



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

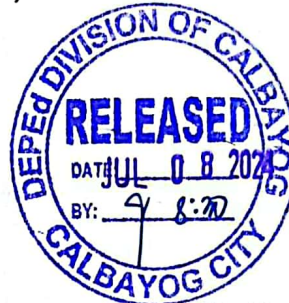
No. 352 s. 2024

TO : OIC-Assistant Schools Division Superintendent
CID and OIC SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads (Public & Private schools)
All Others Concerned

FROM : **MARGARITO A. CADAYONA JR., PhD., CESO VI**
OIC-Schools Division Superintendent

For the Schools Division Superintendent:

RENATO S. CAGOMOC, EdD, DM
CID Chief / Office In-Charge
S.O # 045 dated June 5, 2024



SUBJECT : **DIVISION - DISTRICT BASED PRE-TRAINING ON THE MATATAG CURRICULUM**

DATE : July 8, 2024

1. in preparation and readiness of K147 teachers for the first phase implementation of the MATATAG Curriculum, this Office announces the conduct of the **Division - District Based Pre-Training on the MATATAG Curriculum** on July 19 & 20, 2024 at the identified venues and responsible persons, to wit:

DISTRICT	VENUE	RESPONSIBLE PERSONS	
CALBAYOG I	CARAYMAN CES	NORA G. CAPETILLO	DR. GERALDINE P. SUMBISE
CALBAYOG II	CARMEN ES	MA. TERESA S. SIMON	JOSHUA SHERWIN T. LIM
CALBAYOG III	CALBAYOG CITY NHS	ANABELLE O. YANGZON	MILANER R. OYO-A
CALBAYOG IV	CALBAYOG CES	JOSE A. ABON	DR. NELSON R. BELLO
CALBAYOG V	SAN POLICARPO CES	REYNALDO BERNALES	SAMUEL REPELENTE
CALBAYOG VI	TRINIDAD CES	ESTHER A. SIOZON	DR. JOY B. SALDANA
OQUENDO I	OQUENDO CES	NOEMI CASTANTE	RICKY S. CANO
OQUENDO II	MAG-UBAY ES	BENEDICTO MERALES	LOURDES L. MATAN
OQUENDO III	PILAR CES	GINA U. MORENO	DR. AVELINA P. TUPA
TINAMBACAN I	RLMSF	ALMA R. CABER	DR. ERWIN L. PURCIA
TINAMBACAN II	SAN JOAQUIN CES	ELBERT ONGCAL	ARNOLD A. JARABA
TINAMBACAN III	MALAGA NHS	NOEL E. SAGAYAP	DR. RENATO S. CAGOMOC



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2. The purpose of the activity shall be the following:
 - To give advance information on the MATATAG curriculum
 - To give advance knowledge on the salient points of the MATATAG Curriculum.
 - To ensure that teachers and school leaders are ready and well prepared for the necessary learning materials, teaching strategies, approaches and other needed resources in the implementation of the MATATAG curriculum before the opening of classes on July 29, 2024.
3. The participants of the said pre-training are all teachers in Kindergarten, Grade 1, Grade 4 and Grade 7 teachers and School Leaders in each district. Teachers from private schools are also invited to attend.
4. Service credits for teachers and Compensatory Overtime Credit (COC) for non-teaching personnel shall be granted for pre-training that will fall on Saturdays, Sundays, and Holidays as stipulated in DepEd Order No. 53, s. 2003 and CSC-DBM Circular No. 02, s. 2004 respectively.
5. The Public School District Supervisor (PSDS) and Education Program Supervisor (EPS) in each district shall lead the said activity with the school heads /Master Teachers who have attended the DTOT who shall serve as learning facilitators, and teachers not handling K147, AO2s, COS and other non-teaching personnel and staff shall serve as class/learning managers, Secretariat TWGs, and others.
6. Meals & Snacks of the participants and supplies and materials during the conduct of the Division - District Based Pre-Training on the MATATAG Curriculum shall be charged against Local School MOOE/SEF/LGU funds, and other source of funds **subject to its availability** and the usual accounting and auditing rules and regulations.
7. For reference, enclosed are the following:
 - a. Enclosure A: Terms of reference
 - b. Enclosure B: Pre-Training Matrix
8. This Memorandum serves as Authority to Travel for all participants.
9. Immediate dissemination of and compliance with this Memorandum is desired.



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Enclosure A

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ACTIVITY MANAGEMENT TEAM TERMS OF REFERENCE (AMT-TOR)

	ROLE	TERMS OF REFERENCE
1.	Activity Manager (PSDS & EPS District Adopter)	1. Leads and oversees the implementation of the entire activity. 2. Checks and ensures the availability of facilities, equipment, (Sound System, OHP/LED, Venue, Rooms, Chairs, Tables, etc.) supplies and materials, and other resources to support the successful implementation of the program. 3. Organizers and supervises the AMT to ensure that all processes are carried out and outputs delivered according to standards. 4. Orient AMT and the resource persons/subject matter experts on their term of reference and the details of the activity design. 5. Leads in conducting debriefing with the AMT and resource speakers/subject matter experts. 6. Prepares and sign the Certificate of Appearance, and Certificate of Recognition for the host venue and Special Order to teacher demonstrators. 7. Leads in crafting the Activity Completion Report.
2.	Resource Speaker/ Subject Matter Expert (School Heads & Master Teachers)	1. Applies effective presentation and facilitation techniques in conducting assigned sessions/topics. 2. Provides expert content input during learning sessions.
3.	Learning Manager (Non-K147 Teachers)	1. Leads in the conduct of the activity per session room 2. Ensures that the activity is carried out based on the detailed design in collaboration with the resource persons/subject matter experts. 3. Prepares and maintains a conducive learning environment 4. Prepares and sends communication to participants regarding activity completion and the importance of implementing the Workplace Application Plan (WAP)
4.	Secretariat (Office Clerk, COS and/or non-teaching personnel)	1. Attends to the registration needs of the participants. 2. Ensure that participants fill up attendance sheets every day. 3. Prepares directory of participants based on the registration forms. 4. Assists in the distribution of learning materials and supplies 5. Assists in posting and collection of session outputs. 6. Compiles session documents and learning resource materials. 7. Documents the proceedings of the learning sessions. 8. Takes photos of the different parts of the program delivery. 9. Prepares the Activity Completion Report.
5.	Logistics Officer (School Head and AO2 of the identified venues)	1. Provides and ensures the availability of facilities, equipment, (Sound System, OHP/LED, Venue, Rooms, Chairs, Tables, etc.) supplies and materials, and other resources to support the successful implementation of the program 2. Leads in the preparation of venue, break-out rooms and other needed facilities and equipment in the entire activity. 3. Checks that venue, session room are always ready for use and conducive for learning.
Note:		<i>Please find ways in addressing the issues and concerns for the success of the activity. "Let us live within our means".</i> <i>Thank you @CID Chief</i>



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Enclosure B

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ACTIVITY PRE-TRAINING MATRIX

Time	Day 1 (Friday, July 19, 2024)	Day2 (Saturday, July 20, 2024)
7:45-8:00	Arrival/Registration	Arrival and settling down
8:00- 8:30	Opening Program *National Anthem *Prayer *SDO Calbayog Hymn *DepEd Quality Management Statement *Acknowledgement of Participants *Welcome Remarks *Rationale & Statement of Purpose	MOL per Learning Areas
8:30 – 10:00	Plenary Session 1: The General Shape of the MATATAG Curriculum	Break-Out Session 3: MATATAG (Learning Areas) walkthrough of Learning Resources (LRs), i.e., inventory, mapping and alignment of LR with the designed LCs.
10:00 – 10:15	<i>Health Break</i>	
10:15 – 12:00	Plenary Session 2: MATATAG Curriculum Instructional Design Framework	Break-Out Session 4: Crafting/Development of Lesson Plan/Lesson Exemplar (per learning areas) for Week 1 and Week 2
12:00 – 1:00	<i>Lunch Break</i>	
1:00-3:00	Break-Out Session 1: Walkthrough of (Learning Areas) Shaping paper	Presentation and Demo Teaching (per Learning Areas) on the crafted Lesson plan/Lesson Exemplar
3:00 -5:00	Break-Out Session 2: Walkthrough of (Learning Areas) Curriculum Guide Curriculum Standards and Learning Competencies, Curriculum standards and unpacking of Learning Competencies (Q1)	Closing Program *Tribute to Country *Tribute to God *Words of Challenge *Words of Acceptance *Impressions *Message of Support *Distribution of certificates *Message to Bring Home *Closing Song



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