



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF TANGUB CITY



June 14, 2024

DIVISION MEMORANDUM  
NO. 212, S. 2024

DIVISION TRAINING OF SCHOOL LEADERS (DTSL) IN MATATAG CURRICULUM  
FOR KINDERGARTEN, GRADES 1,4 AND 7

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors  
Public Schools District In-Charge (PSDICs)  
Elementary and Secondary School Heads  
This Division

1. Regarding Regional Memorandum No. 0188, s. 2024 on the MATATAG Curriculum for School Leaders, this Office through the Curriculum Implementation Division (CID) will conduct the Division Training of School Leaders (DTSL) in the MATATAG Curriculum for Kindergarten, Grades 1, 4 and 7 at Hotel Conchita, Yacapin St. Cagayan de Oro City on June 24 - 28.
2. This training focuses on providing professional development support for school leaders, ensuring that they have an in-depth understanding of the general shape of the MATATAG Curriculum.
3. The activity aims to achieve the following objectives:
  - a. Deliver the content of the MATATAG Curriculum for effective and efficient implementation in the lower levels;
  - b. Determine the support needed by teachers and school leaders in the implementation of the new curriculum; and
  - c. Identify the challenges, issues, or gaps that may arise and address these appropriately.
4. The list of participants including the trainers is found in the attachment. All participants are advised to **bring a printed copy of the MATATAG shaping paper, and take with them their laptops.**
5. There will be a Pre-work activity for all Division Trainers on June 21 at 1:00 o'clock in the afternoon at the Division Conference Hall.
6. The participants of the DTSL will be provided with meals, accommodation, supplies and One Thousand Five Hundred Pesos (P1,500.00) transportation



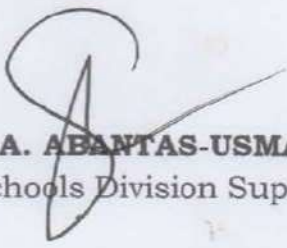
Address: Anecito Siete St. Mantic, Tangub City  
Telephone: (088) 530 - 5988



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allotment, charged against 2024 HRTD Funds for MATATAG Curriculum Training. Additional travel and incidental expenses in excess of the budget allocation shall be charged to school and Division MOOE funds, subject to availability of funds and to the usual accounting and auditing rules and procedures.

7. This Office directs the immediate and wide dissemination of this Memorandum.

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent

ATTCH.: As stated.

To be indicated in the Perpetual Index  
under the following subjects:

MATATAG CURRICULUM TRAINING

SAU/CID/radj/cpc



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**MATATAG PROGRAM MATRIX FOR SCHOOL LEADERS**

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00 a.m. - 8:30 a.m.	Opening Program	Preliminaries	Preliminaries	Preliminaries	Preliminaries
8:30 a.m. - 10:00 a.m.	Registration Pre Assessment	<b>SESSION 4 (Small Group)</b> Quarter 1 Curriculum Standards and Unpacking/Clustering of Learning Competencies <b>Facilitators:</b> Division Trainers (assigned learning areas)	<b>SESSION 6 (Plenary)</b> MaTaTaG Curriculum Instructional Design Framework <b>Facilitator:</b> <b>Jolito P. Vince</b> <b>EPS, Araling Panlipunan</b>	<b>SESSION 8 (Plenary)</b> Integrating 21 <sup>st</sup> Century Skills in Classroom-Based Assessment <b>Facilitator:</b> <b>EPS Roger A. Baril</b>	<b>SESSION 12 (Plenary)</b> Actual Observation and Demo Teaching <b>Facilitator:</b>
10:00 a.m. - 10:15 a.m.	B R E A K				
10:15 a.m. - 12:00 a.m.	<b>SESSION 1 (Plenary)</b> The General Shape of the MATATAG Curriculum <b>Facilitator:</b> <b>Puriza I. Legaspi</b> <b>EPS, Mathematics</b>	Cont'd. Quarter 1 Curriculum Standards and Unpacking/Clustering of Learning Competencies <b>Facilitators:</b> Division Trainers (assigned learning areas)	<b>SESSION 7 - A (Small Group)</b> MaTaTaG (Learning Area) Instructional Design Framework (IDF): Pedagogy and Assessment <b>Facilitators:</b> Division Trainers (assigned learning areas)	<b>SESSION 9 (Plenary)</b> Classroom Practices to Promote Inclusion for Special Needs Education Learners (SNED) <b>Facilitator:</b> <b>Relita P. Decina</b> <b>EPS, Filipino, SNED Focal Person</b>	<b>SESSION 13 (Plenary)</b> Management of School-based Professional Development Programs Preparation of School-Based Implementation Plan <b>Facilitator:</b>
12:00 a.m. - 1:00 p.m.	L U N C H				
1:00 p.m. - 1:00 p.m.	SESSION 2 (Plenary)	SESSION 5 (Small Group)	SESSION 7 - B	SESSION 10 (Plenary)	Post Test



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2:30 p.m. - 2:45 p.m.		B	R	E	A	K		
2:45 p.m. - 4:45 p.m.	SESSION 3 (Small Group) Walkthrough of (Learning Area) Shaping Paper <b>Facilitator:</b> <b>German C. Suninguit Jr.</b>	Cont'd (Small Group) Quarter 2 Curriculum Standards and Unpacking/Clustering of Learning Competencies <b>Facilitators:</b> Division Trainers (assigned learning areas)	Cont'd. MaTaTaG (Learning Area) Walkthrough of Learning Resources <b>Facilitators:</b> Division Trainers (assigned learning areas)	SESSION 1 I (Small Group) *Collaborative Expertise *Class Observation in the Context of MaTaTaG Curriculum <b>Facilitators:</b> Division Trainers (assigned learning areas)	Closing Program <b>Facilitator:</b>			
4:45 p.m. - 5:00 p.m.	Day 1 Evaluation (OAME)	Day 2 Evaluation (OAME)	Day 3 Evaluation (OAME)	Day 4 Evaluation (OAME)	Day 5 Evaluation (OAME)			
5:00 p.m. - 5:30 p.m.	PMT Daily Debriefing	PMT Daily Debriefing	PMT Daily Debriefing	PMT Daily Debriefing	PMT Daily Debriefing			
FACILITATORS	1. 2.	1. 2.	1. 2.	1. 2.	1. 2.			



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**VIII. PROGRAM MANAGEMENT TEAM AND PARTICIPANTS:**

<b>TOP MANAGEMENT</b>			
1.	SHAMBAEH A. ABANTAS-USMAN, PHD, CESO VI	Schools Division Superintendent	
2.	ERLINDA G. DAEL, PHD, CESE	Asst. Schools Division Superintendent	
3.	ANGELINA B. BUARON, ED.D.	CES - CID / Program Owner	
4.	LORNA C. PEÑONAL, ED.D.	CES - SGOD	
<b>DIVISION PROGRAM MANAGEMENT TEAM</b>			
5.	RENE BOY G. ROXAS	SEPS, HRTD	Adviser
6.	LIEGH S. ENAYO	EPS II, HRTD	Asst. Adviser
7.	REDEEMER D. DENAPO	SEPS, M&E	M&E Focal
8.	BRIDE JOY M. CANDANO	EPS II, M&E	M&E In-Charge
9.	STEPHEN T. AMEN	Nurse III	Medical
10.	ALDEN M. ANTONIO	IT Officer	ICT Support
<b>LEARNING FACILITATORS / TRAINERS</b>			
<b>KINDERGARTEN</b>			
11.	BERNADITH LUCRESIO	T-III/ TIC	Bongabong ES
12.	RONEL B. MANGINDO	T-III/TIC	Kampit ES
13.	WILFREDO B. CAÑETE	EPS I	Division Office
<b>GRADE 1</b>			
14.	NILDIE A. MALABOSA	PSDIC	Division Office
15.	ROBERTA SINGGIT	HT III	Panalsalan ES
16.	SHERLY C. ALIVIO	PSDIC	Division Office
<b>GRADE 4</b>			
17.	CHARENCE A. YACK	T-III	Balatacan Beach PS
18.	TICHIE NEE F. ROLOMA	PSDIC	Division Office
19.	GERMAN C. SUMINGUIT, JR	PSDIC	Division Office
20.	DAYSIE T. LEOPOLDO	HT II	Maquilao IS
21.	RELITA P. DECINA	EPS I	Division Office
22.	DELIO A. FUENTES	ESP I	Bocator ES
23.	JOLITO P. VINCE	EPS I	Division Office
24.	JUNIFFER G. GUTANG	ESP II	Tangub City CS
25.	MARYLYN C. BANAWAN	PSDIC	Division Office
<b>GRADE 7</b>			
26.	CLARIZA P. CATEDRAL	EPS I	Division Office
27.	PURIZA L. LEGASPI	EPS I	Division Office
28.	MARITES F. BINONDO	HT III	Tangub City NHS
29.	NILO F. LUMAYOT	PSDIC	Division Office
30.	ERLYN P. BULAWIN	HT III	Tangub City NHS
31.	DIONESIO O. ENGUITO	HT III	Tangub City NHS
32.	FLORENCIA GUMITER	Asst. Principal II	Tangub City NHS
33.	MA. SHERWIN C. ALDUHEZA	PSDIC	Banglay ES
34.	GINA L. MANDAWA	EPS I	Division Office
35.	ROMEL E. HUERTAS	EPS I	Division Office
36.	TRECITA P. ANTIPOLLO	HT II	Polao IS
37.	ROGER A. BARIL	EPS I	Division Office
38.	JUDY MARIE F. CABRERA	SSP I	Sta. Maria NHS



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PARTICIPANTS			
NAME	POSITION	SCHOOL	DISTRICT
39. JOFORD B. MAGANTE	T-III	BALUC ES	Central A
40. JUANILDA TORRES	HT- II	KATAGAN ES	
41. ARLYN U. CUAMBOT	T-III	KIMAT ES	
42. LOROMER T. CARPIO	HT-II	KAUSWAGAN ES	
43. EDGARDO G. MALAUBANG JR.	HT-II	LUMBAN ES	
44. JELLY A. ANTIPUESTO	T-III	STO.NIÑO ES	
45. IVY T. LAGAT	HT-III	SAN APOLINARIO ES	
46. SUSAN A. LIBONFACIL	P-1	STA.CRUIZ ES	
47. MARISTEL GUTANG	HT-III	MATHS	Central B
48. CHRISTY P. ENOC	P-II	TCNHS	
49. ANNALYN G. QUIAP	HT-II	STA.MARIA CS	North A
50. JOHNY R. CANDALEZA	HT-III	CAPALARAN ES	
51. REMILIO P. TANO	HT-II	CAPALARAN WEST ES	
52. RALPH REY O. SULTAN	T-III	VILLABA ES	
53. CHRISTINE G. TURTOGO	T-III	BANGLAY ES	
54. LEMUEL D. BURLAT	T-III	HOYOHOY ES	
55. CHERRYBITO MONSUBRE	T-III	SALIMPUNO ES	
56. BEVERLIE F. RAAGAS	P-1	BANGLAY NHS	
57. REY ANN R. MONTAÑEZ	T-III	MALORO IS	North B
58. MARGIE E. MAGLANGIT	HT-II	MINSUBONG ES BITOON PS	
59. CHRISTOPHER M. TRONIADO	HT-III	ISIDRO D. TAN ES	
60. ANABELLE H. CONOL	P-1	SILANGA ES	
61. SEGUNDO S. DATOY	P-1	MANGA ES	
62. LIGAYA M. CABALAN	HT-I	POLAO IS	South A
63. ROLAND S. GOMEZ	P-1	MAQUILAO IS	
64. ELIZABETH S. VIRTUDAZO	HT-II	GARANG ES	
65. JOMAR L. REYES	P-1	PRENZA ES	
66. RITCHE S. MENDOZA	P-1	VIDASTO CARILLO ES	
67. MARLON C. SALVADOR	T-III	TAGUITE ES	South B
68. STEPHEN F. HONCULADA	P-1	LABUYO ES	
69. HERLYN Q. SENARILLOS	P-1	LTNHS	
70. JOSELITO B. ROSALLOS	P-1	BINTANA IS	Southwest A
71. HONEY LEE R. TUAL	T-II	GUINALABAN ES	
72. MELINDA LOMPAYAO	HT-III	BALATACAN ES	
73. LEAH FE ORDENIZA	T III	TUMATYAG PS	Southwest B
74. RONALD L. LOMPAYAO	HT-II	TUGAS ES	
75. WARREN J. CANOLO	HT-I	SUMIRAP NHS	
76. GLADYS ANN E. CUASITO	HT-II	SIMASAY NHS	

## DIVISION TRAINING OF THE MATATAG LEADERS

Hotel Conchita, Yacapin St., Cagayan de Oro City

June 24-28, 2024

Program Lead - **SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
 Schools Division Superintendent  
**ERLINDA G. DAEL, PhD, CESE**  
 Asst. Schools Division Superintendent

Program Manager - **LORNA C. PENONAL**  
 SGOD chief

Learning Manager- **ANGELINA B. BUARON**  
 CID chief

	<b>COMMITTEE</b>	<b>RESPONSIBLE PERSONS</b>	<b>JOB DESCRIPTIONS</b>
1	Registration	Niildie A Malabosa Titchie Nee F. Roloma Roberta Singgit	<ul style="list-style-type: none"> <li>● Prepare the Registration Templates in 3 folders</li> <li>● Register all participants segregating male and female; following the DepEd Template</li> <li>● Request for a strategic place at the venue to perform the task. Coordinate with the Management</li> </ul>
2	Stage Decoration	Nilo F. Lumayot Daysie T. Leopoldo Delio A. Fuentes Junnifer G. Gutang	<ul style="list-style-type: none"> <li>● Request for a Tarpaulin Design and have this printed for stage backdrop</li> <li>● Put up the tarpaulin on stage in the afternoon of June 23. Ask for assistance from the hotel crew.</li> </ul>
3	Invitation, Communication and Program	Clariza P. Cathedral German Suminguit Sherly C. Alivio	<ul style="list-style-type: none"> <li>● Prepare the parts of the Opening Program with the presence of RD/ARD or other chiefs in the RO, subject to the approval of the SDS</li> <li>● Print the program ready for distribution.</li> <li>● Send an advance letter of invitation to guests, if not, an e-copy program.</li> <li>● Assign the Master of Ceremonies for the Opening Program and the Closing Program</li> <li>● Ensure that all guests and Top Officials of the division were provided with a copy at least 3 days before the activity.</li> </ul>
4	Transportation	EPS Wilfredo B. Canete Ronel Mangindo Bernadith Lucesio	<ul style="list-style-type: none"> <li>● Arrange a vehicle to transport the materials to the venue.</li> </ul>
5	Usherettes & Ushers Tokens	Roger A. Baril Judy Marie F. Cabrera	<ul style="list-style-type: none"> <li>● Coordinate with the management on the number of guests</li> <li>● Prepare leis</li> <li>● Seek approval from the SDS on the giving of tokens for the guests, and get these ready.</li> </ul>

			<ul style="list-style-type: none"> <li>● Meet the guests at the ground floor of the venue as much as possible</li> <li>● Reproduce programs to be distributed to guests and visitors as they arrive</li> <li>● Take care of the snacks, water, etc for the guests</li> </ul>
6	Meals & Snacks	Puriza L. Legazpi Marylyn Banawan Marites F. Binondo	<ul style="list-style-type: none"> <li>● Work with hotel crew and the management on meal distribution</li> <li>● Arrange with the caterer to include foods for DepEd drivers</li> <li>● Provide snacks for guests during programs, waters, etc.</li> </ul>
7	Documents and Records	Relita P. Decina Rene Boy Roxas Leigh Enayo	<ul style="list-style-type: none"> <li>● Document all activities, take photos</li> <li>● Keep complete records</li> <li>● Prepare pictorial accomplishment report and budget utilization</li> <li>● Come up with a video footages in moviemaker for posting</li> </ul>
8	Physical Facilities/Arrangement and Disaster	Romel Huertas Florencia Gumiter Dionesio O. Enguito	<ul style="list-style-type: none"> <li>● Take charge of the arrangement of chairs/tables inside the hall</li> </ul>
9	Materials Certificates (Recognition, Participation, Appearance) Certificate of Appreciation for guests	Gina L. Mandawe Cherymie Kinatac-an Erlyn P. Bulawin	<ul style="list-style-type: none"> <li>● Ensure that all certificates are ready, signed, and complete</li> <li>● All materials in every session should be segregated, labeled and reported to the concerned trainers.</li> </ul>
10	Health and Safety	Stephen Amen	<ul style="list-style-type: none"> <li>● Oversee the health concerns of the participants</li> <li>●</li> </ul>
11	ICT Team (lights, sounds, graphics)	Alden Antonio Jolito Vince Ma. Sherwin Alduhesa	<ul style="list-style-type: none"> <li>● Take charge of the links to be shared to all participants</li> <li>● Coordinate with the management on the quality and availability of equipment</li> </ul>
12	After Care	Trecita P. Antipolo Marites F. Binondo	<ul style="list-style-type: none"> <li>● Take charge of keeping the equipment and or other things left in the venue.</li> <li>● Ensure that the venue is left clean and tidy.</li> <li>● Remind all participants to observe CLAYGO</li> </ul>
13	M & E	Redeemer Denapo Bride Joy Candano	<ul style="list-style-type: none"> <li>● Ensure that all participants have responded to the QAME</li> </ul>

**Note:**

Any proposed actions have to be coordinated with the Training Management.