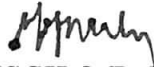**Office of the Schools Division Superintendent**

**May 2, 2024**

DIVISION MEMORANDUM
No. 270 , s. 2024

## DISSEMINATING REGIONAL MEMORANDUM No. 218, s. 2024 RE: MONITORING AND EVALUATION PLAN OF THE TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1.      This Office hereby disseminates the enclosed Regional Memorandum No. 218, s. 2024 dated March 13, 2024 entitled **"Monitoring and Evaluation Plan of the Training on the MATATAG Curriculum for Teachers and School Leaders"**, the contents of which are self-explanatory.

2.      For more details and proper guidance of all concerned, refer to the enclosed Regional Memorandum.

3.      Immediate dissemination of and compliance with this memorandum are desired.

**SENEN PRISCILO P. PAULIN, CESO V**
Schools Division Superintendent

SPPP/MRS/MSD/VAY/SGOD/GSB/*lgm_2024*

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**REGIONAL MEMORANDUM**
No. ⎡ 2 1 8 ⎤ . s. 2024          1 3 MAR 2024

## MONITORING AND EVALUATION PLAN OF THE TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS

To:     Schools Division Superintendents
        Assistant Schools Division Superintendents
        All Others Concerned

1.      Attached is Memorandum DM-OUHROD-2024-0409 titled **Monitoring and Evaluation Plan of the Training on the MATATAG Curriculum for Teachers and School Leaders**, the contents of which are self-explanatory, for the information of all concerned.

2.      Refer to the enclosed communication for details.

3.      More information may be inquired from any of the following:

   • **Dr. Sofronio D. Paragoso**
     EPSvr, QAD
     Contact Number: 09177707368
     Email Address: sofronio.paragoso@deped.gov.ph

   • **Dr. Helen D. Sabino**
     EPSvr, HRDD
     Contact Number: 09177174965
     Email Address: helen.sabino001@deped.gov.ph

4.      For proper guidance and compliance.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**
Director IV
Regional Director

STJ/EYA/QAD/HRDD/MGB

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;

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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) | 16 Regional Offices (ROs) | <ul><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) | 48 Schools Division Offices (SDOs)<ul><li>One (1) very large/large SDO</li><li>One (1) medium SDO</li><li>One (1) small SDO</li></ul> | <ul><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) | 144 Schools with the following target schools in each of the 48 SDOs.<ul><li>One (1) very large/large school</li><li>One (1) medium school</li><li>One (1) small school</li></ul> | <ul><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 |

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|---|---|---|---|
| Effectivity | 09.20.21 | Page | 2 of 3 |

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 **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

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*

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# MATATAG Curriculum Training Monitoring and Evaluation Plan

| Activities | Objectives / Indicators | Indicator Definition / Unit of Measure | Indicator Type | Data source and Disaggregation | Timing, Frequency, and Schedule | Responsibility | Known Data Limitations | Baseline | Targe |
|---|---|---|---|---|---|---|---|---|---|
| PROJECT DEVELOPMENT OBJECTIVE (INTERMEDIATE OUTCOME): IMPROVED COMPETENCE OF TEACHERS THROUGH THE CONSISTENT APPLICATION OF LEARNED COMPETENCIES ON THE MATATAG CURRICULUM IN THEIR TEACHING AND LEARNING PRACTICE. | | | | | | | | | |
| Output 1: Quality training resource packages developed and provided to intended participants | | | | | | | | | |
| Planning on the MATATAG Curriculum Training Implementation | To issue a memorandum on the conduct of MATATAG Curriculum Training for Teachers and School Leaders | Issuance of a memorandum on the conduct of MATATAG Curriculum Training for Teachers and School Leaders<br><br>Unit: Memorandum | Output | Source: Memorandum signed by Undersecretaries of OUCT and OUHROD<br><br>Disaggregation: N/A | Collection: After the issuance<br><br>Consolidation and analysis: N/A<br><br>Reporting: After the issuance | Collection: NEAP M&E Team<br><br>Consolidation and analysis: N/A<br><br>Reporting: NEAP M&E Team | N/A | 0.00 | 1 |
| Design and development of training resource package | To design and develop the program design, session guides, and slide decks for the MATATAG Curriculum Training. | Program design: the training matrix of the five-day MATATAG training which includes session guides and slide decks.<br><br>Session guides: A document containing the session objectives, activities, and outputs of a session.<br><br>Slide decks: The presentation that will be used by the resource speaker during a training session<br><br>Unit of measures: Program design, session guides, and slide decks. | Output | Source: Program design, session guides, and slide decks submitted by the NEAP-PDD and CT strand<br><br>Disaggregation: By learning area By grade level | Collection: After the design and development stage of the training program<br><br>Consolidation and analysis: N/A<br><br>Reporting: Once received by the NEAP-QAD | Collection: NEAP QA TEAM<br><br>Consolidation and analysis: N/A<br><br>Reporting: NEAP QA Team | Delay in the submission of the training resource package. | 0.00 | 1 progr desig<br><br>27 sess guide<br><br>27 slic deck |

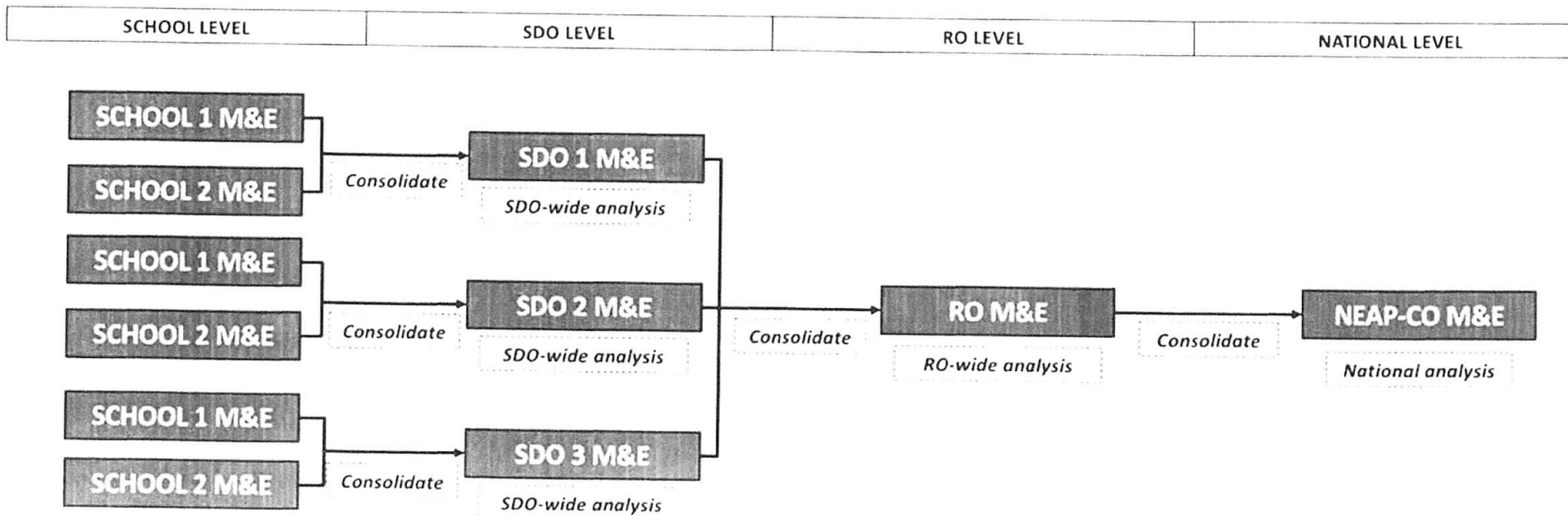| Activities | Objectives / Indicators | Indicator Definition / Unit of Measure | Indicator Type | Data source and Disaggregation | Timing, Frequency, and Schedule | Responsibility | Known Data Limitations | Baseline | Targe |
|---|---|---|---|---|---|---|---|---|---|
| Quality assurance of the training resource package | To quality assure the training resource package developed by the NEAP-PDD and CT strand | Program design: the training matrix of the five-day MATATAG training which includes session guides and slide decks.<br><br>Session guides: A document containing the session objectives, activities, and outputs of a session.<br><br>Slide decks: The presentation that will be used by the resource speaker during a training session.<br><br>Unit of measures: Program design, session guides, and slide decks. | Output | Source: Certificate of Quality Assurance issued by NEAP on the training resource package<br><br>Disaggregation: By learning area By grade level | Collection: After the quality assurance stage of the training resource package<br><br>Consolidation and analysis: N/A<br><br>Reporting: Once the Certificate of Quality Assurance is issued by NEAP | Collection: NEAP QA Team<br><br>Consolidation and analysis: N/A<br><br>Reporting: NEAP QA Team | Delay in the quality assurance of the training resource package due to issues and concerns on quality | 0.00 | 1 progi desig<br><br>27 sess guidi<br><br>27 sli deck |
| Monitoring of the quality-assured training resource package. | To determine the number of Regional Offices that used the quality-assured training resource package during the RTOT | Number of ROs, SDOs, and Schools during the training that used the quality-assured training resource package<br><br>Unit: Regions, SDOs, Schools | Output | Source: PD Compliance Monitoring Tool<br><br>Disaggregation: Per governance level | Collection: During the conduct of RTOT, DTOT, and school-based training<br><br>Consolidation and analysis: After the five-day training<br><br>Reporting: Five to ten days after the training. | Collection: M&E officer<br><br>Consolidation and analysis: M&E officer<br><br>Reporting: M&E officer | Delay in providing the quality-assured training resource package to the field offices | 0.00 | 16 |
| | To determine the number of sampled SDOs that used the quality-assured training resource package during the DTOT | | | | | | | 0.00 | 48 |
| | To determine the number of sampled schools that used the quality-assured training resource package during the school-based training | | | | | | | 0.00 | 144 |

| Activities | Objectives / Indicators | Indicator Definition / Unit of Measure | Indicator Type | Data source and Disaggregation | Timing, Frequency, and Schedule | Responsibility | Known Data Limitations | Baseline | Targ |
|---|---|---|---|---|---|---|---|---|---|
| **Output 2: Quality training delivery based on the set standards implemented** | | | | | | | | | |
| Administration of the end-of-day evaluation (Kirkpatrick Level 1) | To evaluate the level of participants' satisfaction on the learning environment, management, delivery, and engagement with learning activities. | Average ratings in the following domains of end-of-day evaluation: 1. Program Management 2. Training venue 3. Accommodation 4. Learning Management  Unit: Average of ratings | Output | Source: End-of-day evaluation tool  Disaggregation: -learning area -grade level -gender -geography (Region, SDO, School) -position/item | Collection: During the conduct of RTOT, DTOT, and school-based training  Consolidation and analysis: After the five-day training  Reporting: Five to ten days after the training. | Collection: Learning manager  Consolidation and analysis: M&E officer  Reporting: M&E officer | Limited number of responses particularly if the tool is administered online | 0.00 | 3.60 |
| Administration of pre-test and post-test and other session workshop activities. (Kirkpatrick Level 2) | To measure the percentage of participants with improved post-test results as compared to their pre-test (Level 2: Learning) | Improved post-test results as compared to their pre-test mean that their post-test scores should be higher than their pre-test.  Unit: Percentage | Output | Source: Pre-test and post-test assessment tools  Disaggregation: -learning area -grade level -gender -geography (Region, SDO, School) -position/item | Collection: During the conduct of RTOT, DTOT, and school-based training  Consolidation and analysis: After each daily session and after the five-day training  Reporting: Five to ten days after the training. | Collection: Learning manager  Consolidation and analysis: M&E officer  Reporting: M&E officer | Limited number of responses particularly if the tool is administered online.  Reliability of the assessment tool to measure the knowledge gained by the participants | 0.00 | 80% |
| | To measure the percentage of participants who submitted complete workshop outputs after the sessions. | Session workshop outputs shall be summitted to the learning manager. To be counted, a training participant must complete the submission of outputs | Output | Source: Record of outputs submission of the learning manager  Disaggregation: -learning area -grade level | Collection: During the conduct of RTOT, DTOT, and school-based training  Consolidation and analysis: After each | Collection: Learning manager  Consolidation and analysis: M&E officer | Limited number of workshop output submissions due to time constraints | 0.00 | 80% |

| Activities | Objectives / Indicators | Indicator Definition / Unit of Measure | Indicator Type | Data source and Disaggregation | Timing, Frequency, and Schedule | Responsibility | Known Data Limitations | Baseline | Targ |
|---|---|---|---|---|---|---|---|---|---|
| | | within the 5-day training<br><br>Unit: Percentage | | -gender<br>-geography (Region, SDO, School)<br>-position/item | daily session and after the five-day training<br><br>**Reporting:** Five to ten days after the training | **Reporting:** M&E officer | | | |
| **Output 3: Improved data collection and analysis** | | | | | | | | | |
| Monitoring of the actual number of participants | To determine the number of trainers trained on the MATATAG Curriculum Training | Number of individuals that participated in the five-day training. To be counted, the individuals should have attended the full five-day training.<br><br>Unit: Individuals | Output | **Source:** Target participants' profile sheet (Enclosure 3, DM 44, s. 2023) Actual participants' profile sheet (Enclosure 14, DM 44, s. 2023)<br><br>**Disaggregation:**<br>-learning area<br>-grade level<br>-gender<br>-geography (Region, SDO, School)<br>-position/item | **Collection:** During the conduct of RTOT, DTOT, and school-based training<br><br>**Consolidation and analysis:** After the five-day training<br><br>**Reporting:** Five to ten days after | **Collection:** Project Management Team<br><br>**Consolidation and analysis:** M&E Manager<br><br>**Reporting:** Project Management Team | Delay in submission of the attendance reports particularly in the school level due to the huge number of participants | 0.00 | NTO<br><br>RTO<br><br>DTO |
| | To determine the number of teachers trained on the MATATAG Curriculum Training | Number of individuals that participated in the five-day training. To be counted, the individuals should have attended the full five-day training<br><br>Unit: Individuals | Output | **Source:** Target participants' profile sheet (Enclosure 3, DM 44, s. 2023) Actual participants' profile sheet (Enclosure 14, DM 44, s. 2023)<br><br>**Disaggregation**<br>-learning area | **Collection:** During the conduct of RTOT, DTOT, and school-based training<br><br>**Consolidation and analysis:** After the five-day training<br><br>**Reporting:** Five to ten days after | **Collection:** Project Management Team<br><br>**Consolidation and analysis:** M&E Manager<br><br>**Reporting:** Project Management Team | Delay in submission of the attendance reports particularly in the school level due to the huge number of participants | 0.00 | 270,4 |

| Activities | Objectives / Indicators | Indicator Definition / Unit of Measure | Indicator Type | Data source and Disaggregation | Timing, Frequency, and Schedule | Responsibility | Known Data Limitations | Baseline | Targ |
|---|---|---|---|---|---|---|---|---|---|
| | | | | -grade level<br>-gender<br>-geography (Region, SDO, School)<br>-position/item | | | | | |
| Budget utilization monitoring | To measure the percentage of ROs and SDOs with 100% budget utilization report | The percentage of budget utilization pertains to the financial report of the utilized budget after the training. | Output | Source: Program Completion Report (Pls refer to Enclosure 7 and 8 of DM-OUHROD-2024-0151)<br><br>Disaggregation: Per governance level | Collection: During the conduct of RTOT, DTOT, and school-based training<br><br>Consolidation and analysis: After the five-day training<br><br>Reporting: Five to ten days after | Collection: SGOD-HRDS<br><br>Consolidation and analysis HRDD/NEAP-R, NEAP-CO<br><br>Reporting: HRDD/NEAP-R, NEAP-CO | Delayed submission of financial reports. | 0.00 | 100° |
| Preparation of Program Completion Reports with analysis of end-of-day evaluation (Level 1) and pre-test and post-test results (Level 2) | To accomplish the program completion reports with the following required attachments:<br>1. Analysis of end-of-day evaluation results (Level 1)<br>2. Analysis of pre-test and post-test results (Level 2)<br>3. Report on the submitted outputs by workshop participants | Number of program completion reports developed and submitted<br><br>Unit: Program completion reports | Output | Source:<br>-Program Completion Report (Pls refer to Enclosure 7 of DM 44, 3 2023)<br>-M&E Report Templates 1, 2, 3a, 3b, and 4<br><br>Disaggregation: Per governance level | Collection: After the conduct of RTOT, DTOT, and school-based training<br><br>Consolidation and analysis: Ten days after the conduct of RTOT, DTOT, and school-based training<br><br>Reporting: Twenty days after the conduct of RTOT, DTOT, and school-based training | Collection:<br>-School PMT<br>-SDO PMT<br>-RO PMT<br><br>Consolidation and analysis:<br>-School PMT<br>-SDO PMT<br>-RO PMT<br><br>Reporting:<br>-School PMT<br>-SDO PMT<br>-RO PMT | Delayed submission of program completion reports. | 0.00 | ROs:<br>PCR<br><br>SDOs:<br>PCR |

# M&E REPORTING PROCESS

| SCHOOL LEVEL | SDO LEVEL | RO LEVEL | NATIONAL LEVEL |
|---|---|---|---|

**SCHOOL 1 M&E**

**SCHOOL 2 M&E** — Consolidate →

**SDO 1 M&E**

*SDO-wide analysis*

**SCHOOL 1 M&E**

**SCHOOL 2 M&E** — Consolidate →

**SDO 2 M&E**

*SDO-wide analysis*

— Consolidate →

**RO M&E**

*RO-wide analysis*

— Consolidate →

**NEAP-CO M&E**

*National analysis*

**SCHOOL 1 M&E**

**SCHOOL 2 M&E** — Consolidate →

**SDO 3 M&E**

*SDO-wide analysis*

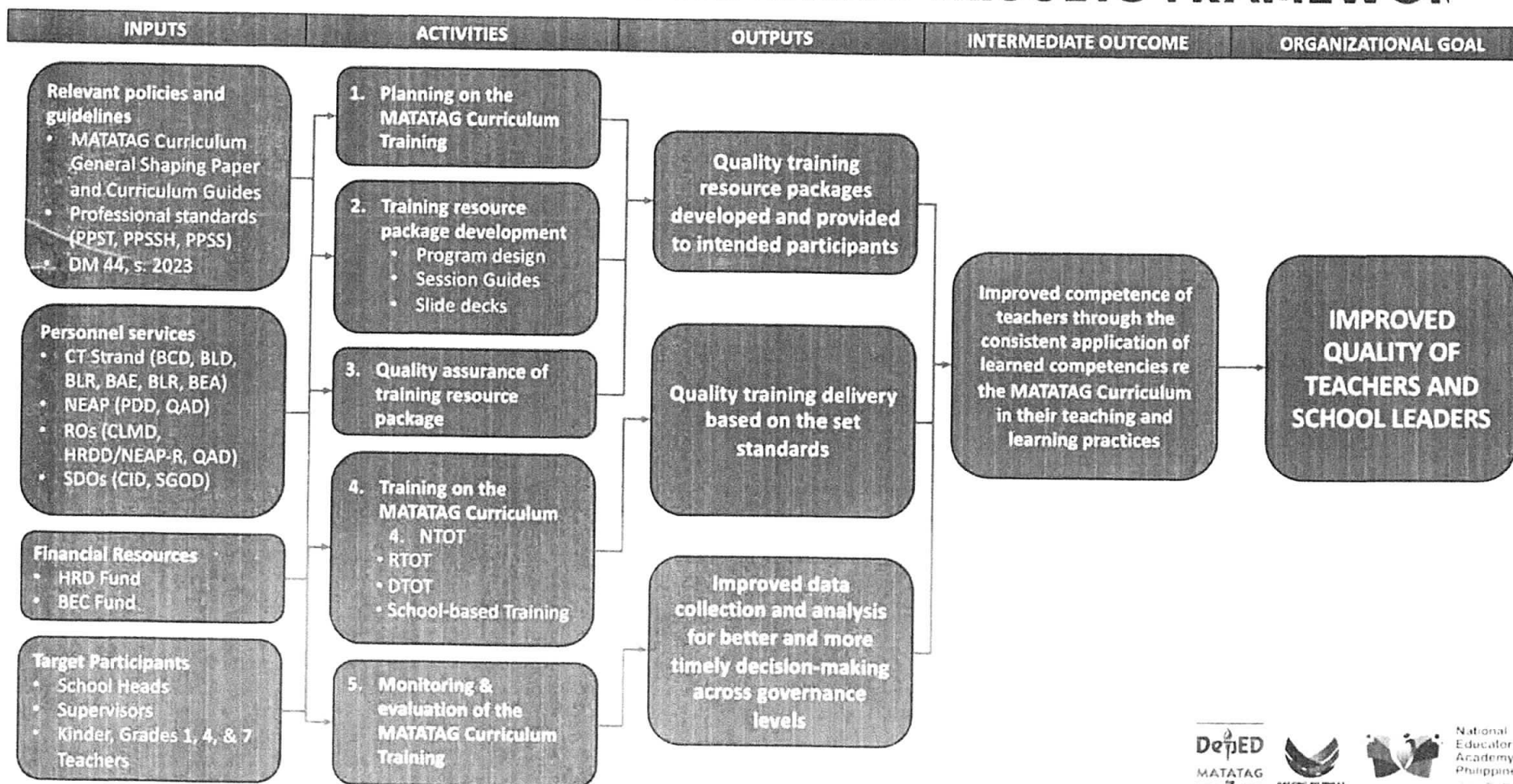| SCHOOL LEVEL M&E | SDO LEVEL M&E | RO LEVEL M&E | NATIONAL LEVEL M&E |
|---|---|---|---|
| **School-based Training**: <br> ➤ Administer end-of-day evaluation (level 1) and pre-test and post-test (level 2) during the school-based training. <br> ➤ Collect and consolidate the actual list of participants with their profiles during the school-based training. <br> ➤ Monitor the compliance of the training based on the quality-assured training resource package (PD Compliance Monitoring Tool). <br> ➤ Submit the **School-based M&E Report** to SGOD-SMME. | **DTOT**: <br> ➤ Administer end-of-day evaluation (level 1) and pre-test and post-test (level 2) during the DTOT. <br> ➤ Collect and consolidate the actual list of participants with their profiles during the DTOT. <br> ➤ Monitor the compliance of the training based on the quality-assured training resource package (PD Compliance Monitoring Tool) <br> ➤ Submit the **DTOT M&E Report** to HRDD/NEAP-R. <br><br> **School-based Training**: <br> ➤ Collect data on Levels 1 and 2 evaluation from schools. <br> ➤ Provide TA to School M&E Team. <br> ➤ Submit **SDO Consolidated M&E Report on the MATATAG Curriculum Training**. | **RTOT**: <br> ➤ Administer end-of-day evaluation (level 1) and pre-test and post-test (level 2) during the RTOT. <br> ➤ Collect and consolidate the actual list of participants with their profiles during the RTOT. <br> ➤ Monitor the compliance of the training based on the quality-assured training resource package (PD Compliance Monitoring Tool) <br> ➤ Submit the **RTOT M&E Report** to NEAP-CO. <br><br> **DTOT**: <br> ➤ Collect and analyze the data collected from the DTOT. <br> ➤ Provide TA to SDO M&E Team. <br><br> **School-based Training**: <br> ➤ Collect data on Levels 1 and 2 evaluation from schools. <br> ➤ Provide TA to School M&E Team. <br> ➤ Submit **Regional Consolidated M&E Report on the MATATAG Curriculum Training**. | **NTOT**: <br> ➤ Administer end-of-day evaluation (level 1) and pre-test and post-test (level 2) during the NTOT. <br> ➤ Collect and consolidate the actual list of participants with their profile <br> ➤ Monitor the compliance of the training based on the quality-assured training resource package (PD Compliance Monitoring Tool) <br><br> **RTOT**: <br> ➤ Collect data on Levels 1 and 2 Evaluation <br> ➤ Provide TA to Regional M&E Team <br><br> **DTOT**: <br> ➤ Collect data on Levels 1 and 2 evaluation from sampled SDOs. <br> ➤ Provide TA to sampled SDO M&E Team <br><br> **School-based Training**: <br> ➤ Collect data on Levels 1 and 2 evaluation from sampled schools. <br> ➤ Provide TA to sampled School M&E Team |

# MATATAG CURRICULUM TRAINING RESULTS FRAMEWOR

| INPUTS | ACTIVITIES | OUTPUTS | INTERMEDIATE OUTCOME | ORGANIZATIONAL GOAL |
|---|---|---|---|---|

**Relevant policies and guidelines**
- MATATAG Curriculum General Shaping Paper and Curriculum Guides
- Professional standards (PPST, PPSSH, PPSS)
- DM 44, s. 2023

**Personnel services**
- CT Strand (BCD, BLD, BLR, BAE, BLR, BEA)
- NEAP (PDD, QAD)
- ROs (CLMD, HRDD/NEAP-R, QAD)
- SDOs (CID, SGOD)

**Financial Resources**
- HRD Fund
- BEC Fund

**Target Participants**
- School Heads
- Supervisors
- Kinder, Grades 1, 4, & 7 Teachers

1. **Planning on the MATATAG Curriculum Training**

2. **Training resource package development**
   - Program design
   - Session Guides
   - Slide decks

3. **Quality assurance of training resource package**

4. **Training on the MATATAG Curriculum**
   4. NTOT
   - RTOT
   - DTOT
   - School-based Training

5. **Monitoring & evaluation of the MATATAG Curriculum Training**

**Quality training resource packages developed and provided to intended participants**

**Quality training delivery based on the set standards**

**Improved data collection and analysis for better and more timely decision-making across governance levels**

**Improved competence of teachers through the consistent application of learned competencies re the MATATAG Curriculum in their teaching and learning practices**

**IMPROVED QUALITY OF TEACHERS AND SCHOOL LEADERS**

DepED MATATAG

National Educators Academy Philippine

**FINAL SCHEDULE OF CENTRAL OFFICE MONITORS AND TECHNICAL SUPPORT PROVIDERS DURING
THE REGIONAL TRAINING OF TRAINERS (RTOT) ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS**

| REGIONS | INCLUSIVE DATES | LEAD (Directors) | MONITORS | | TECHNICAL SUPPORT PROVIDERS/RESOURCE PERSONS (Please specify the learning area) | |
|---|---|---|---|---|---|---|
| | | | | | CT STRAND | |
| | | | NEAP QAD (Chief, PDO IV/SEPS/EPS) | NEAP PDD (Chief, PDO IV/SEPS/EPS) | BCD (Chief, SSEPS/SEPS/EPS) | BLD (Chief/SSEPS/SEPS/EPS) |
| Region I | April 15-19, 2024 (3 clusters, different venues) | Dir. Samuel R. Soliven | Sarah Jane Atienza<br><br>John Christopher Lorenzo | Ma Carmila Clave | • Isabel A Victorino,<br>• Rosalie B. Masilang<br>• Rowel S. Padernal<br>• Roseta Gallo<br>• Sheena Jade Manuel | • Richie C. Noveloso<br>• Darren Rey Javier<br>• Jan Darell C. Casuncad<br>• Marlon Adlit |
| Region II | Batch 1: March 11-15, 2024 | Dir. Leila Areola | Mark Alvin Cruz | Anna Maria Patricia Santos | • Giovanni C. Duran<br>• Michael J. Cabrera<br>• Eliza Rose R. De Leon<br>• Karen Lay<br>• Oswald Aban | • Renato San Juan<br>• Rossana Carnecer |
| | Batch 2: March 18-22, 2024 | Dir. Leila Areola | Gerald T. Magno | Dustin Troy Joson | • Isabel A Victorino<br>• Rowel S. Padernal<br>• Cinderella Regino<br>• Rosalie B. Masilang<br>• Riza Gusane | • Renato San Juan<br>• Rossana Carnecer<br>• Rosalina Villaneza<br>• Mark Anthony Papa<br>• Krisha Anne Soriano |
| | Batch 3: April 01-05, 2024 | Dir. Leila Areola | Gerald T. Magno | Eliza Pereyra | • Rowell Capistrano<br>• Roseta Gallo<br>• Marisol Mabazza<br>• Sheena Jade Manuel | • Danilo G. Soriano Jr. |

| Region | Batch/Date | Director | | | Participants | |
|---|---|---|---|---|---|---|
| Region III | Batch 1: May 06-10, 2024 | Dir. Edward Jimenez | Danica Jane Godoy | Richie Vesagas | • Isabel A. Victorino<br>• Rosalie B. Masilang<br>• Rowel S. Padernal<br>• Marisol B. Mabazza<br>• Roseta Gallo | • Krisha Anne M. Soriano<br>• Jayson Tadeo<br>• Julieven Abrea<br>• Michelle Tolentino |
| | Batch 2: May 13-17, 2024 | Dir. Nelia Benito<br><br>Dir. Samuel Soliven | Alvin Fulgencio | Florentino Varron Jr | • Liza C. Legaspino<br>• Eliza Rose R. De Leon<br>• Jhos Ver D. Temporal<br>• Samboy D. Franco<br>• Christopher S. Valiente | • Jerome Hilario<br>• Dean Owen Doncillo<br>• Briget Varron<br>• Rosalina Villaneza |
| Region IV-A | April 15-19, 2024 (3 clusters, different venues) | Dir. Jennifer Lopez | Danica Jane Godoy<br><br>Meann Delavin | Richie Vesagas | • Ayette C. Ferriols<br>• Riza C. Gusano<br>• Jona Kristen M. Valdez<br>• Rowell Capistrano | • Victor Fedirigan<br>• Joselita Gulapa<br>• Xyphrone Angelo A. Ortiz |
| Region IV-B | April 02-06, 2024 | Dir. Edward Jimenez | Ariel Dagar | Dustin Troy Joson | • Jona Kristen Valdez<br>• Liza C. Legaspino<br>• Glenne DT. Basio<br>• Ellen Grace Fruelda | • Mark Anthony Papa<br>• Christine N. Graza-Magboo<br>• Michelle Tolentino<br>• Victor Fedirigan |
| Region V | Batch 1: April 01-05, 2024 | Dir. Marilette Almayda | Annabelle Laqui | Florentino Varron Jr | • Isabel Victorino<br>• Rosalie B. Masalang<br>• Ramona Victoria<br>• Rowel S. Padernal | • Jefferson Torres<br>• Wilson Santiago<br>• Briget Varron |
| | Batch 2: April 08-12, 2024 | Dir. Lynn Padillo | Gerald Magno | Ma. Corinna Clave | • Cinderella U. Regino<br>• Aisa Veronica D. C. Pintor<br>• John Mark B. Maranagan<br>• Glenne DT. Basio | • Jefferson Torres<br>• Renato san Juan<br>• Wilson Santiago<br>• Glenda Granadozin |

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|---|---|---|---|---|---|
| | | | | | • Rowell Capistrano |
| | Batch 3: April 15-19, 2024 | Dir. Mario Bermudez | Alvin Fulgencio | Anna Patricia Santos | • Karen G. Lay<br>• Restituto M. Mendoza<br>• Ricardo Ador-Dionisio<br>• Lilia Martinez<br>• Oswald Aban | • Rosalie Bongon<br>• Gaudencio Serrano |
| Region VI | April 22-26, 2024 | Dir. Marilyn Siao | Alvin Fulgencio Jr | Ma. Carmila Clave | • Ramona Magdalena F. Victoria<br>• Ellen Grace F. Fruelda<br>• Giovanni C. Duran<br>• Michael J. Cabrera<br>• Rowell A. Capistrano | • Salvacion Olinares<br>• Jocelyn Tuguinavo |
| Region VII | March 04-08, 2024 | Dir. Leah Apao | Alvin Fulgencio | Jhoanne Javier | • Riza C. Gusano<br>• Oswald A. Aban<br>• Liza C. Legaspino<br>• Jona Kristen Valdez<br>• Samboy Franco | • Rosalina Villaneza<br>• Mark Anthony Papa<br>• Renato San Juan |
| Region VIII | Batch 1: April 01-05, 2024 | Dir. Marilyn Siao | Mark Alvin Cruz | Marife T. Morcilla | • Ayette C. Ferriols<br>• Eliza Rose de Leon<br>• Oswald A. Aban<br>• Cinderella Reginio | • Gaudencio Luis N. Serrano<br>• Dean Owen J. Doncillo<br>• Jerome Hilario |
| | Batch 2: April 08-12, 2024 | Dir. Resty Osias | John Christopher Lorenzo | Florentino Varron Jr. | • Liza C. Legaspino<br>• Eliza Rose R. De Leon<br>• Jios Ver D. Temporal<br>• Samboy D. Franco<br>• Christopher S. Valiente | • Darren Rey Javier<br>• Jan Darell C. Casuncad<br>• Marlon Adla<br>• Richie Noveloso |
| Region IX | March 21-27, 2024 | Dir. Marilyn Siao | Alvin Fulgencio | Richie Vesagas | • Isabel A. Victorino<br>• Rosalie B. Masilang | • Rosalina Villaneza<br>• Jerome Hilario |

| Region | Batch | | | | | |
|---|---|---|---|---|---|---|
| Region X | Batch 1: April 15-19, 2024 | Dir. Marivic Lleano | Anabelle Laqui | Cristina Monsanto | • Rowel S. Padernal<br>• Marisol B. Mabazza<br>• Roseta Gallo<br>• Ramona Magdalena F. Victoria<br>• Ellen Grace F. Fruelda<br>• Giovanni C. Duran<br>• Michael J. Cabrera | • Dean Owen Doncillo<br>• Mark Anthony Papa<br>• Rosalina Villaneza<br>• Mark Anthony Papa<br>• Marlon Adlit |
| | Batch 2: April 22-26, 2024 | Dir. Leah Apao | Mark Alvin Cruz | Manie T. Morcilla | • Karen Lay<br>• Aisa Veronica D. C. Pintor<br>• John Mark B. Marasigan<br>• Glenne DT. Basio<br>• Jona Kristen Valdez | • Darren Rey C. Javier<br>• Richie Noveloso<br>• Rosalina Villaneza<br>• Mark Anthony Papa |
| Region XI | Batch 1: April 08-12, 2024 | Dir. Marivic Lleano | Ariel Dagar | Dustin Troy Joson | • Isabel A. Victorino<br>• Rosalie B. Masilang<br>• Rowel S. Padernal<br>• Roseta Gallo<br>• Rowell Capistrano | • Gaudencio Luis Serrano |
| | Batch 2: April 15-19, 2024 | Dir. Leah Apao | Mark Alvin Cruz | Florentino Varron Jr. | • Ramona Magdalena F. Victoria<br>• Ellen Grace F. Fruelda<br>• Giovanni C. Duran<br>• Michael J. Cabrera | • Glenda Granadozin<br>• Jerome Hilario<br>• Danilo G. Soriano Jr.<br>• Jefferson Torres<br>• Dean Owen Doncillo |
| | Batch 3: April 22-26, 2024 | Dir. Edward Jimenez | Sarah Jane Atienza | Rhoannie Perez | • Ayette C. Ferraris<br>• Riza C. Gusario<br>• Eliza C. Peralta<br>• Liza Legaspino<br>• Eliza Rose De Leon | • Rosalie Bongon<br>• Jan Darell C. Casuncad<br>• Gaudencio Luis Serrano |

| Region | Dates | | | | | |
|---|---|---|---|---|---|---|
| Region XII | April 15-19, 2024 | Dir. Mario Bermudez | Anabelle Laqui | Millie Fudolig | • Jona Kristen Valdez<br>• Marisol Mabazza<br>• Christopher Valiente<br>• Eliza C. Peralta | • Jocelyn Tuguinayo<br>• Nemia B. Cedo |
| CARAGA | April 01-05, 2024<br>(3 clusters, different venues) | Dir. Gemma Ledesma | Danica Jane Godoy<br><br>Sarah Jane Atienza | Cristina Monsanto | • Samboy D. Franco<br>• Christopher S. Valiente<br>• Ricardo Ador Dionisio<br>• Restituto M. Mendoza | • Jocelyn Tuguinayo<br>• Glenda M. Granadozin<br>• Nemia B. Cedo |
| CAR | Batch 1: April 15-19, 2024 | Dir. Ariz Cawilan | Rogelio Dian III | Jhoanna Javier | • Eliza Rose de Leon<br>• Aisa Veronica D. C. Pintor<br>• John Mark B. Marasigan<br>• Liza Legaspino | • Wilson Santiago<br>• Jayson Tadeo<br>• Darren Javier |
| | Batch 2: April 22-26, 2024 | Dir. Samuel Soliven | Ariel Dagar | Dustin Troy Joson | • Lilia Martinez<br>• Roseta Gallo<br>• Sheena Jade Manuel<br>• Ricardo Ador-Dionisio<br>• | • Lea Estuye<br>• Dean Owen Doncilo<br>• Gaudencio Luis Serrano<br>• Krisha Anne M. Soriano |
| NCR | Batch 1: April 8-12, 2024 | Dir. Jennifer Lopez | Mary Anne Delavin | Ana Sol Reyes | • Cinderella U. Regimo<br>• Ayette Ferriols<br>• John Mark B. Marasigan<br>• Rowel Capistrano<br>• Lilia Martinez | • Julieven Abrea<br>• Victor R. Fedingan<br>• Rosalina J. Villaneza<br>• Mark Anthony Papa |
| | Batch 2: April 15-19, 2024 | Dir. Jennifer Lopez | Ariel Dagar | Ana Sol Reyes | • Samboy Franco<br>• Eliza C. Peralta<br>• Jona Kristen M. Valdez<br>• Oswald A. Aban<br>• Aisa Veronica D. C. Pintor | • Michelle Tolentino<br>• Christine N. Graca Magboo<br>• Briget V. Varron<br>• Wilson Santiago |

Terms of Reference (TOR)

## A. BUREAU DIRECTORS

1. Ensure that the division chiefs and specialists assigned in the regions under their supervision comply with their specified terms of reference
2. Facilitate prompt submission of the excepted outputs as stipulated in their TOR

## B. NEAP CENTRAL OFFICE MONITORS IN THE REGIONAL IMPLEMENTATION OF THE MATATAG CURRICULUM TRAINING

1. **Task and related responsibilities:**
   a. Accomplish the On-Site Monitoring Form for NEAP CO Monitors
   b. Provide technical assistance to the regional monitoring and evaluation (M&E) team on the monitoring and evaluation
   c. Document observations, challenges encountered, and best practices of the regional M&E team during the monitoring visit
   d. Coordinate with the training program management team (PMT) regarding the conduct of the debriefing, participate in the debriefing, and give feedback as deemed necessary.

2. **Expected outputs:**
   a. Accomplished on-site monitoring form
   b. Monitoring report following the content of an activity report

3. **Timeline of submission of expected outputs:**
   a. For on-site monitoring form: during the conduct of the regional training (via online form submission).
   b. For monitoring report, within five (5) working days after the last day of the conduct of the training monitored

## C. DIVISION CHIEFS BLD and BCD Chiefs and specialists

1. Task and related responsibilities:
   a. Resource Persons
      • Coordinate with the Regional PMT of assigned regions on the schedule and sessions you will be delivering
   b. Technical Support Providers Learning Area Experts
      • Provide technical support to the Resource Persons to ensure quality delivery of the training

2. Expected outputs:
   a. Activity Completion Report with MOVs

Regional Training of Trainers on the MATATAG Curriculum for Teachers and School Leaders

3 Timeline of Submission of expected outputs:

- within 5 (five) working days after the last day of the conduct of the training

*Note:*

All outputs shall be placed in the Google folder as R(state the number of the region)_RTOT_Report_(date of submission) and shall be submitted to the National Educators Academy of the Philippines (NEAP) via email: neap.odd@deped.gov.ph , cc: leah.apao001@deped.gov.ph .

Prepared by:

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MATATAG Training Focal

Reviewed by:

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Officer-In-Charge, Office of the Director IV, Bureau of Curriculum Development