



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 12, 2024

REGIONAL MEMORANDUM

No. **297** s. 2024

MONITORING AND EVALUATION PLAN OF THE TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-0409 from Usec. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, announcing the conduct of monitoring and evaluation (M&E) activities during the regional training of division trainers and school leaders (RTOT), division training of school trainers (DTOT), and School-Based Training (SBT).
2. In view of this, the program management teams for the MATATAG Curriculum Training of the 13 Schools Division Offices (SDOs) and their respective schools shall formulate the M&E Plan. The M&E Plan (**Enclosure A**) and its reporting process (**Enclosure B**) shall be based on the results framework for the MATATAG Curriculum Training for Teachers and School Leaders (**Enclosure C**).
3. During the conduct of RTOT, DTOT, and SBT, a monitoring team composed of personnel from the Central Office and the Regional Office shall conduct technical assistance and monitoring visits through a purposive sampling method as stipulated in Item 5 of the attached Memorandum. The coverage of the technical assistance and monitoring teams per governance level is presented in Item 6.
4. The Regional Office shall identify the SDOs to be monitored during the DTOT and submit the list to the NEAP Central Office. In the same manner, the SDOs shall also identify and submit the list of schools to be monitored during the SBT once the schedule has been finalized. **The list of the SDOs and schools to be monitored shall be submitted to the NEAP Quality Assurance Division** through email **neap.qad@deped.gov.ph** at least two weeks before the conduct of the training.
5. The MATATAG Curriculum Training technical assistance and M&E Team shall use the tools which can be accessed through this link: <http://tinyurl.com/MATATAGMEFiles>.

6. For inquiries, contact Dr. Harvie D. Villamor, Chief of HRDD, through hrdd.region8@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director 8

Enclosures: As stated

References: As stated

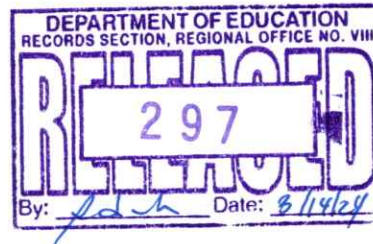
To be indicated in the Perpetual Index under the following subjects:

CURRICULUM

MATATAG

MONITORING AND EVALUATION

HRDD-RNEAP-MCP





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024- 0409

FOR : **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **MONITORING AND EVALUATION PLAN OF THE TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS**

DATE : 07 March 2024

1. Pursuant to the unnumbered memorandum dated 20 December 2023 titled *Training on the MATATAG Curriculum for Teachers and School Leaders*, the series of trainings focuses on ensuring that teachers and school leaders are equipped with the necessary knowledge, skills, and competencies to effectively implement the *MATATAG Curriculum*.
2. To make sure that the major objectives of the trainings on the *MATATAG Curriculum* are met, the National Educators Academy of the Philippines and the Curriculum and Teaching Strand shall conduct monitoring and evaluation (M&E) activities during the National Training of Regional Trainers (NTOT), Regional Training of Division Trainers and School Leaders (RTOT), Division Training of School Trainers (DTOT), and School-Based Training (SBT).
3. The M&E plan has the following objectives:
 - a. Measure the performance of DepEd through NEAP in providing training on the *MATATAG Curriculum* for teachers and school leaders against established targets and standards;

- b. Ensure the proper cascading of the quality-assured training resource package for the *MATATAG* Curriculum Training across governance levels;
 - c. Gather data on the profiles and actual number of teachers and school leaders trained;
 - d. Monitor the Human Resource Development (HRD) fund utilization for the *MATATAG* Curriculum Training; and
 - e. Identify issues, concerns, and gaps to guide the program owners and implementers toward evidence-informed decisions on the various aspects of the training.
4. Regional, Division, and School Management Teams for the *MATATAG* Curriculum Training shall formulate the M&E Plan on their respective governance levels. The M&E Plan (**Enclosure A**) and its reporting process (**Enclosure B**) shall be based on the results framework for the *MATATAG* Curriculum Training for Teachers and School Leaders (**Enclosure C**).
 5. During the series of NTOT, RTOT, DTOT, and SBT, a team composed of concerned personnel from the Central Office and the Regional Office monitoring teams shall conduct technical assistance and monitoring visits through a purposive sampling method as follows:

TRAINING		TECHNICAL ASSISTANCE AND M&E COMPOSITION
National Training of Regional Trainers (NTOT)		All concerned NEAP-QAD, CT Strand personnel, and field evaluators
Regional Training of Division Trainers and School Leaders (RTOT)	16 Regional Offices (ROs)	<ul style="list-style-type: none"> • Bureau and Service Directors from HROD, Operations, and CT Strands • 5-10 representatives from CT Strand • 2-3 representatives from NEAP
Division Training of School Trainers (DTOT)	48 Schools Division Offices (SDOs) <ul style="list-style-type: none"> • One (1) very large/large SDO • One (1) medium SDO • One (1) small SDO 	<ul style="list-style-type: none"> • Bureau and Service Directors from HROD, Operations, and CT Strands • 5-10 representatives from CT Strand • 2-3 representatives from NEAP • 2 representatives from RO (HRDD and QAD)
School-based Training (SBT)	144 Schools with the following target schools in each of the 48 SDOs: <ul style="list-style-type: none"> • One (1) very large/large school • One (1) medium school • One (1) small school 	<ul style="list-style-type: none"> • Bureau and Service Directors from HROD, Operations, and CT Strands • 5-10 representatives from CT Strand • 2-3 representatives from NEAP • 2 representatives from RO (HRDD and QAD) • 2 representatives from SDO (HRDS and SMME)

6. The coverage of technical assistance and monitoring teams per governance level is summarized as follows:

TECHNICAL ASSISTANCE AND M&E TEAM	COVERAGE
Central Office Technical Assistance and Monitoring Teams	All RTOT, Sample SDOs, Sample Schools
Regional Office Technical Assistance and Monitoring Teams	All DTOT, Sample Schools
Division Office Technical Assistance and Monitoring Teams	All Schools

7. The team members from the Curriculum and Teaching Strand shall serve as resource persons (RPs) in their respective learning area specializations in case the number of RPs for the RTOT, DTOT, and SBT is insufficient. They shall also provide technical assistance to the Regional Program Management Team during the conduct of RTOT, DTOT, and SBT.
8. The NEAP Central Office M&E Team, on the other hand, shall collect data and provide overall technical assistance and guidance to the Regional and Division M&E Teams.
9. The Regional Office shall identify the SDOs to be monitored during the DTOT and submit the list to the NEAP Central Office. In the same manner, the SDOs shall also identify and submit the list of schools to be monitored during the SBT once the schedule has been finalized. **The list of the SDOs and schools to be monitored shall be submitted to the NEAP Quality Assurance Division through email neap.qad@deped.gov.ph at least two weeks before the conduct of the training.**
10. For private schools' implementation of the Training on the *MATATAG* Curriculum for teachers and school leaders, a representative from the Operations Strand shall lead the provision of technical support and M&E in collaboration with Curriculum and Teaching Strand and NEAP Directors, Division Chiefs, and specialists.
11. The final schedule of RTOT along with the list of DepEd Central Office resource persons as well as technical assistance and M&E teams (**Enclosure D**) is attached for reference.
12. The *MATATAG* Curriculum Training technical assistance and M&E team shall use the M&E tools which can be accessed through this link <http://tinyurl.com/MATATAGMEFiles>.
13. Transportation allowance, board and lodging of the Program Management Team and participants, contingency, supplies and materials, and other miscellaneous expenses shall be charged against the 2024 HRD Funds, subject to the usual accounting and auditing rules and regulations.
14. For questions and concerns, please contact **Ms. Sarah Jane Atienza** of NEAP-QAD through landline (02) 8633-7207 or email neap.qad@deped.gov.ph.
15. Immediate dissemination of and compliance with this memorandum are instructed.

Enclosures:

Enclosure A – MATATAG Curriculum Training Monitoring and Evaluation Plan

Enclosure B – Monitoring and Evaluation Reporting Process

Enclosure C – MATATAG Curriculum Training Results Framework

Enclosure D – RTOT Final Schedule and Assignment of Central Office Monitors, Technical Support Providers, and Resource Persons

MATATAG Curriculum Training Monitoring and Evaluation Plan

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Baseline	Target
PROJECT DEVELOPMENT OBJECTIVE (INTERMEDIATE OUTCOME): IMPROVED COMPETENCE OF TEACHERS THROUGH THE CONSISTENT APPLICATION OF LEARNED COMPETENCIES ON THE MATATAG CURRICULUM IN THEIR TEACHING AND LEARNING PRACTICE.									
Output 1: Quality training resource packages developed and provided to intended participants									
Planning on the MATATAG Curriculum Training Implementation	To issue a memorandum on the conduct of MATATAG Curriculum Training for Teachers and School Leaders	Issuance of a memorandum on the conduct of MATATAG Curriculum Training for Teachers and School Leaders	Output	Source: Memorandum signed by Undersecretaries of OUCT and OHRD Disaggregation: N/A	Collection: After the issuance Consolidation and analysis: N/A Reporting: After the issuance	Collection: NEAP M&E Team Consolidation and analysis: N/A Reporting: NEAP M&E Team	N/A	0.00	1
Design and development of training resource package	To design and develop the program design, session guides, and slide decks for the MATATAG Curriculum Training.	Program design: the training matrix of the five-day MATATAG training which includes session guides and slide decks. Session guides: A document containing the session objectives, activities, and outputs of a session. Slide decks: The presentation that will be used by the resource speaker during a training session. Unit of measures: Program design, session guides, and slide decks.	Output	Source: Program design, session guides, and slide decks submitted by the NEAP-PDD and CT strand Disaggregation: By learning area By grade level	Collection: After the design and development stage of the training program Consolidation and analysis: N/A Reporting: Once received by the NEAP-QAD	Collection: NEAP QA TEAM Consolidation and analysis: N/A Reporting: NEAP QA Team	Delay in the submission of the training resource package.	0.00	1 program design 27 session guides 27 slide decks

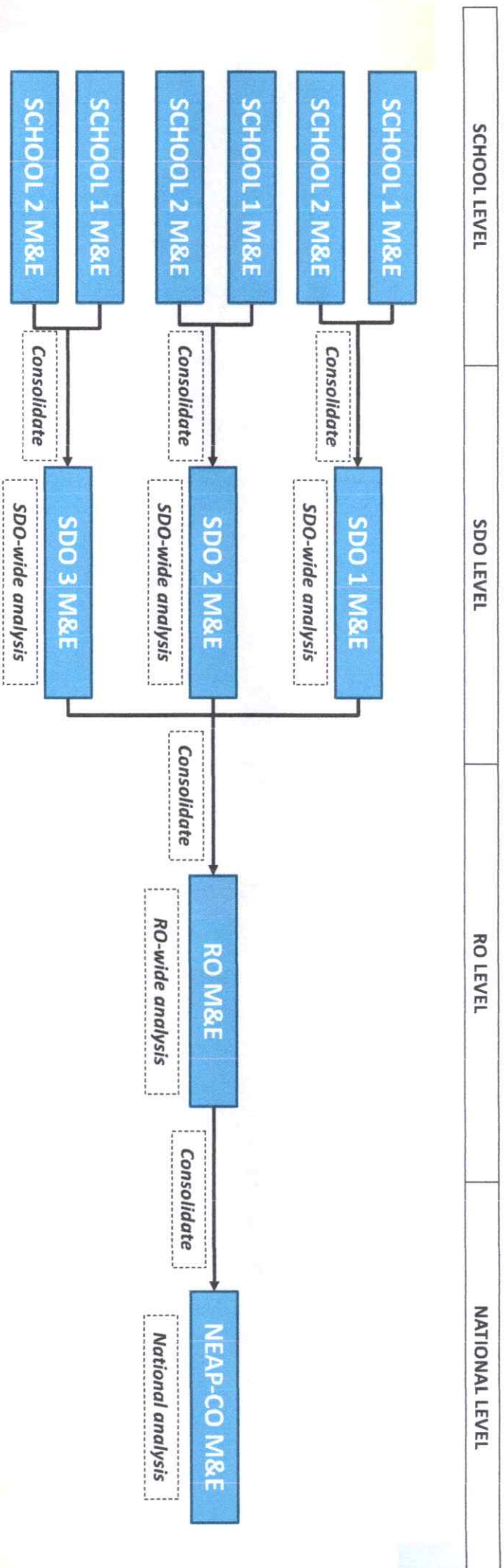
Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Baseline	Target
Quality assurance of the training resource package	To qualify assure the training resource package developed by the NEAP-PDD and CT strand	<p>Program design: the training matrix of the five-day MATATAG training which includes session guides and slide decks.</p> <p>Session guides: A document containing the session objectives, activities, and outputs of a session.</p> <p>Slide decks: The presentation that will be used by the resource speaker during a training session.</p> <p>Unit of measures: Program design, session guides, and slide decks.</p>	Output	<p>Source: Certificate of Quality Assurance issued by NEAP on the training resource package</p> <p>Disaggregation: By learning area By grade level</p>	<p>Collection: After the quality assurance stage of the training resource package</p> <p>Consolidation and analysis: N/A</p> <p>Reporting: Once the Certificate of Quality Assurance is issued by NEAP</p>	<p>Collection: NEAP QA Team</p> <p>Consolidation and analysis: N/A</p> <p>Reporting: NEAP QA Team</p>	<p>Delay in the quality assurance of the training resource package due to issues and concerns on quality</p>	0.00	1 program design 27 session guides 27 slide decks
Monitoring of the quality-assured training resource package.	To determine the number of Regional Offices that used the quality-assured training resource package during the RTOT	To determine the number of sampled SDOs that used the quality-assured training resource package during the DTOI	To determine the number of sampled schools that used the quality-assured training resource package during the school-based training.					0.00	144

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Baseline	Target
Output 2: Quality training delivery based on the set standards Implemented									
Administration of the end-of-day evaluation (Kirkpatrick Level 1)	To evaluate the level of participants' satisfaction on the learning environment, management, delivery, and engagement with learning activities.	Average ratings in the following domains of end-of-day evaluation: 1. Program Management 2. Training venue 3. Accommodation 4. Learning Management Unit: Average of ratings	Output	Source: End-of-day evaluation tool Disaggregation: -learning area -grade level -gender -geography (Region, SDO, School) -position/item	Collection: During the conduct of RTOT, DTOT, and school-based training Consolidation and analysis: After the five-day training Reporting: Five to ten days after the training.	Collection: Learning manager Consolidation and analysis: M&E officer Reporting: M&E officer	Limited number of responses particularly if the tool is administered online.	0.00	3.60
Administration of pre-test and post-test and other session workshop activities. (Kirkpatrick Level 2)	To measure the percentage of participants with improved post-test results as compared to their pre-test (Level 2: Learning)	Improved post-test results as compared to their pre-test mean that their post-test scores should be higher than their pre-test. Unit: Percentage	Output	Source: Pre-test and post-test assessment tools Disaggregation: -learning area -grade level -gender -geography (Region, SDO, School) -position/item	Collection: During the conduct of RTOT, DTOT, and school-based training Consolidation and analysis: After each daily session and after the five-day training Reporting: Five to ten days after the training.	Collection: Learning manager Consolidation and analysis: M&E officer Reporting: M&E officer	Limited number of workshop output submissions due to time constraints.	0.00	80%
	To measure the percentage of participants who submitted complete workshop outputs after the sessions.	Session workshop outputs shall be submitted to the learning manager. To be counted, a training participant must complete the submission of outputs	Output	Source: Record of outputs submission of the learning manager Disaggregation: -learning area -grade level	Collection: During the conduct of RTOT, DTOT, and school-based training Consolidation and analysis: After each	Collection: Learning manager Consolidation and analysis: M&E officer	Limited number of workshop output submissions due to time constraints.	0.00	80%

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Baseline	Target
Output 3: Improved data collection and analysis									
Monitoring of the actual number of participants	To determine the number of trainers trained on the MATATAG Curriculum Training	Number of individuals that participated in the five-day training. To be counted, the individuals should have attended the full five-day training. Unit: Individuals	Output	Source: Target participants' profile sheet (Enclosure 3, DM 44, s. 2023) Actual participants' profile sheet (Enclosure 14, DM 44, s. 2023)	Collection: During the conduct of RTOT, DTOT, and school-based training	Collection: Project Management Team Consolidation and analysis: M&E Manager	Delay in submission of the attendance reports particularly in the school level due to the huge number of participants	0.00	NTOT: RTOT: DTOT:
				Disaggregation: -learning area -grade level -gender -geography (Region, SDO, School) -position/item	Reporting: Five to ten days after	Reporting: Project Management Team			
	To determine the number of teachers trained on the MATATAG Curriculum Training	Number of individuals that participated in the five-day training. To be counted, the individuals should have attended the full five-day training. Unit: Individuals	Output	Source: Target participants' profile sheet (Enclosure 3, DM 44, s. 2023) Actual participants' profile sheet (Enclosure 14, DM 44, s. 2023)	Collection: During the conduct of RTOT, DTOT, and school-based training Consolidation and analysis: After the five-day training	Collection: Project Management Team Reporting: Project Management Team	Delay in submission of the attendance reports particularly in the school level due to the huge number of participants	0.00	270,481
				Disaggregation: -learning area	Reporting: Five to ten days after				

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Baseline	Target
Budget utilization monitoring	To measure the percentage of ROs and SDOs with 100% budget utilization report	The percentage of budget utilization pertains to the financial report of the utilized budget after the training.	Output	Source: Program Completion Report (Pls refer to Enclosure 7 and 8 of DM-OUHRD-2024-0151) Disaggregation: Per Governance level	Collection: During the conduct of RTOT, DTOT, and school-based training Consolidation and analysis: After the five-day training Reporting: Five to ten days after	Collection: SGOD-HRDS Consolidation and analysis: HRDD/NEAP-R, NEAP-CO Reporting: HRDD/NEAP-R, NEAP-CO	Delayed submission of financial reports.	0.00	100%
Preparation of Program Completion Reports with analysis of end-of-day evaluation (Level 1) and pre-test and post-test results (Level 2)	To accomplish the program completion reports with the following required attachments: 1. Analysis of end-of-day evaluation results (Level 1) 2. Analysis of pre-test and post-test results (Level 2) 3. Report on the submitted outputs by workshop participants.	Number of program completion reports developed and submitted Unit: Program completion reports	Output	Source: -Program Completion Report (Pls refer to Enclosure 7 of DM 44, 3, 2023) -M&E Report -Templates 1, 2, 3a, 3b, and 4 Disaggregation: Per Governance level	Collection: After the conduct of RTOT, DTOT, and school-based training Consolidation and analysis: Ten days after the conduct of RTOT, DTOT, and school-based training Reporting: Twenty days after the conduct of RTOT, DTOT, and school-based training	Collection: -School PMT -SDO PMT -RO PMT Consolidation and analysis: -School PMT -SDO PMT -RO PMT Reporting: -School PMT -SDO PMT -RO PMT	Delayed submission of program completion reports.	0.00	ROs: 16 PCRs SDOs: 217 PCRs

M&E REPORTING PROCESS



SCHOOL LEVEL M&E	SDO LEVEL M&E	RO LEVEL M&E	NATIONAL LEVEL M&E
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School-based Training:

- Administer end-of-day evaluation (level 1) and pre-test and post-test (level 2) during the school-based training.
- Collect and consolidate the actual list of participants with their profiles during the school-based training.
- Monitor the compliance of the training based on the quality-assured training resource package (PD Compliance Monitoring Tool).
- Submit the **School-based M&E Report** to SGOD-SMME.

DTOT:

- Administer end-of-day evaluation (level 1) and pre-test and post-test (level 2) during the DTOT.
- Collect and consolidate the actual list of participants with their profiles during the DTOT.
- Monitor the compliance of the training based on the quality-assured training resource package (PD Compliance Monitoring Tool)
- Submit the **DTOT M&E Report** to HRDD/NEAP-R.

RTOT:

- Administer end-of-day evaluation (level 1) and pre-test and post-test (level 2) during the RTOT.
- Collect and consolidate the actual list of participants with their profiles during the RTOT.
- Monitor the compliance of the training based on the quality-assured training resource package (PD Compliance Monitoring Tool)
- Submit the **RTOT M&E Report** to NEAP-CO.

NTOT:

- Administer end-of-day evaluation (level 1) and pre-test and post-test (level 2) during the NTOT.
- Collect and consolidate the actual list of participants with their profile
- Monitor the compliance of the training based on the quality-assured training resource package (PD Compliance Monitoring Tool)

RTIOT:

- Collect data on Levels 1 and 2 Evaluation
- Provide TA to Regional M&E Team

DTIOT:

- Collect data on Levels 1 and 2 evaluation from sampled SDOs.
- Provide TA to sampled SDO M&E Team

School-based Training:

- Collect data on Levels 1 and 2 evaluation from schools.
- Provide TA to School M&E Team.
- Submit **SDO Consolidated M&E Report on the MATATAG Curriculum Training.**

DTIOT:

- Collect and analyze the data collected from the DTOT.
- Provide TA to SDO M&E Team.

School-based Training:

- Collect data on Levels 1 and 2 evaluation from schools.
- Provide TA to School M&E Team.
- Submit **Regional Consolidated M&E Report on the MATATAG Curriculum Training.**

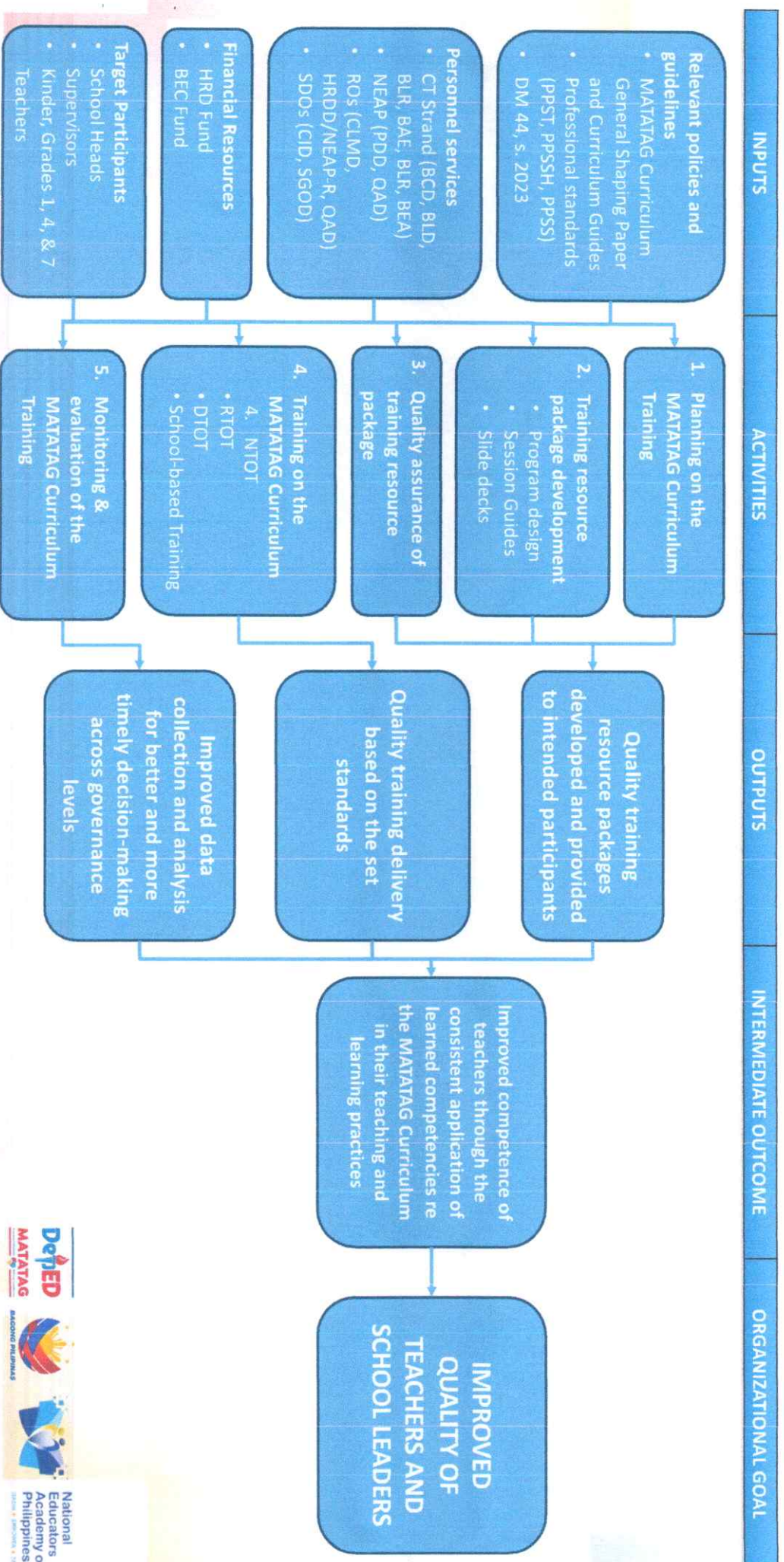
School-based Training:

- Collect data on Levels 1 and 2 evaluation from sampled schools.
- Provide TA to sampled School M&E Team



National Educators Academy of the Philippines
Advancing Learning • Inspiring Leadership

MATATAG CURRICULUM TRAINING RESULTS FRAMEWORK



Enclosure D

FINAL SCHEDULE OF CENTRAL OFFICE MONITORS AND TECHNICAL SUPPORT PROVIDERS DURING THE REGIONAL TRAINING OF TRAINERS (RTOT) ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS

REGIONS	INCLUSIVE DATES	LEAD (Directors)	MONITORS		TECHNICAL SUPPORT PROVIDERS/RESOURCE PERSONS (Please specify the learning area) CT STRAND	
			NEAP QAD (Chief, PDO IV/SEPS/EPS)	NEAP PDD (Chief, PDO IV/SEPS/EPS)	BCD (Chief, SSEPS/SEPS/EPS)	BLD (Chief/SSEPS/SEPS/EPS)
Region I	April 15-19, 2024 (3 clusters, different venues)	Dir. Samuel R. Soliven	Sarah Jane Atienza	Ma Carmila Clave	<ul style="list-style-type: none"> Isabel A. Victorino, Rosalie B. Maslang Rowel S. Padernal Roseta Gallo Sheena Jade Manuel 	<ul style="list-style-type: none"> Richie C. Noveloso Darren Rey Javier Jan Darrell C. Casuncad Marlon Adlit
			John Christopher Lorenzo	Anna Maria Patricia Santos	<ul style="list-style-type: none"> Giovanni C. Duran Michael J. Cabrera Eliza Rose R. De Leon Karen Lay Oswald Aban 	<ul style="list-style-type: none"> Renato San Juan Rossana Carnecer
			Mark Alvin Cruz	Dustin Troy Josen	<ul style="list-style-type: none"> Isabel A. Victorino Rowel S. Padernal Cinderella Regnio Rosalie B. Maslang Riza Gusano 	<ul style="list-style-type: none"> Renato San Juan Rossana Carnecer Rosalina Villaneza Mark Anthony Papa Krishna Anne Soriano
Region II	Batch 1: March 11-15, 2024	Dir. Leila Areola	Gerald T. Magno	Rizza Pereyra	<ul style="list-style-type: none"> Rowell Capistrano Roseta Gallo Marrisol Mabazza Sheema Jade Manuel 	<ul style="list-style-type: none"> Danilo G. Soriano Jr.
			Dir. Leila Areola	Gerald T. Magno		
	Batch 2: March 18-22, 2024					
	Batch 3: April 01-05, 2024					

Region III	Batch 1: May 06-10, 2024	Dir. Edward Jimenez	Danica Jane Godoy	Richie Vesagas	<ul style="list-style-type: none"> Isabel A. Victorino Rosalie B. Masilang Rowel S. Padernal Marisol B. Mabazza Roseta Gallo 	<ul style="list-style-type: none"> Krishna Anne M. Soriano Jayson Tadeo Julieven Abrea Michelle Tolentino
	Batch 2: May 13-17, 2024	Dir. Neia Benito Dir. Samuel Soliven	Alvin Fulgencio	Florentino Varron Jr.	<ul style="list-style-type: none"> Liza C. Legaspino Eliza Rose R. De Leon Jios Ver D. Temporal Samboy D. Franco Christopher S. Valiente 	<ul style="list-style-type: none"> Jerome Hilario Dean Owen Doncillo Briget Varron Rosalina Villaneza
Region IV-A	April 15-19, 2024 (3 clusters, different venues)	Dir. Jennifer Lopez	Danica Jane Godoy Meann Delavin	Richie Vesagas	<ul style="list-style-type: none"> Ayette C. Ferriols Riza C. Gusano Jona Kristen M. Valdez Rowell Capistrano 	<ul style="list-style-type: none"> Victor Fedirgan Joselita Gulapa Xyphrone Angelo A. Ortiz
Region IV-B	April 02-06, 2024	Dir. Edward Jimenez	Ariel Dagar	Dustin Troy Josen	<ul style="list-style-type: none"> Jona Kristen Valdez Liza C Legaspino Glenn DT. Basio Ellen Grace Fruelda 	<ul style="list-style-type: none"> Mark Anthony Papa Christine N. Graza-Magboo Michelle Tolentino Victor Fedirgan
Region V	Batch 1: April 01-05, 2024	Dir. Marlette Almayda	Annabelle Laqui	Florentino Varron Jr.	<ul style="list-style-type: none"> Isabel Victorino Rosalie B. Masilang Rannona Victoria Rowel S. Padernal 	<ul style="list-style-type: none"> Jefferson Torres Wilson Santiago Briget Varron
	Batch 2: April 08-12, 2024	Dir. Lynn Padillo	Gerald Magno	Ma. Carmila Clave	<ul style="list-style-type: none"> Cinderella U. Reginio Aisa Veronica D. C. Pintor John Mark B. Marasigan Glenn DT. Basio 	<ul style="list-style-type: none"> Jefferson Torres Renato san Juan Wilson Santiago Glenda Granadozin

Regional Training of Division Trainers of the MATATAG Curriculum for Teachers and School Leaders

	Batch 3: April 15-19, 2024	Dir. Mario Bermudez	Alvin Fulgencio	Anna Patricia Santos	<ul style="list-style-type: none"> • Rowell Capistrano • Karen G. Lay • Restituto M. Mendoza • Ricardo Ador-Dionisio • Lilia Martinez • Oswald Aban 	<ul style="list-style-type: none"> • Rosalie Bongon • Gaudencio Serrano
Region VI	April 22-26, 2024	Dir. Marilyn Siao	Alvin Fulgencio Jr.	Ma. Carmila Clave	<ul style="list-style-type: none"> • Ramona Magdalena F. Victoria • Ellen Grace F. Fruelda • Giovanni C. Duran • Michael J. Cabrera • Rowell A. Capistrano 	<ul style="list-style-type: none"> • Salvacion Olinares • Jocelyn Tugunayo
Region VII	March 04-08, 2024	Dir. Leah Apao	Alvin Fulgencio	Jhoanne Javier	<ul style="list-style-type: none"> • Riza C. Gusano • Oswald A. Aban • Liza C Legaspino • Jona Kristen Valdez • Sanboy Franco 	<ul style="list-style-type: none"> • Rosalina Villaneza • Mark Anthony Papa • Renato San Juan
Region VIII	Batch 1: April 01-05, 2024	Dir. Marilyn Siao	Mark Alvin Cruz	Marife T. Morcilla	<ul style="list-style-type: none"> • Ayette C. Ferriols • Eliza Rose de Leon • Oswald A. Aban • Cinderella Reginio 	<ul style="list-style-type: none"> • Gaudencio Luis N. Serrano • Dean Owen J. Doncillo • Jerome Hilario
	Batch 2: April 08-12, 2024	Dir. Resy Osias	John Christopher Lorenzo	Florentino Varron Jr.	<ul style="list-style-type: none"> • Liza C Legaspino • Eliza Rose R. De Leon • Jios Ver D. Temporal • Sanboy D. Franco • Christopher S. Valiente 	<ul style="list-style-type: none"> • Darren Rey Javier • Jan Darrell C. Casurvad • Marlon Adlit • Richie Noveloso
Region IX	March 21-27, 2024	Dir. Marilyn Siao	Alvin Fulgencio	Richie Vesagas	<ul style="list-style-type: none"> • Isabel A. Victorino • Rosalie B. Maslang 	<ul style="list-style-type: none"> • Rosalina Villaneza • Jerome Hilario

					<ul style="list-style-type: none"> • Rowel S. Padernal • Marisol B. Mabazza • Roseta Gallo 	<ul style="list-style-type: none"> • Dean Owen Doncillo • Mark Anthony Papa
Region X	Batch 1: April 15-19, 2024	Dir. Marivic Lleano	Anabelle Lagui	Cristina Monsanto	<ul style="list-style-type: none"> • Ramona Magdalena F. Victoria • Ellen Grace F. Fruelda • Giovanni C. Duran • Michael J. Cabrera 	<ul style="list-style-type: none"> • Rosalina Villaneza • Mark Anthony Papa • Marlon Adlit
	Batch 2: April 22-26, 2024	Dir. Leah Apao	Mark Alvin Cruz	Marife T. Morcilla	<ul style="list-style-type: none"> • Karen Lay • Aisa Veronica D. C. Pintor • John Mark B. Marusigan • Glenne DT. Basio • Jona Kristen Valdez 	<ul style="list-style-type: none"> • Darren Rey C. Javier • Richie Noveloso • Rosalina Villaneza • Mark Anthony Papa
Region XI	Batch 1: April 08-12, 2024	Dir. Marivic Lleano	Ariel Dagar	Dustin Troy Joson	<ul style="list-style-type: none"> • Isabel A. Victorino • Rosalie B. Maslang • Rowel S. Padernal • Roseta Gallo • Rowell Capistrano 	<ul style="list-style-type: none"> • Gaudencio Luis Serrano
	Batch 2: April 15-19, 2024	Dir. Leah Apao	Mark Alvin Cruz	Florentino Varron Jr.	<ul style="list-style-type: none"> • Ramona Magdalena F. Victoria • Ellen Grace F. Fruelda • Giovanni C. Duran • Michael J. Cabrera 	<ul style="list-style-type: none"> • Glenda Granadozin • Jerome Hilario • Danilo G. Soriano Jr. • Jefferson Torres • Dean Owen Doncillo
	Batch 3: April 22-26, 2024	Dir. Edward Jimenez	Sarah Jane Atienza	Jhoannic Javier	<ul style="list-style-type: none"> • Ayette C. Ferrizols • Riza C. Gusano • Eliza C. Peralta • Liza Legaspino • Eliza Rose De Leon 	<ul style="list-style-type: none"> • Rosalie Bongon • Jan Darrell C. Casuncad • Gaudencio Luis Serrano

Region XII	April 15-19, 2024	Dir. Mario Bermudez	Anabelle Laqui	Milite Fudding	<ul style="list-style-type: none"> • Jona Kristen Valdez • Marisol Mabazza • Christopher Valiente • Eliza C. Peralta 	<ul style="list-style-type: none"> • Jocelyn Tuguinayo • Nemba B. Cedo
	April 01-05, 2024 (3 clusters, different venues)	Dir. Gemma Ledesma	Danica Jane Godoy Sarah Jane Atienza	Cristina Monsanto	<ul style="list-style-type: none"> • Samboy D. Franco • Christopher S. Valiente • Ricardo Ador Dionisio • Restituto M. Mendoza 	<ul style="list-style-type: none"> • Jocelyn Tuguinayo • Glenda M. Granadozin • Nemina B. Cedo
CAR	Batch 1: April 15-19, 2024	Dir. Artz Cawilan	Rogelio Dian III	Jhoanna Javier	<ul style="list-style-type: none"> • Eliza Rose de Leon • Aisa Veronica D. C. Pintor • John Mark B. Marasigan • Liza Legaspino 	<ul style="list-style-type: none"> • Wilson Santiago • Jayson Tadeo • Darren Javier
	Batch 2: April 22-26, 2024	Dir. Samuel Soliven	Ariel Dagar	Dustin Troy Joson	<ul style="list-style-type: none"> • Lilia Martinez • Roseta Gallo • Sheena Jade Manuel • Ricardo Ador-Dionisio 	<ul style="list-style-type: none"> • Lea Estuye • Dean Owen Doncio • Gaudencio Luis Serrano • Krishna Anne M. Soriano
NCR	Batch 1: April 8-12, 2024	Dir. Jennifer Lopez	Mary Anne Delavin	Ana Sol Reyes	<ul style="list-style-type: none"> • Cinderella U. Reginio • Avette Ferrisols • John Mark B. Marasigan • Rowel Capistrano • Lilia Martinez 	<ul style="list-style-type: none"> • Julieven Abrea • Victor R. Fedirigan • Rosalina J. Villaneza • Mark Anthony Papa
	Batch 2: April 15-19, 2024	Dir. Jennifer Lopez	Ariel Dagar	Ana Sol Reyes	<ul style="list-style-type: none"> • Samboy Franco • Eliza C. Peralta • Jona Kristen M. Valdez • Oswald A. Aban • Aisa Veronica D. C. Pintor 	<ul style="list-style-type: none"> • Michelle Tolentino • Christine N. Graza-Magboo • Briget V. Varron • Wilson Santiago

Terms of Reference (TOR)

A. BUREAU DIRECTORS

1. Ensure that the division chiefs and specialists assigned in the regions under their supervision comply with their specified terms of reference.
2. Facilitate prompt submission of the expected outputs as stipulated in their TOR.

B. NEAP CENTRAL OFFICE MONITORS IN THE REGIONAL IMPLEMENTATION OF THE MATATAG CURRICULUM TRAINING

1. Task and related responsibilities:

- a. Accomplish the On-Site Monitoring Form for NEAP CO Monitors.
- b. Provide technical assistance to the regional monitoring and evaluation (M&E) team on the monitoring and evaluation.
- c. Document observations, challenges encountered, and best practices of the regional M&E team during the monitoring visit.
- d. Coordinate with the training program management team (PMT) regarding the conduct of the debriefing, participate in the debriefing, and give feedback as deemed necessary.

2. Expected outputs:

- a. Accomplished on-site monitoring form.
- b. Monitoring report following the content of an activity report.

3. Timeline of submission of expected outputs:

- a. For on-site monitoring form: during the conduct of the regional training (via online form submission).
- b. For monitoring report: within five (5) working days after the last day of the conduct of the training monitored.

C. DIVISION CHIEFS BLD and BCD Chiefs and specialists

1. Task and related responsibilities:

- a. Resource Persons
 - Coordinate with the Regional PMT of assigned regions on the schedule and session/s you will be delivering.
- b. Technical Support Providers/Learning Area Experts
 - Provide technical support to the Resource Persons to ensure quality delivery of the training.

2. Expected outputs:

- a. Activity Completion Report with MOV's

3. **Timeline of Submission of expected outputs:**

- within 5 (five) working days after the last day of the conduct of the training.

Note:

All outputs shall be placed in the Google folder as R(state the number of the region)_RTOT_Report_(date of submission) and shall be submitted to the National Educators Academy of the Philippines (NEAP) via email: neap.oda@deped.gov.ph, cc: leah.apao01@deped.gov.ph.

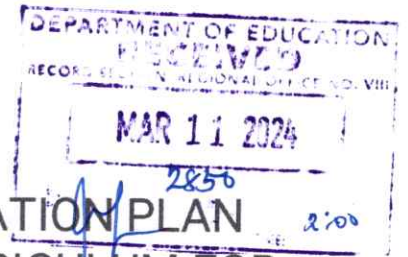
Prepared by:


LEAH B. APAO
Director III, National Educators Academy of the Philippines
MATATAG Training Focal

Reviewed by:


JENNIFER LOPEZ
Director IV, National Educators Academy of the Philippines


LEILA P. AREOLA
Director IV, Bureau of Learning Delivery
Officer-In-Charge, Office of the Director IV, Bureau of Curriculum Development

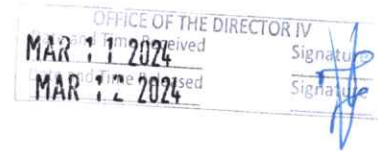


Fwd: MEMO ON MONITORING AND EVALUATION PLAN OF THE TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS

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Department of Education Region VIII

7:57 AM
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to me, hrdd

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From: **National Educators Academy of the Philippines Office of the Director** <neap.od@deped.gov.ph>

Date: Thu, Mar 7, 2024, 4:45 PM

Subject: MEMO ON MONITORING AND EVALUATION PLAN OF THE TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS

To: DepEd I Ilocos Region <region1@deped.gov.ph>, DepEd II Cagayan Valley <region2@deped.gov.ph>, Department of Education Regional Office III <region3@deped.gov.ph>, DepEd Region IV-A CALABARZON <region4a@deped.gov.ph>, mimaropa region <mimaropa.region@deped.gov.ph>, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd Region VII Central Visayas <region7@deped.gov.ph>, Department of Education Region VIII <region8@deped.gov.ph>, DepEd RO-IX ZamPen <region9@deped.gov.ph>, Department of Education Region 10 <region10@deped.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, DepEd Region XIII CARAGA <caraga@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, DepEd NCR <ncr@deped.gov.ph>, Ministry of Education BARMM <min-edu@bangsamoro.gov.ph>, DINAH BONAO <dinah.bonao@deped.gov.ph>, cc: hrdd region1 <hrdd.region1@deped.gov.ph>, NEAP R1 DEPED <neap.region1@deped.gov.ph>, <romel.costales@deped.gov.ph>, Joy Soriano <hrdd.region2@deped.gov.ph>, WILLIAM BACANI <william.bacani@deped.gov.ph>, NEAP RO III <neap.ro3@deped.gov.ph>, HRDD RO III <hrdd.ro3@deped.gov.ph>, <eduarda.zapanta@deped.gov.ph>, hrd calabarzon <hrd.calabarzon@deped.gov.ph>, FLORINDA DIMANSANA <florinda.dimansana@deped.gov.ph>, HRDD-NEAP-R <mimaropaneap@deped.gov.ph>, SANCHI NACION <sanchi.nacion@deped.gov.ph>, <neap.r5@deped.gov.ph>, <joe-bren.consuelo001@deped.gov.ph>, SUSAN SEVERINO <susan.severino@deped.gov.ph>, HRDD Region 6 <region6.hrdd@deped.gov.ph>,

<misael.borgonia001@deped.gov.ph>, <neap.ro7@deped.gov.ph>, ALEJANDRA LAGUMBAY <alejandra.lagumbay@deped.gov.ph>, <neap.region8@deped.gov.ph>, hrdd region8 <hrdd.region8@deped.gov.ph>, <marietta.anhaw@deped.gov.ph>, NEAP Region IX <region9.neap@deped.gov.ph>, <enerio.ebisa@deped.gov.ph>, NEAP Region 10 <neap.region10@deped.gov.ph>, NELMA LYN BARNIJA <nelmalyn.barnija@deped.gov.ph>, HRDDNEAP ROXI <hrddneapro11@gmail.com>, <emily.enolpe@deped.gov.ph>, <neap.ro12@deped.gov.ph>, <hrdd.r12@deped.gov.ph>, <flordeliza.dalin@deped.gov.ph>, CLMD REGION1 <clmd.region1@deped.gov.ph>, CURRICULUM AND LEARNING MANAGEMENT DIVISION REGION2 <clmd.region2@deped.gov.ph>, <clmd.region3@deped.gov.ph>, CLMD CALABARZON <clmd.calabarzon@deped.gov.ph>, CLMD MIMAROPA <clmd.mimaroparegion@deped.gov.ph>, <clmd.region5@deped.gov.ph>, REGION6 CLMD <region6.clmd@deped.gov.ph>, <clmd.region7@deped.gov.ph>, <clmd.region8@deped.gov.ph>, <clmd.region9@deped.gov.ph>, <clmd.region10@deped.gov.ph>, DepEd CLMD ROXI <clmd.region11@deped.gov.ph>, <clmd.region12@deped.gov.ph>, <clmd.region13@deped.gov.ph>, <clmd.depedcar@gmail.com>, <clmd.ncr@deped.gov.ph>
Cc: <usec.hrod@deped.gov.ph>, <ouct@deped.gov.ph>, Office of Assistant Secretary for Curriculum and Teaching <oasct@deped.gov.ph>, Bureau of Curriculum Development Office of the Director <bcd.od@deped.gov.ph>, Bureau of Learning Delivery Office of the Director <bld.od@deped.gov.ph>, Bureau of Learning Resources Office of the Director <blr.od@deped.gov.ph>, Bureau of Education Assessment Office of the Director <bea.od@deped.gov.ph>, Bureau of Alternative Education - Office of the Director <bae.od@deped.gov.ph>, Literacy Coordinating Council <lcc@deped.gov.ph>, LEAH APAO <leah.apao001@deped.gov.ph>, Jennifer Lopez <jennifer.lopez006@deped.gov.ph>, Gerald Magno <gerald.magno@deped.gov.ph>, MARIFE MORCILLA <marife.morcilla002@deped.gov.ph>, NEAP - Professional Development Division <neap.pdd@deped.gov.ph>, NEAP Quality Assurance Division <neap.qad@deped.gov.ph>, Sarah Jane Atienza <sarah.atienza@deped.gov.ph>, <leironhei.cabilla@deped.gov.ph>, Ralph Escamis <ralph.escamis@deped.gov.ph>

Dear **All**,

Greetings from the National Educators Academy of the Philippines!

Pursuant to the unnumbered memorandum dated 20 December 2023 titled *Training on the MATATAG Curriculum for Teachers and School Leaders*, the series of trainings focuses on ensuring that teachers and school leaders are equipped with the necessary knowledge, skills, and competencies to effectively implement the *MATATAG* Curriculum.

To make sure that the major objectives of the trainings on the *MATATAG* Curriculum are met, the National Educators Academy of the Philippines and the Curriculum and Teaching Strand shall conduct monitoring and evaluation (M&E) activities during the National Training of Regional Trainers (NTOT), Regional Training of Division Trainers

and School Leaders (RTOT), Division Training of School Trainers (DTOT), and School-Based Training (SBT).

The M&E plan has the following objectives:

- a. Measure the performance of DepEd through NEAP in providing training on the *MATATAG* Curriculum for teachers and school leaders against established targets and standards;
- b. Ensure the proper cascading of the quality-assured training resource package for the *MATATAG* Curriculum Training across governance levels;
- c. Gather data on the profiles and actual number of teachers and school leaders trained;
- d. Monitor the Human Resource Development (HRD) fund utilization for the *MATATAG* Curriculum Training; and
- e. Identify issues, concerns, and gaps to guide the program owners and implementers toward evidence-informed decisions on the various aspects of the training.

Regional, Division, and School Management Teams for the *MATATAG* Curriculum Training shall formulate the M&E Plan on their respective governance levels. The M&E Plan (**Enclosure A**) and its reporting process (**Enclosure B**) shall be based on the results framework for the *MATATAG* Curriculum Training for Teachers and School Leaders (**Enclosure C**).

During the series of NTOT, RTOT, DTOT, and SBT, a team composed of concerned personnel from the Central Office and the Regional Office monitoring teams shall conduct technical assistance and monitoring visits through a purposive sampling method as follows:

TRAINING		TECHNICAL ASSISTANCE AND M&E COMPOSITION
National Training of Regional Trainers (NTOT)		All concerned NEAP-QAD, CT Strand personnel, and field evaluators
Regional Training of Division Trainers and School Leaders (RTOT)	16 Regional Offices (ROs)	<ul style="list-style-type: none"> • Bureau and Service Directors from HROD, Operations, and CT Strands • 5-10 representatives from CT Strand • 2-3 representatives from NEAP
Division Training of School Trainers (DTOT)	48 Schools Division Offices (SDOs) <ul style="list-style-type: none"> • One (1) very large/large SDO • One (1) medium SDO • One (1) small SDO 	<ul style="list-style-type: none"> • Bureau and Service Directors from HROD, Operations, and CT Strands • 5-10 representatives from CT Strand • 2-3 representatives from NEAP • 2 representatives from RO (HRDD and QAD)
School-based Training (SBT)	144 Schools with the following target schools in each of the 48 SDOs: <ul style="list-style-type: none"> • One (1) very 	<ul style="list-style-type: none"> • Bureau and Service Directors from HROD, Operations, and CT Strands • 5-10 representatives from CT

	large/large school • One (1) medium school • One (1) small school	Strand • 2-3 representatives from NEAP • 2 representatives from RO (HRDD and QAD) • 2 representatives from SDO (HRDS and SMME)
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The coverage of technical assistance and monitoring teams per governance level is summarized as follows:

TECHNICAL ASSISTANCE AND M&E TEAM	COVERAGE
Central Office Technical Assistance and Monitoring Teams	All RTOT, Sample SDOs, Sample Schools
Regional Office Technical Assistance and Monitoring Teams	All DTOT, Sample Schools
Division Office Technical Assistance and Monitoring Teams	All Schools

The team members from the Curriculum and Teaching Strand shall serve as resource persons (RPs) in their respective learning area specializations in case the number of RPs for the RTOT, DTOT, and SBT is insufficient. They shall also provide technical assistance to the Regional Program Management Team during the conduct of RTOT, DTOT, and SBT.

The NEAP Central Office M&E Team, on the other hand, shall collect data and provide overall technical assistance and guidance to the Regional and Division M&E Teams.

The Regional Office shall identify the SDOs to be monitored during the DTOT and submit the list to the NEAP Central Office. In the same manner, the SDOs shall also identify and submit the list of schools to be monitored during the SBT once the schedule has been finalized. **The list of the SDOs and schools to be monitored shall be submitted to the NEAP Quality Assurance Division** through email neap.qad@deped.gov.ph **at least two weeks before the conduct of the training.**

For private schools' implementation of the Training on the *MATATAG* Curriculum for teachers and school leaders, a representative from the Operations Strand shall lead the provision of technical support and M&E in collaboration with Curriculum and Teaching Strand and NEAP Directors, Division Chiefs, and specialists.

The final schedule of RTOT along with the list of DepEd Central Office resource persons as well as technical assistance and M&E teams (**Enclosure D**) is attached for reference.

The *MATATAG* Curriculum Training technical assistance and M&E team shall use the M&E tools which can be accessed through this link <http://tinyurl.com/MATATAGMEFiles>.

Transportation allowance, board and lodging of the Program Management Team and participants, contingency, supplies and materials, and other miscellaneous expenses shall be charged against the 2024 HRD Funds, subject to the usual accounting and auditing rules and regulations.

For questions and concerns, please contact **Ms. Sarah Jane Atienza** of NEAP-QAD through landline (02) 8633-7207 or email neap.qad@deped.gov.ph.

Immediate dissemination of and compliance with this memorandum are instructed.

Enclosures:

Enclosure A – MATATAG Curriculum Training Monitoring and Evaluation Plan

Enclosure B – Monitoring and Evaluation Reporting Process

Enclosure C – MATATAG Curriculum Training Results Framework

Enclosure D – RTOT Final Schedule and Assignment of Central Office Monitors, Technical Support Providers, and Resource Persons

Kindly see attached signed Memo with Enclosures.

Thank you.

Respectfully,



Office of the Director
National Educators Academy of the Philippines

Department of Education
DepEd Complex, Meralco Avenue, Pasig City
www.deped.gov.ph