



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
ORD-2024- 144

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
SDO Pasay City  
SDO Mandaluyong City  
Chief, Human Resource Development Division NEAP-R  
OIC-Chief, Quality Assurance Division

**FROM :** **OFFICE OF THE REGIONAL DIRECTOR**

**SUBJECT :** **PARTICIPANTS TO THE CAPABILITY BUILDING ON THE MONITORING AND EVALUATION OF THE MATATAG CURRICULUM TRAINING FOR TEACHERS AND SCHOOL LEADERS**

**DATE :** February 23, 2024

1. In reference to **DM-OUHROD-2024-0304** dated February 23, 2024 from the Office of the Officer-in-Charge, Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, the field is hereby informed regarding the captured subject matter to be conducted at DepEd Ecotech, Lahug, Cebu City from February 26 to March 1, 2024.
2. To ensure the MATATAG Curriculum Training is effectively implemented, the National Educators Academy of the Philippines in collaboration with the Curriculum and Teaching Strand, shall conduct monitoring and evaluation activities during the conduct of the National Training of Regional Trainers (NTOT), Regional Training of Division Trainers and School Leaders (RTOT), Division Training of School Trainers (DTOT) and School-Based Training.
3. Relative to these, the NEAP – Quality Assurance Division shall conduct the Capability Building on the Monitoring and Evaluation of the MATATAG Curriculum Training for Teachers and School Leaders that aims to:
  - a. Orient the RO-Quality Assurance Division, Human Resource and Development Division/NEAP-R, and select SDO representatives on the M&E Plan of the MATATAG Curriculum Training,
  - b. Rationalize the M&E plan, processes, and tools following the Kirkpatrick Evaluation Model for the DTOT and School-Based Training,



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Republic of the Philippines  
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- c. Craft the program-based Regional M&E plan on the MATATAG Curriculum, and
  - d. Discuss compliance with the submission timeline of the M&E reports, emphasizing the importance of timely reporting.
4. The participants to the Capability Building on the Monitoring and Evaluation of the MATATAG Curriculum Training for Teachers and School Leaders are the following:

NO.	NAME	POSITION	OFFICE
1	Fatima Fjardo	SEPS – M&E	SDO Pasay
2	Crispin Mejica	SEPS – M&E	SDO Mandaluyong

5. Transportation allowance, board and lodging of the participants, contingency, meals, supplies and materials, and other miscellaneous expenses shall be charged against the 2024 HRD Funds subject to the usual accounting and auditing rules and regulations.
6. Please refer to the attached Memorandums for the complete details.
7. For questions and concerns, please contact Arren V. Aduan, Education Program Supervisor, HRDD- NEAP-R Learning and Development at [arren.aduan@deped.gov.ph](mailto:arren.aduan@deped.gov.ph) or Hajji R. Palmero, Chief, HRDD- NEAP-R at [hajji.palmero@deped.gov.ph](mailto:hajji.palmero@deped.gov.ph).
8. Immediate dissemination and compliance of this memorandum is desired.

**JOCELYN DR. ANDAYA**  
Director IV



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Republika ng Pilipinas

**Department of Education**


**OFFICE OF THE UNDERSECRETARY**

**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**

**DM-OUHROD-2024-0304**

**TO :** Regional Directors  
Schools Division Superintendents

**FROM :**   
**WILFREDO E. CABRAL**  
Regional Director  
Officer-in-Charge, Office of the Undersecretary for Human Resource  
and Organizational Development

**SUBJECT :** **CAPABILITY BUILDING ON THE MONITORING AND  
EVALUATION OF THE TRAINING ON THE MATATAG  
CURRICULUM FOR TEACHERS AND SCHOOL LEADERS**

**DATE :** 23 February 2024

1. Pursuant to the unnumbered memorandum dated 20 December 2023 titled *Training on the MATATAG Curriculum for Teachers and School Leaders*, the series of trainings focuses on providing professional development to teachers and school leaders by ensuring that they are equipped with the necessary knowledge, skills, and competencies to effectively implement the *MATATAG Curriculum*.
2. To make sure that the major objectives of the trainings on the *MATATAG Curriculum* are met, the National Educators Academy of the Philippines and the Curriculum and Teaching Strand shall conduct monitoring and evaluation activities during the National Training of Regional Trainers (NTOT), Regional Training of Division Trainers and School Leaders (RTOT), Division Training of School Trainers (DTOT), and School-Based Training.
3. In relation to this, the NEAP – Quality Assurance Division shall conduct the **Capability Building on the Monitoring and Evaluation of the MATATAG Curriculum Training for Teachers and School Leaders on 26 February – 01 March 2024 at DepEd Ecotech, Lahug, Cebu City.**
4. The capability building activity aims to accomplish the following:
  - a. Orient the Regional Office – Quality Assurance Division, HRDD/NEAP-R, and select SDO representatives on the M&E Plan of the *MATATAG Curriculum Training*;



- b. Rationalize the M&E plan, processes, and tools following the Kirkpatrick Evaluation Model for the DTOT and School-Based Trainings;
  - c. Craft the program-based regional M&E plan on the MATATAG Curriculum; and
  - d. Discuss compliance with the submission timeline of the M&E reports, emphasizing the importance of timely reporting.
5. The program matrix related to the orientation is enclosed for reference.
  6. Participants must confirm their attendance through this link <http://tinyurl.com/CapBMERegistrationLink> on or before 26 February 2024.
  7. Transportation allowance, board and lodging of the Program Management Team and participants, contingency, meals, supplies and materials, and other miscellaneous expenses shall be charged against the 2024 HRD Funds, subject to the usual accounting and auditing rules and regulations.
  8. For questions and concerns, please contact Danica Jane Godoy of NEAP-QAD at (02) 8633-7207/8635-4796 or through email at [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph).
  9. Immediate dissemination and compliance of this memorandum is desired.

