



Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM:   
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

SUBJECT: **UPDATING OF DIVISION POOL OF POTENTIAL TRAINERS FOR THE TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS**

DATE: March 6, 2024

1. The Unnumbered Division Memorandum dated January 4, 2024 titled "*Training on the MATATAG Curriculum for Teachers and School Leaders*" initiated the formation of a Division Pool of Potential Trainers for the Training on the MATATAG Curriculum for Teachers and School Leaders.
2. The initiative was able to gather the demographic profiles of seventy (70) potential trainers of the said training composed of supervisors and school heads. However, demographic profiles of potential trainers composed of head teachers and master teachers were not gathered. Hence, it is imperative to update the said Division Pool of Potential Trainers in preparation for the Division Training of Trainers and School-Based Training of Teachers on the MATATAG Curriculum for Teachers and School Leaders in April and May 2024, respectively.
3. Relative to this, this Office, through the SGOD-Human Resource Development Section under Project TALINO (*Training And Learning Initiatives for Non-teaching and teaching personnel*), reopens the **Division Pool of Potential Trainers for the Training on the MATATAG Curriculum for Teachers and School Leaders** to gather data from all qualified personnel in the Schools Division of Marinduque.
4. Qualified personnel are those who meet the following qualifications:
  - a. holds a Master Teacher/Head Teacher/School Head/Supervisor position;

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b. earned at least Complete Academic Requirements (CAR) in their Graduate Studies with learning specialization; and

c. with at least Very Satisfactory (VS) performance in the last three rating periods;

6. **All personnel who hold all abovementioned qualifications shall submit their updated demographic profiles through [bit.ly/MATATAGTrainerProfileMdq2024](https://bit.ly/MATATAGTrainerProfileMdq2024) on or before 12:00PM of March 7, 2024.**

7. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through e-mail at [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

8. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA

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Malusak, Boac, Marinduque

Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Marinduque