



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Office of the Schools Division Superintendent

27 May 2024

DIVISION MEMORANDUM
No. 107 s. 2024

DIVISION TRAINING OF TRAINERS AND SCHOOL LEADERS ON THE MATATAG CURRICULUM (DTOT)

To :

- Assistant Schools Division Superintendents
- Chief Education Supervisors
- Education Program Supervisors
- Public Schools District Supervisors/OIC PSDSs
- Elementary and Secondary School Heads
- Others concerned

1. Pursuant to the Regional Memorandum no. 201 s. 2024 dated February 19, 2024, titled "Regional Training of Division Trainers and School Leaders on the MATATAG Curriculum (RTOT)", the Schools Division Office of Sorsogon will conduct the Division Training on the MATATAG Curriculum (DTOT) for Kinder, Grade 1, Grade 4 and Grade 7 at a venue to be announced later on the schedules indicated below:

Batch	Grade Level	Learning Area	Date
Batch 1	Grade 4	Filipino, English, Math Science, AP, MAPEH, EPP and GMRC	July 1-5, 2024
Batch 2	Grade 7	Filipino, English, Math, Science, AP, MAPEH, TLE and Values Education	July 15-19, 2024
Batch 3	Kinder and Grade 1	Language, Reading and Literacy, Mathematics, Makabansa and GMRC	July 22-26, 2024

2. The training on the MATATAG Curriculum has the following objectives:
- a. discuss the features of the MATATAG Curriculum for Kinder to Grade 10;
 - b. provide a concrete understanding on the elements of a Curriculum Guide, pedagogy, instructional plan and assessment related to the learning area; and
 - c. guide the division teams in the rollout of the training at the school levels.



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3. The DTOT is a live-in activity to be participated by the division trainers, members of the Program Management Team (composed of program managers, learning managers, resource persons/learning facilitators, documenters, M and E focal/in-charge-welfare officers, secretariat) and those from the Schools Division Office that include the Division CID Chiefs, learning area supervisors, Public Schools District Supervisors (PSDS), selected school heads, head teachers/master teachers with learning area specialization and SGOD Chiefs/HRDS training specialist/designate.
4. Participants are expected to arrive on Day 0 of the training with dinner as the first meal while afternoon snacks will be the last meal on Day 5. Everyone is expected to be present during the entire duration of the training and should also bring their laptop and extension cord.
5. To ensure quality in the rollout of the training, the district offices are advised to identify the participants based on the following **criteria**:
 - a. for CPD requirement, at least master's degree in any specialization with bachelor's degree related to learning area specialization.
 - b. had training/s related to the learning area specialization especially on unpacking of learning competencies.
 - c. earned at least Very Satisfactory performance in the last three years.
 - d. possesses exemplary facilitation skills.
 - e. physically fit and can work collaboratively with the training team.
 - f. must be a school/department head.
6. The participants from the districts will compose the municipal/district/cluster/school-based training team during the rollout. The role of the District Supervisors/OIC PSDS is crucial because they will serve as the lead facilitators during the training. They have the option to take part in all the division training batches related to their learning area or attend in only one training and select capable representatives in other batches.
7. Enclosed in this Memorandum are the following:
 - a. Distribution of Participants by District in the 3 Batches;
 - b. Total Number of Participants by District;
 - c. Template on the submission of Division Participants;
 - d. Training Matrix; and
 - e. Program Management Team.



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9. All districts should **submit the names of the participants for the DTOT considering the allotted slot and template, on or before June 1, 2024** at email address princessanne.grajo@deped.gov.ph using the enclosed template.

10. The board and lodging, supplies and materials and travel expenses of the participants shall be charged against 2024 HRD funds, subject to the usual accounting and auditing rules and regulations. In case of budget deficiencies, travel and other incidental expenses can be charged against school or local funds.

11. Immediate dissemination of this Memorandum is desired.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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Enclosure No. 1-A to Division Memorandum No. 107, s. 2024

DIVISION TRAINING OF TRAINERS ON THE MATATAG CURRICULUM (DTOT)

Batch 1: Grade 4 (July 1-5, 2024)

District	Fil.	Eng	Math	Sci	AP	MAPEH	EPP	GMRC	Total
Donsol East	1	1	1	1	1				5
Donsol West I				1	1	1	1	1	5
Donsol West II	1	1	1			1	1		5
Sub Total	2	2	2	2	2	2	2	1	15
Pilar I	1	1	1	1	1				5
Pilar II				1	1	1	1	1	5
Pilar III	1	1	1			1	1		5
Sub Total	2	2	2	2	2	2	2	1	15
Castilla East	1	1	1	1	1				5
Castilla West				1	1	1	1	1	5
Castilla South	1	1	1			1	1		5
Sub Total	2	2	2	2	2	2	2	1	15
Casiguran	1	1	1	1	1	1	1	1	8
Sub Total	1	1	1	1	1	1	1	1	8
Magallanes North	1	1	1	1	1				5
Magallanes South				1	1	1	1	1	5
Sub Total	1	1	1	2	2	1	1	1	10
Juban	1	1	1	1	1	1	1	1	8
Sub Total	1	1	1	1	1	1	1	1	8
Irosin I	1	1	1	1	1				5
Irosin II			1	1		1	1	1	5
Sub Total	1	1	2	2	1	1	1	1	10
Bulan I	1	1	1	1	1				5
Bulan II				1	1	1	1	1	5
Bulan III	1	1	1			1	1		5
Bulan IV	1	1	1	1				1	5
Sub Total	3	3	3	3	2	2	2	2	20
Matnog I	1	1	1	1	1				5
Matnog II			1	1		1	1	1	5
Sub Total	1	1	2	2	1	1	1	1	10
Sta. Magdalena	1	1	1	1	1	1	1	1	8
Sub Total	1	1	1	1	1	1	1	1	8



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Bulusan	1	1	1	1	1	1	1	1	8
Sub Total	1	1	1	1	1	1	1	1	8
Barcelona	1	1	1	1	1	1	1	1	8
Sub Total	1	1	1	1	1	1	1	1	8
Gubat North	1	1	1	1	1				5
Gubat South			1	1		1	1	1	5
Sub Total	1	1	2	2	1	1	1	1	10
Pto. Diaz	1	1	1	1	1	1	1	1	8
Sub Total	1	1	1	1	1	1	1	1	8
Total	19	19	22	23	19	18	18	15	153



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Batch 2: Grade 7 (Secondary School Head/Head Teacher/Department Head)
July 15-19, 2024

District	Fil.	Eng	Math	Sci	AP	MAPEH	EPP	GMRC	Total
Donsol East	1	1	1	1	1				5
Donsol West I				1	1	1	1	1	5
Donsol West II	1	1	1			1	1		5
Sub Total	2	2	2	2	2	2	2	1	15
Pilar I	1	1	1	1	1				5
Pilar II				1	1	1	1	1	5
Pilar III	1	1	1			1	1		5
Sub Total	2	2	2	2	2	2	2	1	15
Castilla East	1	1	1	1	1				5
Castilla West				1	1	1	1	1	5
Castilla South	1	1	1			1	1		5
Sub Total	2	2	2	2	2	2	2	1	15
Casiguran	1	1	1	1	1	1	1	1	8
Sub Total	1	1	1	1	1	1	1	1	8
Magallanes North	1	1	1	1	1				5
Magallanes South				1	1	1	1	1	5
Sub Total	1	1	1	2	2	1	1	1	10
Juban	1	1	1	1	1	1	1	1	8
Sub Total	1	1	1	1	1	1	1	1	8
Irosin I	1	1	1	1	1				5
Irosin II			1	1		1	1	1	5
Sub Total	1	1	2	2	1	1	1	1	10
Bulan I	1	1	1	1	1				5
Bulan II				1	1	1	1	1	5
Bulan III	1	1	1			1	1		5
Bulan IV	1	1	1	1				1	5
Sub Total	3	3	3	3	2	2	2	2	20
Matnog I	1	1	1	1	1				5
Matnog II			1	1		1	1	1	5
Sub Total	1	1	2	2	1	1	1	1	10
Sta. Magdalena	1	1	1	1	1	1	1	1	8
Sub Total	1	1	1	1	1	1	1	1	8
Bulusan	1	1	1	1	1	1	1	1	8
Sub Total	1	1	1	1	1	1	1	1	8
Barcelona	1	1	1	1	1	1	1	1	8
Sub Total	1	1	1	1	1	1	1	1	8



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Gubat North	1	1	1	1	1				5
Gubat South			1	1		1	1	1	5
Sub Total	1	1	2	2	1	1	1	1	10
Pto. Diaz	1	1	1	1	1	1	1	1	8
Sub Total	1	1	1	1	1	1	1	1	8
Total	19	19	22	23	19	18	18	15	153



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DIVISION TRAINING OF TRAINERS ON THE MATATAG CURRICULUM (DTOT)

**Batch 3: Kindergarten
July 22-26, 2024**

District	Number	Total
Donsol East	2	2
Donsol West I	2	2
Donsol West II	2	2
Pilar I	2	2
Pilar II	2	2
Pilar III	2	2
Castilla East	2	2
Castilla West	2	2
Castilla South	2	2
Casiguran	2	2
Magallanes North	2	2
Magallanes South	2	2
Juban	2	2
Irosin I	2	2
Irosin II	2	2
Bulan I	2	2
Bulan II	2	2
Bulan III	2	2
Bulan IV	2	2
Matnog I	2	2
Matnog II	2	2
Sta. Magdalena	2	2
Bulusan	2	2
Barcelona	2	2
Gubat North	2	2
Gubat South	2	2
Pto. Diaz	2	2
TOTAL	54	54



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Batch 3: Grade 1
July 22-26, 2024

District	Number	Total
Donsol East	2	2
Donsol West I	2	2
Donsol West II	2	2
Pilar I	2	2
Pilar II	2	2
Pilar III	2	2
Castilla East	2	2
Castilla West	2	2
Castilla South	2	2
Casiguran	2	2
Magallanes North	2	2
Magallanes South	2	2
Juban	2	2
Irosin I	2	2
Irosin II	2	2
Bulan I	2	2
Bulan II	2	2
Bulan III	2	2
Bulan IV	2	2
Matnog I	2	2
Matnog II	2	2
Sta. Magdalena	2	2
Bulusan	2	2
Barcelona	2	2
Gubat North	2	2
Gubat South	2	2
Pto. Diaz	2	2
	54	54



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Enclosure No. 1-B to Division Memorandum No. _____, s. 2024

DIVIISON TRAINING OF TRAINERS ON THE MATATAG CURRICULUM (DTOT)

TOTAL NUMBER OF PARTICIPANTS BY DISTRICT PER BATCH

District	Batch 1 (G4)	Batch 2 (G7)	Batch 3		Total
			Kindergarten	Grade 1	
Donsol East	5	5	2	2	14
Donsol West I	5	5	2	2	14
Donsol West II	5	5	2	2	14
	15	15	6	6	42
Pilar I	5	5	2	2	14
Pilar II	5	5	2	2	14
Pilar III	5	5	2	2	14
	15	15	6	6	42
Castilla East	5	5	2	2	14
Castilla West	5	5	2	2	14
Castilla South	5	5	2	2	14
	15	15	6	6	42
Casiguran	8	8	2	2	20
	8	8	2	2	20
Magallanes North	5	5	2	2	14
Magallanes South	5	5	2	2	14
	10	10	4	4	28
Juban	8	8	2	2	20
	8	8	2	2	20
Irosin I	5	5	2	2	14
Irosin II	5	5	2	2	14
	10	10	4	4	28
Bulan I	5	5	2	2	14
Bulan II	5	5	2	2	14
Bulan III	5	5	2	2	14
Bulan IV	5	5	2	2	14
	20	20	8	8	56
Matnog I	5	5	2	2	14
Matnog II	5	5	2	2	14



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	10	10	4	4	28
Sta. Magdalena	8	8	2	2	20
	8	8	2	2	20
Bulusan	8	8	2	2	20
	8	8	2	2	20
Barcelona	8	8	2	2	20
	8	8	2	2	20
Gubat North	5	5	2	2	14
Gubat South	5	5	2	2	14
	10	10	4	4	28
Pto. Diaz	8	8	2	2	20
	8	8	2	2	20
	153	153	54	54	414
PMT	41	41	41		
	194	194	149		537



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Enclosure No. 1-C to Division Memorandum No. _____, s. 2024

DIVISION TRAINING OF TRAINERS AND SCHOOL LEADERS ON THE MATATAG CURRICULUM (DTOT)

Template on the Submission of DTOT Participants

District: _____

No.	Batch 1 (Grade 4)			
	Name	Position/ Designation	School	Learning Area
1				
2				
3				
4				
5				
6				

No.	Batch 2 (Grade 7)			
	Name	Position/ Designation	School	Learning Area
1				
2				
3				
4				
5				
6				

No.	Batch 3 (Kinder)		
	Name	Position/Designation	School
1			
2			
3			
4			
5			
6			

No.	Batch 3 (Grade 1)		
	Name	Position/Designation	School
1			



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2			
3			
4			
5			
6			



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Enclosure 1-D to Division Memorandum No. _____, s. 2024

DIVISION TRAINING OF TRAINERS ON THE MATATAG CURRICULUM (DTOT)
TRAINING MATRIX
(July 1-5, 2024, July 15-19, 2024 & July 22-26, 2024)

Date	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
6:00-7:30am			Breakfast	Breakfast	Breakfast	Breakfast
7:45-8:00am			MOL	MOL	MOL	MOL
8:00-9:45am		Registration	Cont. Walkthrough of the Curriculum Guide Curriculum Standards & Learning Competencies (Q1)	Cont. Walkthrough of the Curriculum Guide Curriculum Standards & Learning Competencies (Q2)	Implementation of the Intended Curriculum	Collaborative Expertise Management of School-based Training Program
9:45am-10:00am		B R E A K				
10:00am-12:00nn		Opening Program		Pedagogy and Assessment Overview of the MATATAG Curriculum Instructional Design Framework	The Science of Learning	Preparation of School-based Training Implementation Plan
12:00nn-1:00pm		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00-1:30pm		Pre-Assessment	Walkthrough of the Curriculum Guide Curriculum Standards & Learning Competencies (Q2)	Classroom-based Assessment	Instructional Supervision	Actual Classroom Observation of Demo Teaching
1:30-3:15pm		The General Shape of the MATATAG Curriculum				Clearing House Post-Assessment Closing Program End-of-day Evaluation
3:15-3:30pm		B R E A K				



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3:30-5:00pm	Arrival of the Participants	Walkthrough of the Curriculum Guide Curriculum Standards & Learning Competencies (Q1)	End-of-day Evaluation	Integrating the 21 st Century Skills in the Classroom Practices to Promote Inclusion	Classroom Observation Protocol and Identification of L and D Needs	
5:00-6:00pm		End-of-day Evaluation		End-of-day Evaluation	End-of-day Evaluation	
6:00-8:00pm	Dinner	Dinner	Dinner	Dinner	Dinner	



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DIVISION TRAINING OF TRAINERS ON THE MATATAG CURRICULUM (DTOT)

July 1-5, 2024

July 15-19, 2024

July 22-26, 2024

PROGRAM MANAGEMENT TEAM

Overall Lead	William E. Gando <i>Schools Division Superintendent</i> Wilfredo J. Gavarra <i>Assistant Schools Division Superintendent</i>
Overall Program Manager	Florencio P. Bermundo <i>Chief, SGOD</i>
Overall Learning Manager	Gina Q. Tarog <i>Chief, CID</i>
Overall M & E Manager	Leah H. Peran <i>SMME</i>
Program Manager	Princess Anne G. Grajo <i>HRDO Designate</i>
Learning Managers	CID 8 EPS
Resource Speakers/Subject Matter Expert	Education Program Supervisors, and Selected Trained Trainers (from the RTOT)
M and E Coordinator	Ronald Esteves EPS SMME
Documenter Secretariat Logistics Officer Finance Officer	Roman B. Jebulan Rosemarie Lisano Teddy Jañola <i>Roles assumed by Program Managers</i>
Welfare Officer	To be determined by the SGOD Chief



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