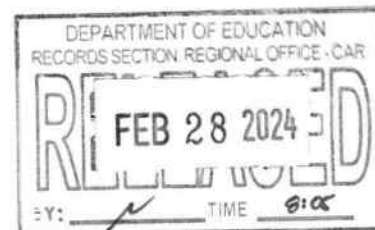




Republic of the Philippines
Department of Education
Cordillera Administrative Region



26 February 2024

REGIONAL MEMORANDUM
No. 117.2024

**DOWNLOADING OF FUNDS FOR THE CONDUCT OF DIVISION TRAINING OF
TRAINERS (DTOT) ON THE MATATAG CURRICULUM**

To: Assistant Regional Director
Schools Division Superintendents
All Other Concerned

1. Please be informed that an amount of **SEVENTEEN MILLION, SEVEN HUNDRED FIFTY-NINE THOUSAND PESOS (P17, 759,000.00)** HRD fund shall be downloaded to division to cover budget requirements for the conduct of the Division Training of Teachers (DTOT) on the MATATAG Curriculum.

2. Below is the breakdown of fund/amount for your reference and guidance.

Division	DPMT/ Trainers	Total Participants	TOTAL PAX =A+B	No. of Days	Board and Lodging 2,000/pax/day =2000 x C x D	Travel Expense 1,500/pax =1,500 x C	Supplies and Materials 300/pax =300 x C	TOTAL AMOUNT (for Downloading) =E+F+G
	A	B	C	D	E	F	G	
1 Abra	31	190	221	5	2,210,000.00	331,500.00	66,300.00	2,607,800.00
2 Apayao	31	104	135	5	1,350,000.00	202,500.00	40,500.00	1,593,000.00
3 Baguio City	31	123	154	5	1,540,000.00	231,000.00	46,200.00	1,817,200.00
4 Benguet	31	299	330	5	3,300,000.00	495,000.00	99,000.00	3,894,000.00
5 Ifugao	31	182	213	5	2,130,000.00	319,500.00	63,900.00	2,513,400.00
6 Kalinga	31	108	139	5	1,390,000.00	208,500.00	41,700.00	1,640,200.00
7 Mt. Province	31	165	196	5	1,960,000.00	294,000.00	58,800.00	2,312,800.00
8 Tabuk City	31	86	117	5	1,170,000.00	175,500.00	35,100.00	1,380,600.00
Sub-total			1,505					17,759,000.00

3. The HRD Fund to be downloaded to Division Training of Teachers on the MATATAG Curriculum (DTOT) shall be used for the expenses of the training activities enumerated below:

- 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;
- Training supplies and materials to be used by DPMT and all the participants at Php 300.00 per person; and
- The travel expenses of the DPMT and the participants are at



Republic of the Philippines
Department of Education
Cordillera Administrative Region

a rate of Php 1,500.00 per person.

4. The table below shows the participants for the DTOT.

DTOT
<ul style="list-style-type: none"> ▪ 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 ▪ All School Heads ▪ Head and Master Teachers with learning area specializations ▪ IPed teachers from Kindergarten, Grades 1, 4, & 7 ▪ Expected team of trainers and training managers per school

5. In cases of budget deficiencies, travel expenses and other incidental expenses can be charged against HRD funds available at the 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 DTOT, and SBTT.

6. Specified below is the implementation process for DTOT:
- a. HRDS shall upload to PMIS, under the SGOD account, the activities with physical and financial targets.
 - b. 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 1**) for review and approval of the Schools Division Superintendent.
 - c. HRDS prepares the necessary documents required for the process and approval of the conduct of DTOT and SBTT.
 - d. 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.
 - e. 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*.



Republic of the Philippines
Department of Education
Cordillera Administrative Region

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

8. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or through email address at car.neapr@deped.gov.ph and Cristina Paquit, Supervising Administrative Officer - Finance through cristina.paquit@deped.gov.ph

9. Immediate and widest dissemination of this Memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/ Regional Director

HRDD-NEAPR/RCA/esf/matatag



Republic of the Philippines
Department of Education
Cordillera Administrative Region

(Enclosure 1 to RM No. 117.2024)

(PROGRAM/ACTIVITY TITLE)

A. PROGRAM PROFILE

PROGRAM/TITLE	
RATIONALE	
PROGRAM OUTCOME	
MAJOR FINAL OUTCOME	

B. PROFILE OF THE TARGET PARTICIPANTS

TARGET JOB GROUPS (Summary)	NUMBER OF EXPECTED PARTICIPANTS
PROGRAM MANAGEMENT TEAM	
TRAINERS	



Republic of the Philippines
Department of Education
Cordillera Administrative Region

Central Office Trainers/Central Office Management Team	
Regional (RO) Trainers	
PARTICIPANTS	
Schools Division Office (SDO) Supervisors	
Public Schools District Supervisors	
Other Division Trainers	
TOTAL	

Breakdown of Attendees:

Name	Office	Position	Specialization
PROGRAM MANAGEMENT TEAM			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



Republic of the Philippines
Department of Education
Cordillera Administrative Region

Name	Office	Position	Specialization
TRAINERS			
Central Office (CO) Management Team			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

Name	Office	Position	Specialization
PARTICIPANTS			
Schools Division Office			



Republic of the Philippines
Department of Education
Cordillera Administrative Region

(SDO) Supervisors			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			
41.			
42.			
43.			
44.			
45.			
Public Schools District Supervisors			
46.			
47.			
48.			
49.			
50.			
51.			
52.			
53.			
54.			
55.			
56.			



Republic of the Philippines
Department of Education
Cordillera Administrative Region

57.			
58.			
59.			
60.			
Other Division Trainers			
61.			
62.			
63.			
64.			
65.			
66.			
67.			
68.			
69.			
70.			
71.			
72.			
73.			
74.			
75.			
76.			
77.			
78.			
79.			
80.			



Republic of the Philippines
Department of Education
 Cordillera Administrative Region

C. IMPLEMENTATION PLAN

ACTIVITIES	OBJECTIVE	OUTPUT	MODALITY and PLATFORM	TARGET PAX	NUMBER OF PAX (Breakdown)	NUMBER OF DAYS	TARGET DATES	PROPOSED VENUE
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

D. BUDGET ESTIMATE

ACTIVITY	NO. OF PAX	EXPENDITURE				
		Board and Lodging	Supplies	Travel Expenses	Others	TOTAL
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



Republic of the Philippines
Department of Education

Cordillera Administrative Region

E. REGIONAL PROGRAM MANAGEMENT TEAM

NAME OF PERSONNEL	OFFICE	ROLE	TERMS OF REFERENCE