



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of Bohol

**Office of the Schools Division
Superintendent**

May 10, 2024

DIVISION MEMORANDUM
No. 232, s. 2024


**CONDUCT OF DISTRICT TRAINING ON THE MATATAG CURRICULUM
FOR TEACHERS**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
PSDS/Acting PSDSs
Elementary and Secondary School Heads
All Others Concerned

1. In connection with Division Memorandum No. 221 s. 2024 titled “Download of HRD Fund for the Conduct of School-Based Training of Teachers (SBTT) on the MATATAG Curriculum ” and in line with the implementation of the MATATAG Curriculum, this office announces the **Conduct of District Training on the MATATAG Curriculum for Teachers**”, on May 13-17, 2024.
2. Considering the importance of the activity, this Office hereby directs all Education Program Supervisors, Public Schools District Supervisors (PSDSs), APSDSs, School Heads and SGOD Team to monitor and provide necessary technical assistance before, during, and after the activity to ensure the smooth and successful conduct of District-Based Training of Teachers on MATATAG Curriculum. Enclosure No. 4 shall be uploaded daily thru this google link: <https://tinyurl.com/SDOBOHOL-EPS-ME>
3. Districts are required to submit **Customized School-based Professional Development Plan (CSBPDP)** for approval before to conduct the rollout in the clustered district.
4. For more details, enclosed are the following:

Enclosure No. 1- Unified Training Matrix

Enclosure No. 2- Sample Customized School-based Professional Development Plan

Enclosure No. 3- PD Program Delivery Readiness Checklist
5. Participants are required to download the MATATAG Curriculum Guide prior to the schedule of the training for advance reading. **Use this link:**
<https://tinyurl.com/BoholMATATAGDownloadables>

6. School Heads are requested to arrange the class schedule of the teacher-participants and members of the Program Management Team so as not to hamper their classes.

7. The Complete Report shall be submitted 15 days after the conduct of the activity through the link that will be posted in the QAME Group Chat.
8. This memorandum reiterates the DM No. 221 s. 2024 that expenses for food, training materials/supplies, travel expenses of the Program Management Team and participants and other expenses incurred during the conduct of the abovementioned activity shall be charged against 2024 HRTD Funds/MATATAG sub-ARO and School MOOE/local funds all subjects to the accounting and auditing rules and regulations.
9. This Memorandum serves as a **Travel Order**.
10. For the proper guidance and compliance of all concerned.

CASIANA P. CABERTE PhD, CESO VI
Schools Division Superintendent



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Department of Education
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SCHOOLS DIVISION OF BOHOL

District Training on the MATATAG Curriculum for Teachers
May 13-17, 2024
TRAINING MATRIX
Day 1

Time	Kinder	Grade 1	English 7	Math 7	Science 7	Filipino 7	MAPEH 7	TLE 7	AP 7	VE 7	
8:00 - 8:30 AM	Opening Program										
8:30 - 9:00 AM	Pretest										
9:00-10:00 AM	Session 1: (Plenary) The General Shape of the MATATAG Curriculum										
10:00-12:00 AM	Session 2: (Plenary) 21 st Century Skills of the MATATAG Curriculum										
12:00 -1:00 NN	LUNCH BREAK										
1:00 - 2:30 PM	Session 6: (Plenary) MATATAG Curriculum Instructional Design Framework (IDF)										
2:30 - 4:15 PM	Session 8: (Plenary) Integrating 21 st Century Skills in the Classroom Assessment										
4:15 - 5:00 PM	End of Day Evaluation and Debriefing										
IT Expert:	Session 1			Session 2			Session 6			Session 8	
Staff:	Class Manager: Process Observer:			Class Manager: Process Observer:			Class Manager: Process Observer:			Class Manager: Class Observer:	



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District Training on the MATATAG Curriculum for Teachers

May 13-17, 2024

TRAINING MATRIX

Day 2

Time	Kinder	Grade 1	English 7	Math 7	Science 7	Filipino 7	MAPEH 7	TLE 7	AP 7	VE 7
8:00-8:30 AM	Management of Learning (MOL)									
8:30-10:00 AM	Session 9: Classroom Practices to Promote Inclusion for Special needs Education Learners (SNED)									
10:00-12:00 AM	Session 11: Collaborative Expertise									
12:00-1:00 PM	LUNCH BREAK									
1:00-5:00 PM	Session 3 Walkthrough of the Kindergarten Shaping Paper	Session 3 Walkthrough of Language, Reading and Literacy Shaping Paper & Clustering of Learning Competencies	Session 3 The English Shaping Paper	Session 3 Walkthrough of MATATAG Mathematics Shaping Paper	Session 3 The General Shape of the MATATAG Science Curriculum	Session 3 Sipat – Suri sa Pagbabagong Hugis ng MATATAG Kurikulum	Session 3 Walkthrough of MATATAG MAPEH Shaping Paper	Session 3 TLE 7 MATATAG Curriculum for Information and Communication Technology	Session 3 Pag-unawa sa AP Shaping Paper (Understanding the AP Shaping Paper)	Session 3 Ang Shaping Paper ng Good Manners and Right Conduct (GMRC) at Values Education (VE) MATATAG Kurikulum
5:00-5:30 PM	End of Day Evaluation and Debriefing									
IT Experts:	Class Manager:	Class Manager:	Process Observer:	Process Observer:	Process Observer:	Process Observer:	Process Observer:	Process Observer:	Process Observer:	Process Observer:
Staff:	Process Observer:	Process Observer:								
Plenary Sessions:	Session 9 Class Manager: Process Observer:					Session 11 Class Manager: Process Observer:				



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District Training on the MATATAG Curriculum for Teachers
May 13-17, 2024
TRAINING MATRIX
GRADE 4

TIME	DAY 1	LEARNING FACILITATOR
8:00-8:30 AM	OPENING PROGRAM	
8:30-9:00 AM	PRETEST	
9:00-10:00 AM	Session 1: General Shape of the MATATAG Curriculum	
10:00-12:00 NN	Session 2: 21 st Century Skills of the MATATAG Curriculum	
12:00-1:00 PM	LUNCH BREAK	
1:00-2:30 PM	Session 6: MATATAG Curriculum Instructional Design Framework (IDF)	
2:30-4:15 PM	Session 8: Integrating 21 st Century Skills in Classroom-Based Assessment	
4:15-5:00 PM	END OF DAY EVALUATION AND DEBRIEFING	
	DAY 2	
7:30-8:00 AM	Management of Learning (MOL)	
8:00-12:00 AM	ENGLISH <ul style="list-style-type: none">• Session 3• Session 4• Session 7A• Session 7B	
12:00-1:00 NOON	LUNCH BREAK	



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1:00-5:00 PM	FILIPINO <ul style="list-style-type: none">• Session 3• Session 4• Session 7A• Session 7 B	
5:00-5:30 PM	End of Day Evaluation & Debriefing	
	DAY 3	
7:30:00-8:00 AM	Management of Learning (MOL)	
8:00-12:00 AM	MAPEH <ul style="list-style-type: none">• Session 3• Session 4• Session 7A• Session 7 B	
12:00-1:00 NOON	LUNCH BREAK	
1:00-5:00 PM	ARALING PANLIPUNAN <ul style="list-style-type: none">• Session 3• Session 4• Session 7A• Session 7B	
5:00-5:30 PM	End of Day Evaluation and Debriefing	
	DAY 4	
7:30-8:00 AM	Management of Learning (MOL)	



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8:00-12:00 AM	SCIENCE <ul style="list-style-type: none">• Session 3• Session 4• Session 7A• Session 7B	
12:00-1:00 NOON	LUNCH BREAK	
1:00-5:00 PM	EPP <ul style="list-style-type: none">• Session 3• Session 4• Session 7• Session 8A & 8B	
5:00-5:30 PM	End of Day Evaluation and Debriefing	
	DAY 5	
7:30-8:00 AM	Management of Learning (MOL)	
8:00-12:00 AM	MATHEMATICS <ul style="list-style-type: none">• Session 3• Session 4• Session 7A• Session 7B	
12:00-1:00 NOON	LUNCH BREAK	
1:00- 3:30 PM	GMRC	



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	<ul style="list-style-type: none">• Session 3• Session 4• Session 7A• Session 7B	
3:30-4:00 PM	POSTTEST	
4:00-4:30 PM	END OF TRAINING EVALUATION	
4:30-5:00 PM	CLOSING PROGRAM/HOMEWARD BOUND	
Class Manager:		
Process Observer:		

LEARNING ACTION CELL (LAC) MATRIX
GRADE 4
July 26, 2024

Time	DAY 1	Learning Facilitator
8:00-8:30 AM	OPENING PRELIMINARIES	
8:30-10:00 AM	Session 9: Classroom Practices to promote Inclusion for Special Needs Education learners (SNED)	
10:00-12:00 AM	Session 11: Collaborative Expertise	



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12:00-1:00 NN	LUNCH BREAK	
1:00-2:30 PM	Session 12: Class Observation in the Context of MATATAG Curriculum	
2:30-4:00 PM	Demonstration Teaching, Critiquing/Processing	
4:00-5:30 PM	Session 13: Management of School-Based Professional Development Programs	
Class Manager:		
Process Observer:		

<p align="center">Customized School-Based Professional Development Plan (CSBPDP) (Adapted: SPPD, T&D Volume 3 and TPDC Framework)</p>						
Name of Host School	LOBOC CENTRAL ELEMENTARY SCHOOL					
District	LOBOC	Date of CSBPDP Accomplishment: APRIL 29, 2024				
Professional Development Goal:						
A. For Teachers	<ol style="list-style-type: none"> 1. Assume greater responsibility to improve teaching competencies to ensure improved learning outcomes. 2. Practice collaborative expertise by embedding more deeply the School Learning Action Cells (LACs) in continuous professional development activities to achieve quality teaching. 3. Exhibit a positive or inclusive attitude towards the effective and efficient implementation of the MATATAG curriculum. 					
The Professional Development Process						
1. Determination of Priority PD Needs	2. Selection of Appropriate PD Areas	3. Development of a PD program or Course	4. Quality Assurance of PD programs	5. Conduct the PD program or Course and Conduct Monitoring and Evaluation	6. Assess Learning	7. Refine the PD Program
(Based on the results of the findings of the group assigned to study the curriculum). a. Classroom observation b. Teachers' interview c. Survey of teachers' needs d. Self-assessment of the teachers	PD Areas to be selected are based on the 7 PPST domains and strands (see WAP)	(The School-based MATATAG Curriculum PD program is patterned from CO/RO/DO training) For other PD programs, the school head in cooperation with the teachers craft a PD program following the NEAP template and attaching all the annexes.	SDO QA Team reviews and evaluates the PD Program	Conduct of MATATAG training: May 13-17, 2024 Conduct of Monitoring: Level 1 – during the training period Level 2 – right after the training (within the training period) Level 3 – 6 months after Level 4 – 2 years after	a. Checks the tangible output submitted per session b. Conducts classroom observation c. Conducts spot test to learners d. Analyze QRA results	Refinement of the PD program shall be done based on the results of the program evaluation and post conference

School-Based Training Implementation Plan (SBTIP)

Need-Based PD Program or Course	Objectives (PPST Indicators)	Target Participants (Specify grade level, learning area, etc.)				Delivery Modality (INSET/LAC/CE)	Strategies Adopted (Unnumbered Memo dated Dec. 20, 2023) <i>SHs may use other strategies based on the context of the school.</i>	Time Frame (specify inclusive dates)	Resources Required (human, fiscal, material)				Expected Outputs (Indicate the No. of teachers trained)
		Grade Level	Learning Area	No. of Classes Organized	No. of Pax per Class				A. Human Resource Persons (Indicate names and their EQ and specialization) e.g. Ana Bueno, MA in Mathematics	B. Fund Requirement (Indicate the total amount needed per pax) (Php 600.00 per pax per day)	C. Supplies and Materials Needed (Indicate the needed supplies and materials) Php 300.00 per pax - this amount will be used to purchase the needed supplies and materials including the admin cost, e.g. sound system and other expenses relative to the conduct of the SBTIP	Total Fund Requirement (Sum of B and C)	
MATATAG Curriculum	1.1.2. Apply knowledge of content within and across curriculum teaching area. 1.5.2 Apply a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills. 3.1.2 Use differentiated developmentally appropriate learning experiences to address learners' gender, needs, strengths, interests, and experiences. 4.1.2 Plan, manage and implement developmentally sequenced teaching and learning process to meet curriculum requirements and varied teaching contexts. 4.2.2 Set achievable and appropriate learning outcomes that are aligned with learning competencies. 5.1.2 Design, select, organize, and use	Kinder	All	1	15	Face-to-face delivery	Formal Training Plenary	May 13-17, 2024	Luisa Tuba - HT III	45,000.00	4,500.00	49,500.00	15 teachers trained
		Grade 1	All	1	15	Face-to-face delivery	Formal Training	May 13-17, 2024	Maricel Arbuyes - MT1 Marietta Balbido - MT1	45,000.00	4,500.00	49,500.00	15 teachers trained
		Grade 4	All	1	19	Face-to-face delivery	Formal Training	May 13-17, 2024	Ma. B. G. Socorin - MA Admin/APSDS E. Dulalas-SP G. Patayon - SP L. Mondilla - MT Victoria Raya - MT MAPEH F. Inson - HT III A. Galleto Jr- HT III J. Balasta Jr- HT III Virgilia Oganiza - HT III A. Figueroa- HT II	57,000.00	5,700.00	62,700.00	19 teachers trained
		Grade 7	All	1 With 8 breakout classes	22 Average of 2-3 pax per	Face-to-face delivery	Formal Training	May 13-17, 2024	M. Biliran - Science R. Dango - Math N. Baja -AP	66,000.00	6,600.00	72,600.00	22 teachers trained

MATATAG WAP Template 3A: CSBPDP (To be accomplished by School Heads)

diagnostic, formative and summative assessment strategies consistent with curriculum requirements. 5.2.2. Monitor and evaluate learner progress and achievement using learner attainment data. 5.5.2 Utilize assessment data to inform the modification of teaching and learning practices and programs. 7.3.2 Participate in professional networks to share knowledge and to enhance practice. 7.5.2 Set professional development goals based on the Philippine Professional Standards for Teachers.				breakout room					G. Rabon - English J. Baguio MAPEH A. Bolos - TLE G. Tamayo - Val M. Varquez Filipino				

Implementation Plan *[the WAP must be implemented within 6 months after the training]*

Application Objective *[it must be aligned with the PD Program Goals]*

- implement their respective Workplace Application Plan (WAP) articulating the Customized School-Based Professional Development Plan [\(CSBPDP\)](#) (Adapted: SPPD, T&D Volume 3 and TPDC Framework) integrating the concepts and elements of the whole-school approach to ensure quality teaching and learning aligned with the PPSSH.

Specific Task [minimum of two (2)] <i>(Aligned with the application objective, what are the specific tasks of a School Head to support the teachers enhance their competencies in the implementation of the curriculum.)</i>	Activities <i>(Specify activities on the identified task)</i>	Timeline <i>(Start-end of each activity)</i>	Expected Outcomes/ MOVs <i>(It represents what is predicted or intended to happen as a result of implementing a specific task or initiative)</i>	Learning Facilitator <i>(Immediate Supervisor or peer assigned to guide the teachers/ school heads)</i>
Conduct of training on the MATATAG Curriculum	Training on MATATAG Curriculum *Planning *Implementation *Post-Training Evaluation	May 2, 2024 May 13-17, 2024 May 27, 2024	Teachers in Kindergarten, Grades 1, 4 & 7, and school heads are equipped with the knowledge and skills to implement the Curriculum MOVs: Participants' outputs	Select teachers School Heads PSDS

MATATAG WAP Template 3A: CSBPDP (To be accomplished by School Heads)

<p>Conduct of Instructional Supervision</p>	<p>Class observation Observe the Observer Process Coaching and Mentoring</p>	<p>SY 2024-2025 (Year round)</p>	<p>Teachers' teaching-learning instruction is enhanced, and the instructional plan, pedagogies and assessment are aligned with the curriculum <i>MOVs: enhanced IP, pedagogies, and assessment (MIS forms, COT)</i> School heads are adept in giving technical assistance to teachers <i>MOVs: OTOP form, Coaching and Mentoring form</i></p>	<p>Master Teachers School Heads PSDS</p>
<p>Lead Professional Learning Communities</p>	<p>Learning Action Cells In-Service Trainings</p>	<p>SY 2024-2025 (Monthly)</p>	<p>Teachers continuously improve their content and pedagogical knowledge, practice, skills, and attitudes through collaboration <i>MOVs: Documentation and LAC/INSET report</i> School heads are efficient in facilitating PLCs <i>MOVs: School heads' accomplishment report and LAC/INSET report</i></p>	<p>Master Teachers School Heads PSDS</p>
<p>Management of the Crafting of Learning Resources</p>	<p>Contextualization of Learning Resources</p>	<p>SY 2024-2025 (Quarterly)</p>	<p>Teachers have a repository of quality assured contextualized learning resources <i>(MOVs: Available contextualized and quality-assured learning resources)</i></p>	<p>Master Teachers School Heads PSDS</p>
<p>Conduct of Assessment</p>	<p>Spot Testing</p>	<p>SY 2024-2025 (End of the semester)</p>	<p>Learners improve their academic performance <i>(MOVs: Results of the assessment conducted)</i></p>	<p>School Heads PSDS</p>

Training Matrix

1. Proposed schedule of School-Based Training of Teachers
 (see attached training matrix)
2. Proposed training strategy (batch conduct, different venue per grade level and learning area)
 - a. Training duration: 5 days for Kindergarten, Grades 1, 4 & 7
 - b. Number of Participants Per class: Kindergarten-15, Grade 1-15, Grade 4-19, Grade 7- 22
 - c. Number of Resource Persons: 21

Roles and Responsibilities of the PMT

NAME OF PERSONNEL	OFFICE / UNIT	ROLE
Ms. Ma. Buenaventurada G. Socorin	District	Program Manager
Mia Marie J. Biliran	Loboc NHS	Learning Manager
Select school heads and teachers (see attached matrix)	Loboc DepEd personnel	Resource Speaker
Ma Gina O. Matildo Gemma Calacar PhD	Antonio Felipa ES Loboc NHS	M & E Manager
Gerry Estares	District Office	Documenter
Jocelyn Sempron	Loboc CES	Secretariat
Ann Marie Krish Unabia	District Office	Welfare Officer
Guadalupe F. Lerion Tomas Toledo Cherry L. Pocot	District Office	Logistics Officers
Merasol Inojales Debbie Pujadas	District Office	Finance Officer

Budget and Logistics

1. Detailed budget breakdown (venue, materials, resources, etc.)

OF EXPENDITURE	# REQUIRED (e.g. # of pax / units / sets / hr)	Cost per Unit/Hour	Total # of days	Amount
Food: 71 participants 21 learning facilitators 14 PMT members	106 pax @ P200/meal x 3 meals	600.00/ day	5	P 318,000.00
Materials/Supplies:	71 pax @ P300 each	300.00	5	P 21,300.00
Tarpaulin (5 x 10 ft)	2 pcs	1,000.00		2000.00
Bondpaper (long #20)	15 reams	260.00		3900.00
Bondpaper (A4 #20)	1 ream	240.00		240.00
Marker (fine black)	25 pcs	55.00		1375.00
Printer ink (black)	6 bottles	450.00		2700.00
Printer ink (3 colors)	3 bottles	450.00		1350.00
Masking tape (1 inch)	15 rolls	35.00		525.00
Manila paper	61 pcs	5.00		305.00
Glue	11 pcs	40.00		440.00
Colored paper (5 colors)	5 reams	200.00		1000.00
Staple wire #10	3 boxes	60.00		180.00
Laminating paper (long)	110 pcs	10.00		1100.00
ID sling	106 pcs	55.00		5830.00
Fastener	1 box	55.00		55.00
Folders (long)	30 pcs	10.00		300.00
TOTAL				P339,300.00

2. Plan for logistical arrangements

- a. Venue

Plenary sessions will be conducted in the Heritage Building, Loboc, Bohol while the breakout sessions will be held at Loboc Central Elementary School. Eight (8) breakout rooms for high school, 1 for Kindergarten, 1 for Grade 1 and 1 for Grade 4 will be used during the duration of the training.

- b. Supplies
Supplies will be purchased in bunch. The assigned committee will coordinate with the procurement officer of Loboc Central Elementary School for the needed supplies
- c. Equipment
Projectors from the schools will be used during the plenary and breakout sessions. The learning facilitators with the help of the logistics officers will reproduce the needed worksheets in their respective schools using their printers.

Contingency Plan

*(Time allocation for each breakout session is not enough for Grade 4.)

Conduct dry run of the different topics at least a week before the conduct of the PD program to ensure that time allocation is followed.

*(Fund from the department is not yet available.)

Use another fund such as the SEF or any other local fund to conduct the PD program as scheduled.

Prepared by:

**MA. BUENAVENTURADA G. SOCORIN
APSDS**

Verified by:

**FAY C. LUAREZ PhD, CESO VI
Assistant Schools Division Superintendent**

Approved by:

**CASIANA P. CABERTE PhD, CESO VI
Schools Division Superintendent**

MATATAG WAP Template 3A: CSBPDP (To be accomplished by School Heads)

Note For the last page (approval sheet), the school head will put his/her name and write his/her position and school name below his/her name. If there are 15 schools in the district, there will be 15 approval sheets which will be attached to the CSBPDP.



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PD Program Delivery Readiness Checklist

DIVISION OF BOHOL

Program Title	
Implementation Date/s	
Venue	
Budget Requirement	
Implementing Office	
Program Manager	

Instruction: Please put a check (/) mark on the requirements that have already been satisfied. Otherwise, put a cross (x) mark. Write your remarks if necessary.			
	Requirements	Status	Remarks
1.	The details of the planned program implementation (e.g., program objectives, date, accommodation, etc.) is officially communicated to concerned offices/units and target participants.		
2.	Attendance is confirmed by participants via the online registration form.		
3.	Information on special dietary requirements of participants is gathered.		
4.	Participants' classroom assignments are prepared.		
5.	The following information about the target participants have been identified: a. Name b. Sex c. Age d. Civil Status e. Religion f. Region g. Division h. School Name and School ID i. Position (Teacher I – III, Master Teacher I – IV, Principal I – IV, etc.) j. Grade Level Taught (for teachers) k. Specialization (College and Graduate Studies l. Actual subject/s taught (for teachers) m. Years in the current position		



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PD Program Delivery Readiness Checklist

	<p>n. DepEd Email Address</p> <p>o. Answers to the following questions:</p> <p>i. Are you a person with disability?</p> <p>ii. Are you a member of an indigenous group?</p> <p>iii. Are you a solo parent?</p>		
6.	<p>The following members of the PMT are identified:</p> <p>a. Program Manager</p> <p>b. Learning Manager*</p> <p>c. Resource Speakers/Subject-Matter Experts*</p> <p>d. M&E Coordinator*</p> <p>e. Documenter*</p> <p>f. Secretariat</p> <p>g. Welfare Officer</p> <p>h. Logistics Officer</p> <p>i. Finance Officer</p> <p>*Required to be at each classroom/session hall</p>		
7.	<p>The Terms of Reference of the members of the PMT are discussed with them.</p>		
8.	<p>The program management team and the resource speakers/subject-matter experts reviewed the approved program design.</p>		
9.	<p>Training Venue*:</p>		
	<p>a. is in an accessible, safe, secure, and peaceful location.</p>		
	<p>b. has facilities for individuals with disabilities or special needs (e.g. ramps, signposts, toilets, reception, parking, elevator, etc.)</p>		
	<p>c. has a sufficient number of clean and accessible toilets and washrooms.</p>		
10.	<p>Residential Accommodation*:</p>		
	<p>a. is clean, well-lit, and well-ventilated.</p>		
	<p>b. is spacious for a maximum of three participants in a room with separate beds and at least one toilet and bathroom per room.</p>		



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PD Program Delivery Readiness Checklist

11.	Session Halls/Classrooms:		
	a. are well-lit, well-ventilated, and spacious enough for the participants (maximum of 50 participants per session hall/classroom).		
	b. are arranged according to the session objectives and methodologies.		
	c. provide designated areas for the members of the PMT.		
	d. are provided for breakout sessions as indicated in the program design.		
12.	All necessary equipment/tools/supplies per classroom are adequate and readily available.		
13.	All quality assured learning resource materials are adequate and readily available.		
14.	An option for soft copy of printed learning resource materials is available.		
15.	There is a provision for fast and reliable internet access.		
16.	An adequate number of health personnel (where feasible) and a first aid kit with commonly used medicines are available.		
17.	All learning evaluation tools are prepared.		