



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

23 APR 2024


DIVISION MEMORANDUM  
No. 0369, s. 2024

**REITERATION OF IMPORTANT REQUIREMENTS FOR THE IMPLEMENTATION OF THE  
DIVISION TRAINING OF SCHOOL-BASED TRAINERS (DTOT) AND SCHOOL-BASED  
TRAINING OF TEACHERS (SBTT) ON MATATAG CURRICULUM**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/ District In-Charge  
Elementary & Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum No. 0349, s. 2024 Re: **“Reiteration of Important Requirements for the Implementation of the Division Training of School-Based Trainers (DTOT) and School-Based Training of Teachers (SBTT) on MATATAG Curriculum ”**, contents of which are self-explanatory.
2. For more information on the guidelines of the conduct of the DTOT AND SBTT on the MATATAG Curriculum, please refer to Regional Memorandum No. 349, s. 2024.
3. For the information, guidance, and compliance of all concerned.

By the Authority of the Schools Division Superintendent:

  
**LANI B. YURONG**  
Administrative Officer V  
Office In-Charge

NCO/EQA-RVAV/SGOD/RRP/ims  
April 22, 2024



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. **349**, s. 2024

19 APR 2024

**REITERATION OF IMPORTANT REQUIREMENTS FOR THE IMPLEMENTATION OF THE DIVISION TRAINING OF SCHOOL-BASED TRAINERS (DTOT) AND SCHOOL-BASED TRAINING OF TEACHERS (SBTT) ON MATATAG CURRICULUM**

To: Schools Division Superintendents (SDSs)  
All Others Concerned

1. With reference to Regional Memorandum No. 224, s. 2024 titled *Guidelines on The Utilization of Downloaded HRD Fund for the Conduct of Trainings on the MATATAG Curriculum*, this Office disseminates the **Reiteration of Important Requirements for the Implementation of the Division Training of School-Based Trainers (DTOT) and School-Based Training of Teachers (SBTT) on MATATAG Curriculum**.
2. In view of the above, the following stipulations are hereby reiterated, to wit:

**a. Intended Participants**

DTOT

- 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

**Note:** In cases where there are no school heads, head teachers, and master teachers in a certain **school** specifically at the **secondary level**, Learning Area Coordinators may attend the DTOT. **However, priority should be given to the Master Teachers because of their capability to facilitate learning sessions and their crucial role as Instructional Leaders in the implementation of the MATATAG Curriculum.**

SBTT

- Program Management Team (PMT)
  - inclusive of program managers, learning managers, resource persons/learning facilitators, documenters, M&E focal/in-charge, welfare officers, secretariat, School-based Training Trainers
- **All teachers from Kindergarten, Grades 1, 4, & 7**

**b. Program Delivery/Modality**

- DTOT – Formal Learning (Face-to-Face)
- SBTT – Formal Learning (Face-to-Face)



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**c. Program Delivery Quality Standards**

**> Session Rooms**

- can only accommodate 30-50 participants, with a designated area for the members of the PMT
- are well-lit, well-ventilated, and spacious enough for the participants
- are arranged according to the session objectives and methodologies
- are provided for breakout sessions as indicated in the program design

**d. DTOT and SBTT Implementation Process**

- HRDS, in collaboration with CID and other offices, including school heads involved in the conduct of SBTT, shall lead in the preparation of the School-based Training Implementation Plan for review and approval by the Schools Division Superintendent
- HRDS shall upload to PMIS, under the SGOD account, the activities with physical and financial targets
- 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*
- HRDS shall update the Data on the Fiscal Year 2024 Conducted Programs, Activities, and Projects (PAPs) for the First Quarter through this url; [https://t.lv/R7\\_Accomp](https://t.lv/R7_Accomp)

**e. Monitoring and Evaluation**

The DPMT and assigned M&E Team in the Division shall conduct the monitoring activities during the SBTT.

3. For more information and clarifications, you may reach us at 09177174965, and look for Mr. Misael G. Borgonia, Chief Education Supervisor – HRDD.
4. For the compliance of all concerned.



**SALUSTIANO T. JIMENEZ JD, EDD, CESO V**

Director IV  
Regional Director