, ESP

Resource Speaker/s: Identified School Heads and Learning Area Supervisors

Dr. Ma. Carmen Solayao

Dr. Jayboy Evano

Dr. Florante C. Marmeto

Dr. Arminda S. Oblinada

Dr. Shella C. Navarro

Dr. John Albert C. Colle

Ms. Vilma Vilorio

Ms. Mariel Eugene L. Luna

Dr. Evangeline M. Aman

Dr. Leonaida Gutierrez

Ms. Jinky Santos

Ms. Marie Ann Esmeria

Mr. Hilario Canasa

Dr. Ador B. Querubin

Ms. Rhodora V. Mandap

Ms. Olivia Elloso

Dr. Mark Joseph Fernandez

Mr. Edison Enerlas

Dr. Gina U. Urquia

Dr. Jennifer Joson



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Mrs. Ma. Regale A. Olarte
Dr. Marisa Andanza

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Renante Benito
May Borjal

Welfare Officer:

Mrs. Ma. Teresa S. Indap, Nurse II

Logistics Officer:

Mrs. Noemi A. Valdez, Administrative Officer V

Finance Officer:

Ms. Karina E. Medina, Accountant III