

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

September 30, 2024

**REGIONAL MEMORANDUM**

No. 1011 s. 2024

**To:** Schools Division Superintendents

**SUBMISSION OF CONSOLIDATED PROGRAM COMPLETION REPORTS  
 ON THE CONDUCT OF THE TRAINING ON THE MATATAG CURRICULUM  
 FOR KINDER, GRADES 1, 4, and 7**

1. This in reference to DM-OUHROD-2024-1547 dated 14 August 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 above-captured subject.
2. It has come to our attention that not all have submitted the consolidated program completion reports on the recent conduct of the MATATAG Curriculum Training. In this regard, we would like to reiterate *DM-OUHROD-2024-1547 or the Submission of Consolidated Program Completion Reports on the Conduct of the Training on the MATATAG Curriculum for K147* and *RM-461-2024 or the Submission of Completion Reports of Division Training of School Trainers on the MATATAG Curriculum (DTOT) and School-based Training of Teachers on the MATATAG Curriculum (SBTT)*.
3. SGOD HRDS is hereby directed to carry out the following tasks, ensuring strict adherence to the specified procedures:
  - *Consolidation:* Compile and meticulously verify all documents submitted by the Division Program Management Team.
  - *Reporting:* Generate a comprehensive and consolidated division report based on the verified documents.
  - *Submission:* Transmit the consolidated division report to the NEAP Central Office exclusively through the designated online link: **<https://bit.ly/MATATAGCurriculumTrainingK147>** No other submission methods will be accepted.
4. We hope to receive the complete consolidated reports of all Schools Division Offices on or before **October 11, 2024**. Failure to comply fully with these directives within the designated timeframe will necessitate appropriate action.



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

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5. All required forms and templates are provided in the subsequent issuances attached in this memorandum. It is mandatory for all Division Offices to utilize these prescribed templates, ensuring meticulous adherence to the specified formats and guidelines. Deviations from the provided templates will not be accepted.
6. In the event of any questions or concerns, you are encouraged to reach out to Arren V. Aduan, Education Program Supervisor, HRDD-NEAP(R) at the following email address: [hrdd.ncr@deped.gov.ph](mailto:hrdd.ncr@deped.gov.ph).
7. Immediate dissemination of this Memorandum is directed.

**JOCELYN DR ANDAYA**  
Director IV



Republika ng Pilipinas

# Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2024-1547

TO : **Regional Directors**  
**Schools Division Superintendents**  
**HRDD Chiefs/NEAP R Focal Persons**  
**QAD Chiefs**  
**SGOD Chiefs**  
**SMME Section**  
**School Heads**  
**All Others Concerned**

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

SUBJECT : **SUBMISSION OF CONSOLIDATED PROGRAM COMPLETION REPORTS ON THE CONDUCT OF THE TRAINING ON THE MATATAG CURRICULUM FOR K147**

DATE : 14 August 2024

1. Under memorandum DM-OUHROD-2024-0151 titled *Guidelines on the Utilization of Downloaded HRD Fund for the Conduct of Trainings on the MATATAG Curriculum* dated 02 February 2024 (**Enclosure 1**), NEAP-R is tasked to consolidate all documents submitted by the Regional Program Management Team (RPMT) and the Division Program Management Team (DPMT), prepare a consolidated regional report, and submit the same to the NEAP Central Office through the link <https://bit.ly/MATATAGCurriculumTrainingK147>.
2. Moreover, pursuant to DepEd Memorandum No. 044, s. 2023 titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs* and memorandum DM-OUHROD-2024-0409 titled *Monitoring and Evaluation Plan of the Training on the MATATAG Curriculum for Teachers and School Leaders* dated 07 March 2024 (**Enclosure 2 and 3**), the **NEAP Central Office – Quality Assurance Division requests the submission of consolidated Program Completion Reports (PCRs)** on the Regional Training of Trainers (RTOT), Division Training of Trainers (DTOT), and School-Based Training of Teachers (SBTT) on the MATATAG Curriculum, **on or before 30 August 2024**.



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3. In this regard, the Regional Office Human Resource Development Division (HRDD) and the Schools Division Office Human Resource Development Section (HRDS) are requested to collect and consolidate the PCRs and the Participants Profiles within their respective jurisdictions. Please refer to the following table for the links to the online spreadsheets to be accomplished by region:

<b>Region</b>	<b>Link</b>
Region I	<a href="https://tinyurl.com/PCRMATATAGR1">https://tinyurl.com/PCRMATATAGR1</a>
Region II	<a href="https://tinyurl.com/PCRMATATAGR2">https://tinyurl.com/PCRMATATAGR2</a>
Region III	<a href="https://tinyurl.com/PCRMATATAGR3">https://tinyurl.com/PCRMATATAGR3</a>
Region IV-A	<a href="https://tinyurl.com/PCRMATATAGR4A">https://tinyurl.com/PCRMATATAGR4A</a>
Region IV-B	<a href="https://tinyurl.com/PCRMATATAGR4B">https://tinyurl.com/PCRMATATAGR4B</a>
Region V	<a href="https://tinyurl.com/PCRMATATAGR5">https://tinyurl.com/PCRMATATAGR5</a>
Region VI	<a href="https://tinyurl.com/PCRMATATAGR6">https://tinyurl.com/PCRMATATAGR6</a>
Region VII	<a href="https://tinyurl.com/PCRMATATAGR7">https://tinyurl.com/PCRMATATAGR7</a>
Region VIII	<a href="https://tinyurl.com/PCRMATATAGR8">https://tinyurl.com/PCRMATATAGR8</a>
Region IX	<a href="https://tinyurl.com/PCRMATATAGR9">https://tinyurl.com/PCRMATATAGR9</a>
Region X	<a href="https://tinyurl.com/PCRMATATAGR10">https://tinyurl.com/PCRMATATAGR10</a>
Region XI	<a href="https://tinyurl.com/PCRMATATAGR11">https://tinyurl.com/PCRMATATAGR11</a>
Region XII	<a href="https://tinyurl.com/PCRMATATAGR12">https://tinyurl.com/PCRMATATAGR12</a>
Region XIII	<a href="https://tinyurl.com/PCRMATATAGR13">https://tinyurl.com/PCRMATATAGR13</a>
CAR	<a href="https://tinyurl.com/PCRMATATAGRCAR">https://tinyurl.com/PCRMATATAGRCAR</a>
NCR	<a href="https://tinyurl.com/PCRMATATAGNCR">https://tinyurl.com/PCRMATATAGNCR</a>

Likewise, kindly refer to the following table for the summary of tasks for each governance level in accomplishing the requested reports.

<b>Governance Level</b>	<b>PCR Consolidation</b> <i>(Tabs: DTOT Consolidation and SBTT Consolidation)</i>	<b>Participants Profiles</b> <i>(Tabs: RTOT Pax, DTOT Pax, and SBTT Pax)</i>
<b>Regional Office (RO)</b> <i>(shall submit the accomplished PCR and attachments through the link <a href="https://bit.ly/MATATAGCurriculumTrainingK147">https://bit.ly/MATATAGCurriculumTrainingK147</a>)</i>	<ul style="list-style-type: none"> <li>Consolidate DTOT PCRs</li> <li>Input/submit consolidated report/data through the dedicated link (Table 1)</li> </ul>	<ul style="list-style-type: none"> <li>RTOT Pax tab: Provide information of all RTOT participants and ensure recording of information of all DTOT and SBTT participants</li> </ul>
<b>Schools Division Office (SDO)</b> <i>(shall submit the accomplished DTOT PCR and attachments to the Regional Office and through the link <a href="https://bit.ly/MATATAGCurriculumTrainingK147">https://bit.ly/MATATAGCurriculumTrainingK147</a>)</i>	<ul style="list-style-type: none"> <li>Consolidate SBTT PCRs</li> <li>Input/submit consolidated report/data through the dedicated link (Table 1)</li> </ul>	<ul style="list-style-type: none"> <li>DTOT Pax and SBTT Pax tabs: Provide information of all DTOT and SBTT participants</li> </ul>
<b>Districts/Schools</b>	<ul style="list-style-type: none"> <li>Submit SBTT PCR to the SDO and through the link <a href="https://bit.ly/MATATAGCurriculumTrainingK147">https://bit.ly/MATATAGCurriculumTrainingK147</a></li> <li>If the conduct of SBTT is clustered/by district, submit PRC per conduct only</li> </ul>	<ul style="list-style-type: none"> <li>SBTT Pax tab: Sheet can only be accessed by the SDO or District Supervisors (if the SBTT conduct is clustered/by district)</li> </ul>

4. Strict adherence to the provided templates is instructed.
5. Should you have questions and concerns, please coordinate with **Ms. Sarah Jane Atienza** or **Ms. Danica Jane Godoy**, NEAP QAD, through email [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph) / [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8633-7207.
6. For immediate dissemination and appropriate action.

**Enclosures:**

- Enclosure 1 – DM-OUHROD-2024-0151 titled Guidelines on the Utilization of Downloaded HRD Fund for the Conduct of Trainings on the MATATAG Curriculum dated 02 February 2024*
- Enclosure 2 – DM-OUHROD-2024-0409 titled Monitoring and Evaluation Plan of the Training on the MATATAG Curriculum for Teachers and School Leaders dated 07 March 2024*
- Enclosure 3 – Reporting Process on the MATATAG Curriculum Training for K147 (attachment to DM-OUHROD-2024-0409)*



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**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0151**

TO : **Regional Directors**  
**Schools Division Superintendents**  
**Human Resource Development Division Chiefs**  
**School Governance and Operations Division Chiefs**  
**NEAP-R Focal Persons**  
**SDO HRD Fund Focal Persons**  
**All Others Concerned**

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

SUBJECT : **GUIDELINES ON THE UTILIZATION OF DOWNLOADED HRD FUND FOR THE CONDUCT OF TRAININGS ON THE MATATAG CURRICULUM**

DATE : 02 February 2024

1. Pursuant to the unnumbered memorandum dated 20 December 2024 titled *Training on the MATATAG Curriculum for Teachers and School Leaders* (**Enclosure 1**), the Department will commence the initial phase of implementation of the *MATATAG Curriculum* through the conduct of **Trainings on the MATATAG Curriculum for Kindergarten, Grade 1, Grade 4, and Grade 7 (K147) Teachers and School Leaders**.
2. To ensure judicious utilization of the Human Resource Development (HRD) Fund during the conduct of the trainings on the *MATATAG Curriculum* for teachers and school leaders, these **GUIDELINES ON THE UTILIZATION OF DOWNLOADED HRD FUND FOR THE CONDUCT OF TRAININGS ON THE MATATAG CURRICULUM** are hereby issued.
3. The HRD Fund amounting to **ONE BILLION EIGHT HUNDRED NINETY-THREE MILLION SIX HUNDRED THIRTY-ONE THOUSAND SIX HUNDRED PESOS (Php 1,893,631,600.00)** shall be downloaded to DepEd Regional Offices (**Enclosure 2**) to cover the budget requirements for the conduct of the Regional Training of Division Trainers and School Leaders on the *MATATAG Curriculum* (RTOT) (**Enclosure 3**), Division Training of School Trainers on the *MATATAG Curriculum* (DTOT) (**Enclosure 4**), and School-based Training of Teachers (SBTT) on the *MATATAG Curriculum* (**Enclosure 5**).

4. The DepEd Central Office shall download the HRD Fund for RTOT and DTOT to the Regional Offices, while the HRD Fund for the School-Based Training of Teachers shall be downloaded through a direct release from DBM to the Regional Offices. The breakdown of allocation per activity is enclosed.
5. Upon transfer of HRD Fund to Regional Offices, the NEAP in the Region (NEAP-R)/Human Resource Development Division (HRDD) in coordination with the Regional Finance Division (FD) upon approval by the Office of the Regional Director, shall facilitate the downloading of HRD Fund to the Schools Division Offices (SDOs) to be used during the conduct of the **DTOT** and **SBTT** on the dates specified per the unnumbered memorandum dated 20 December 2023.
6. The HRD Fund to be downloaded to ROs and SDOs shall be used for the expenses of the training activities enumerated below:
  - a. **Regional Training of Division Trainers and School Leaders on the MATATAG Curriculum (RTOT)**
    - i. Board and lodging of the Regional Program Management Team (RPMT), inclusive of program managers, learning managers, resource persons/learning facilitators, documenters, M&E focal/in-charge, welfare officers, secretariats, RTOT trainers, CO MATATAG M&E and TA providers, and all the participants at Php 2,000.00 per day for five (5) days per person;
    - ii. Training supplies and materials to be used by the RPMT, CO MATATAG M&E, and TA providers and all the participants at Php 300.00 per person; and
    - iii. The travel expenses of the RPMT, TA providers, and the participants are at a rate of Php 2,000.00 per person.
  - b. **Division Training of School Trainers on the MATATAG Curriculum (DTOT)**
    - i. Board and lodging of Division Program Management Team (DPMT), inclusive of program managers, learning managers, resource persons/learning facilitators, documenters, M&E focal/in-charge, welfare officers, secretariat, DTOT trainers, CO, Region, SDO M&E and TA providers, and all the participants at Php 2,000.00 per day for 5 days per person;
    - ii. Training supplies and materials to be used by DPMT and all the participants at Php 300.00 per person; and
    - iii. The travel expenses of the DPMT and the participants are at a rate of Php 1,500.00 per person.
  - c. **School-based Training of Teachers on the MATATAG Curriculum (SBTT)**

- i. Meals of the Program Management Team (PMT), inclusive of program managers, learning managers, resource persons/learning facilitators, documenters, M&E focal/in-charge, welfare officers, secretariat, SBTT trainers, CO, Region, SDO, school M&E and TA providers, and all the participants at Php 600.00 per day for 5 days per person, broken down into:

AM Snack : Php 100.00  
 Lunch : Php 400.00  
 PM Snack : Php 100.00

- ii. Training supplies and materials for the SPMT and the participants cost at Php 300.00 per person.

7. The table below shows the participants per training activity.

RTOT	DTOT	SBTT
<ul style="list-style-type: none"> <li>▪ Regional Program Management Team (RPMT) inclusive of program managers, learning managers, resource persons/ learning facilitators, documenters, M&amp;E focal/ in-charge, welfare officers, secretariat</li> <li>▪ RTOT Trainers</li> <li>▪ Division CID Chiefs</li> <li>▪ Division EPS and PSDS with learning area specialization</li> <li>▪ Division IPed Specialists/ focal persons</li> <li>▪ School Heads, Head and Master Teachers with learning area specialization</li> <li>▪ SGOD Chiefs/HRDS training specialists (expected team of trainers and training managers per divisions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Division Program Management Team (DPMT) inclusive of program managers, learning managers, resource persons/ learning facilitators, documenters, M&amp;E focal/ in-charge, welfare officers, secretariat</li> <li>▪ DTOT Trainers</li> <li>▪ All School Heads</li> <li>▪ Head and Master Teachers with learning area specializations</li> <li>▪ IPed teachers from Kindergarten, Grades 1, 4, &amp; 7</li> <li>▪ Expected team of trainers and training managers per school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program Management Team (PMT)</li> <li>▪ inclusive of program managers, learning managers, resource persons/ learning facilitators, documenters, M&amp;E focal/ in-charge, welfare officers, secretariat, School-based Training Trainers</li> <li>▪ All teachers from Kindergarten, Grades 1, 4, &amp; 7</li> </ul>

8. In cases of budget deficiencies, travel expenses and other incidental expenses can be charged against HRD funds available at the ROs and SDOs or other local



funds. The Program Support Fund (PSF) downloaded for IPEd can also be utilized in support of participants for IPEd in the aforesaid training activities, subject to the usual accounting and auditing rules and regulations. A separate memorandum will be released regarding the IPEd component of the RTOT, DTOT, and SBTT.

9. Specified below is the implementation process per training activity.

**a. RTOT Implementation Process**

- i. NEAP-R/HRDD shall upload to its account in the Program Management Information System (PMIS) the activity with physical and financial targets.
- ii. NEAP-R/HRDD, in collaboration with CLMD and other offices that are involved in the conduct of RTOT, shall lead in the preparation of the Regional Training Implementation Plan (**Enclosure 6**) for review and approval of the Regional Director.
- iii. NEAP-R/HRDD prepares the necessary documents required for the process and approval of the conduct of the RTOT.
- iv. NEAP-R/HRDD shall inform NEAP-CO of the approved date of conduct.
- v. RPMT implements the RTOT based on the approved implementation plan.
- vi. NEAP-R/HRDD uploads the physical and financial accomplishments in the PMIS as indicated in DepEd Order No. 11, s. 2021 titled *Guidelines on the Operationalization of PMIS*.

**b. DTOT Implementation Process**

- i. HRDS shall upload to PMIS, under the SGOD account, the activities with physical and financial targets.
- ii. HRDS, in collaboration with CID and other offices involved, shall lead in the preparation of the Division Training Implementation Plan and School-based Training Implementation Plan (**Enclosure 6**) for review and approval of the Schools Division Superintendent.
- iii. HRDS prepares the necessary documents required for the process and approval of the conduct of DTOT and SBTT.
- iv. HRDS shall submit to NEAP-R/HRDD the approved date of conduct for DTOT and SBTT. NEAP-R/HRDD shall then submit to NEAP-CO the consolidated conduct of training.
- v. HRDS shall upload the physical and financial accomplishments in the PMIS as indicated in DepEd Order No. 11, s. 2021 titled *Guidelines on the Operationalization of the PMIS*.

c. **SBTT Implementation Process**

- i. HRDS shall upload to PMIS, under the SGOD account, the activities with physical and financial targets.
- ii. HRDS, in collaboration with CID and other offices, including school heads involved in the conduct of SBTT, shall lead in the preparation of the School-based Training Implementation Plan (**Enclosure 6**) for review and approval by the Schools Division Superintendent.
- iii. HRDS prepares the necessary documents required for the process and approval of the conduct of school-based training.
- iv. HRDS shall submit to NEAP-R/HRDD the approved conduct date for the school-based training. NEAP-R/HRDD shall then submit to NEAP-CO the consolidated conduct of training.
- v. HRDS shall upload the physical and financial accomplishments in the PMIS as indicated in DepEd Order No. 11, s. 2021 titled *Guidelines on the Operationalization of the PMIS*.

10. Savings generated from the conduct of these activities can be utilized in providing technical assistance to the divisions or schools, conducting program implementation reviews, and other eligible activities related to the implementation of the *MATATAG* Curriculum.

11. Monitoring and Evaluation

- a. The Central Office PMT, RPMT, DPMT, and assigned M&E Team in the Region and Division shall conduct the monitoring of the activities in their jurisdiction.
- b. The monitoring activities shall involve the following activities:
  - i. Review and discussion of the division rollout program and facilitator evaluation results;
  - ii. Discussion on post-division rollout activities and their corresponding M&E; and
  - iii. Funding utilization.
- c. RPMT and DPMT prepare and submit the following to the NEAP Quality Assurance Division 10 working days after the conduct of the program:
  - i. Program Completion Report (**Enclosure 7**)
  - ii. Program Completion Report Enclosures (**Enclosure 8**)
  - iii. Participants' Profile (**Enclosure 9**)

d. NEAP-R shall consolidate all documents submitted by RPMT and DPMT, make a regional report, and send it to the NEAP Central Office via this link: <https://bit.ly/MATATAGCurriculumTrainingK147>

12. Should there be changes in the dates of the conduct of activities in RTOT, DTOT, and SBTT due to circumstances beyond control, it is imperative to coordinate with the regional office and central office for the course of action.
13. For other details pertaining to the conduct of activities, attached to these guidelines is the aforementioned unnumbered memorandum dated 20 December 2023 titled by *Training on the MATATAG Curriculum for Teachers and School Leaders*.
14. For further inquiries and concerns, please contact NEAP through email at [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8638-8638.
15. Immediate dissemination of and strict compliance with these guidelines are directed.

**Copy furnished:**

**GINA O. GONONG**

*Undersecretary for Curriculum and Teaching*

**ATTY. REVSEE A. ESCOBEDO**

*Undersecretary for Operations*

**Enclosures:**

- 1 - *Unnumbered Memorandum dated 20 December 2023, titled "Training on the MATATAG Curriculum for Teachers and School Leaders"*
- 2 - *Budget Allocation to be Downloaded to DepEd Regional Offices*
- 3 - *Breakdown of Budget for RTOT*
- 4 - *Breakdown of Budget for DTOT*
- 5 - *Breakdown of Budget for School-Based Training*
- 6 - *Training Implementation Plan Template*
- 7 - *Program Completion Report Template (With Budget Utilization)*
- 8 - *Program Completion Report Enclosures*
- 9 - *Participants' Profile Template*



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**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0409**

**FOR :** Undersecretaries  
Assistant Secretaries  
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

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

**DATE :** 07 March 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 ensuring that teachers and school leaders 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 (M&E) 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 (SBT).
3. The M&E plan has the following objectives:
  - a. Measure the performance of DepEd through NEAP in providing training on the *MATATAG Curriculum* for teachers and school leaders against established targets and standards;

- b. Ensure the proper cascading of the quality-assured training resource package for the *MATATAG* Curriculum Training across governance levels;
  - c. Gather data on the profiles and actual number of teachers and school leaders trained;
  - d. Monitor the Human Resource Development (HRD) fund utilization for the *MATATAG* Curriculum Training; and
  - e. Identify issues, concerns, and gaps to guide the program owners and implementers toward evidence-informed decisions on the various aspects of the training.
4. Regional, Division, and School Management Teams for the *MATATAG* Curriculum Training shall formulate the M&E Plan on their respective governance levels. The M&E Plan (**Enclosure A**) and its reporting process (**Enclosure B**) shall be based on the results framework for the *MATATAG* Curriculum Training for Teachers and School Leaders (**Enclosure C**).
  5. During the series of NTOT, RTOT, DTOT, and SBT, a team composed of concerned personnel from the Central Office and the Regional Office monitoring teams shall conduct technical assistance and monitoring visits through a purposive sampling method as follows:

TRAINING		TECHNICAL ASSISTANCE AND M&E COMPOSITION
National Training of Regional Trainers (NTOT)		All concerned NEAP-QAD, CT Strand personnel, and field evaluators
Regional Training of Division Trainers and School Leaders (RTOT)	<b>16 Regional Offices (ROs)</b>	<ul style="list-style-type: none"> <li>• Bureau and Service Directors from HROD, Operations, and CT Strands</li> <li>• 5-10 representatives from CT Strand</li> <li>• 2-3 representatives from NEAP</li> </ul>
Division Training of School Trainers (DTOT)	<b>48 Schools Division Offices (SDOs)</b> <ul style="list-style-type: none"> <li>• One (1) very large/large SDO</li> <li>• One (1) medium SDO</li> <li>• One (1) small SDO</li> </ul>	<ul style="list-style-type: none"> <li>• Bureau and Service Directors from HROD, Operations, and CT Strands</li> <li>• 5-10 representatives from CT Strand</li> <li>• 2-3 representatives from NEAP</li> <li>• 2 representatives from RO (HRDD and QAD)</li> </ul>
School-based Training (SBT)	<b>144 Schools</b> with the following target schools in each of the 48 SDOs: <ul style="list-style-type: none"> <li>• One (1) very large/large school</li> <li>• One (1) medium school</li> <li>• One (1) small school</li> </ul>	<ul style="list-style-type: none"> <li>• Bureau and Service Directors from HROD, Operations, and CT Strands</li> <li>• 5-10 representatives from CT Strand</li> <li>• 2-3 representatives from NEAP</li> <li>• 2 representatives from RO (HRDD and QAD)</li> <li>• 2 representatives from SDO (HRDS and SMME)</li> </ul>

6. The coverage of technical assistance and monitoring teams per governance level is summarized as follows:

TECHNICAL ASSISTANCE AND M&E TEAM	COVERAGE
Central Office Technical Assistance and Monitoring Teams	All RTOT, Sample SDOs, Sample Schools
Regional Office Technical Assistance and Monitoring Teams	All DTOT, Sample Schools
Division Office Technical Assistance and Monitoring Teams	All Schools

7. The team members from the Curriculum and Teaching Strand shall serve as resource persons (RPs) in their respective learning area specializations in case the number of RPs for the RTOT, DTOT, and SBT is insufficient. They shall also provide technical assistance to the Regional Program Management Team during the conduct of RTOT, DTOT, and SBT.
8. The NEAP Central Office M&E Team, on the other hand, shall collect data and provide overall technical assistance and guidance to the Regional and Division M&E Teams.
9. The Regional Office shall identify the SDOs to be monitored during the DTOT and submit the list to the NEAP Central Office. In the same manner, the SDOs shall also identify and submit the list of schools to be monitored during the SBT once the schedule has been finalized. **The list of the SDOs and schools to be monitored shall be submitted to the NEAP Quality Assurance Division through email [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph) at least two weeks before the conduct of the training.**
10. For private schools' implementation of the Training on the *MATATAG* Curriculum for teachers and school leaders, a representative from the Operations Strand shall lead the provision of technical support and M&E in collaboration with Curriculum and Teaching Strand and NEAP Directors, Division Chiefs, and specialists.
11. The final schedule of RTOT along with the list of DepEd Central Office resource persons as well as technical assistance and M&E teams (**Enclosure D**) is attached for reference.
12. The *MATATAG* Curriculum Training technical assistance and M&E team shall use the M&E tools which can be accessed through this link <http://tinyurl.com/MATATAGMEFiles>.
13. Transportation allowance, board and lodging of the Program Management Team and participants, contingency, 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.
14. For questions and concerns, please contact **Ms. Sarah Jane Atienza** of NEAP-QAD through landline (02) 8633-7207 or email [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph).
15. Immediate dissemination of and compliance with this memorandum are instructed.

**Enclosures:**

*Enclosure A – MATATAG Curriculum Training Monitoring and Evaluation Plan*

*Enclosure B – Monitoring and Evaluation Reporting Process*

*Enclosure C – MATATAG Curriculum Training Results Framework*

*Enclosure D – RTOT Final Schedule and Assignment of Central Office Monitors, Technical Support Providers, and Resource Persons*