



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



08 May 2024

REGIONAL MEMORANDUM

No. 467 s. 2024

To: Schools Division Superintendents
 All Others Concerned

SUBMISSION OF COMPLETION REPORT OF DIVISION TRAINING OF SCHOOL TRAINERS ON THE MATATAG CURRICULUM (DTOT) AND SCHOOL-BASED TRAINING OF TEACHERS ON THE MATATAG CURRICULUM (SBTT)

1. In reference 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 implement the MATATAG Curriculum effectively.
2. To ensure an organized submission of the MATATAG Program Completion Report and monitor the judicious fund utilization of the Human Resources Development (HRD) Fund during the training on the MATATAG Curriculum, all SDOs are directed to comply with these completion report forms and templates.
3. The DPMT and SBPMT prepare and submit the following to the NEAP Quality Assurance Division 10 working days after the conduct of the program:
 - i. PD Program Completion Report Form (*Enclosure 1*)
 - ii. Program Completion Report Financial (*Enclosure 2*)
 - iii. Program Completion Report Enclosures (*Enclosure 3*)
 - iv. Participants' Profile (*Enclosure 4*)
 - v. Updated data on financial obligations through this link:
<https://tinyurl.com/SDOsPMIS>.
4. All reports shall be submitted in this drive link: <https://tinyurl.com/NCRMatatagReports>. The templates and forms can be accessed in the drive. The DPMT and SBPMT shall create a folder inside the drive using the specified naming convention, as follows:
 - a) For the SDO, the format is "SDO_MATATAG DTOT_Completion Report."
 - b) For the school, the format is "SDO_SCHOOL_MATATAG SBTT_Completion Report."
5. For queries, please contact Hajji R. Palmero, Chief Education Supervisor HRDD-NEAP-R at hajji.palmero@deped.gov.ph.



6 Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

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6. Immediate dissemination of and appropriate action on this Memorandum are instructed.

JOCELYN DR ANDAYA
Director IV