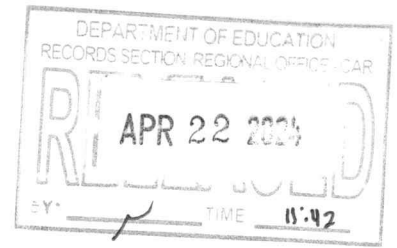




Republic of the Philippines
Department of Education
Cordillera Administrative Region



19 April 2024

REGIONAL MEMORANDUM

No. 231.2024

**REITERATION ON THE SUBMISSION OF DIVISION TRAINING
IMPLEMENTATION PLAN (DTIP) AND SCHOOL-BASED
IMPLEMENTATION PLAN (SBTIP)**

To: Assistant Regional Director
Schools Division Superintendents
All Other Concerned

1. Relative to Regional Memorandum 117 s. 2024 re: Downloading of Funds for the Conduct of Division Training of Trainers (DTOT) on the MATATAG Curriculum, this office reiterates the submission of Division Training Implementation Plan (DTIP) and School-Based Training Implementation Plan (SBTIP).
2. Item No. 6 letter b of RM 117 s. 2024 calls for the preparation of the Division Training Implementation Plan (DTIP) and School-based Training Implementation Plan (SBTIP) for review and approval of the Schools Division Superintendent.
3. Furthermore, the following templates **shall be submitted 10 working days after the conduct of DTOT** which can be accessed through the link: **<https://tinyurl.com/DTOTFILES>**:
 - a. Division Training Implementation Plan and School-based Implementation Plan
 - b. Program Completion Report
 - c. Program Completion Report Enclosures
 - d. Participants' Profile
 - e. For reference: CAR PD Design on MATATAG Curriculum.
4. Deadline of submission of DTIP and SBTIP shall be **on or before April 30, 2024** dully signed by Schools Division Superintendent and send through the link stated above.
3. All other guidelines and provisions stated on RM 093 s. 2024 on SBTT RM 117 s. 2024 on DTOT shall remain in effect.
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.
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/dtotfiles



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