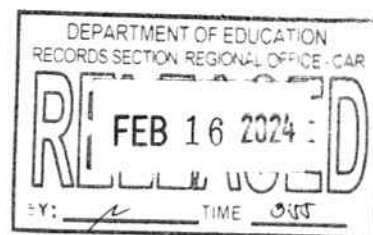




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



15 February 2024

**REGIONAL MEMORANDUM**  
 No. 093.2024

**DOWNLOADING OF FUNDS FOR THE CONDUCT OF SCHOOL BASED TRAININGS ON THE MATATAG CURRICULUM**

To: Assistant Regional Director  
 Schools Division Superintendents  
 All Other Concerned

1. Please be informed that an amount of **TWENTY-FOUR MILLION, TWO HUNDRED THIRTY ONE THOUSAND, NINE HUNDRED PESOS** (P24, 231,900.00) HRD fund shall be downloaded to Schools Division Offices to cover budget requirements for the conduct of the school-based Training of Teachers (SBTT) on the MATATAG Curriculum.

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

Division	PMT/ Trainers	Participant s (Kinder, 1, 4 and 7 Teachers)	TOTAL PAX =A+B	No. of Days	Meals @P600.00/pax/ day = 600 x C x D	Supplies @P300.00 per pax = 300 x C	TOTAL AMOUNT to be Downloaded = E + F
	A	B	C	D	E	F	
Abra	221	881	1,102	5	3,306,000.00	330,600.00	3,636,600.00
Apayao	135	529	664	5	1,992,000.00	199,200.00	2,191,200.00
Baguio City	154	686	840	5	2,520,000.00	252,000.00	2,772,000.00
Benguet	330	1414	1,744	5	5,232,000.00	523,200.00	5,755,200.00
Ifugao	213	773	986	5	2,958,000.00	295,800.00	3,253,800.00
Kalinga	139	487	626	5	1,878,000.00	187,800.00	2,065,800.00
Mt. Province	196	682	878	5	2,634,000.00	263,400.00	2,897,400.00
Tabuk City	117	386	503	5	1,509,000.00	150,900.00	1,659,900.00
<b>Subtotal</b>							<b>24,231,900.00</b>

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

- i. Meals of the Program Management Team (PMT), inclusive of program managers, learning managers, resource persons/learning facilitators, documenters, M&E focal/in-charge, welfare officers, secretariat, SBTT trainers, CO, Region, SDO, school M&E and TA providers, and all the participants at Php 600.00 per day for 5 days per person, broken down into:



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AM Snack : Php 100.00  
Lunch : Php 400.00  
PM Snack : Php 100.00

ii. Training supplies and materials for the SPMT and the participants cost at Php 300.00 per person

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

<b>SBTT</b>
<ul style="list-style-type: none"><li>▪ Program Management Team (PMT)</li><li>▪ inclusive of program managers, learning managers, resource persons/ learning facilitators, documenters, M&amp;E focal/ in-charge, welfare officers, secretariat, School-based Training Trainers</li><li>▪ All teachers from Kindergarten, Grades 1, 4, &amp; 7</li></ul>

5. 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 SBTT:

- i. HRDS shall upload to PMIS, under the SGOD account, the activities with physical and financial targets.
- ii. 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.
- iii. HRDS prepares the necessary documents required for the process and approval of the conduct of school-based training.
- iv. HRDS shall submit to NEAP-R/HRDD the approved conduct date for the school-based training. NEAP-R/HRDD shall then submit to NEAP-CO the consolidated conduct of training.
- v. 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*.



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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](mailto:car.neapr@deped.gov.ph) and Cristina Paquit, Supervising Administrative Officer - Finance through [cristina.paquit@deped.gov.ph](mailto:cristina.paquit@deped.gov.ph)
9. Immediate and widest dissemination of this Memorandum is directed.

Digitally signed by  
Carino Estela Leon  
Date: 2024.02.16  
15:11:49 +08'00'

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director

HRDD-NEAPR/RCA/esf/matatag



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