



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  
SEPS, SGOD-HRD & SGOD-SMME  
Regional Trainers of the RTOT on MATATAG Curriculum  
All Others Concerned

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

SUBJECT: **REGIONAL TRAINING OF CORE TRAINERS**

DATE: March 14, 2024

1. Attached is Regional Memorandum HRDD-2024-23 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III titled "*Regional Training of Core Trainers*" for guidance and reference of all concerned.
2. Particular attention is invited to Paragraph 2 which states the schedule and concerned participants of the series of activities related to the said Regional Training.
3. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist - Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).
4. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*





Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION



Office of the Regional Director

**MEMORANDUM**  
 HRDD-2024-23

**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
 CHIEF, CURRICULUM LEARNING AND MANAGEMENT DIVISION  
 CHIEF, HUMAN RESOURCE DEVELOPMENT DIVISION  
 CHIEF, QUALITY ASSURANCE DIVISION  
 ALL OTHERS CONCERNED

**FROM :** *for* **NICOLAS T. CAPULONG, PhD, CESO III**  
 Director IV *for*  
 Regional Director *for*

**SUBJECT :** REGIONAL TRAINING OF CORE TRAINERS

**DATE :** March 12, 2024

Per DM-OUHROD-2024-0374, Item 3 (c) *Those who were not part of the NTOT shall not be allowed to run sessions. Otherwise, the Regional Program Management Team will conduct the Regional Training of Core Trainers (RTOT) to ensure that there are enough trainers per class (minimum of 3 and maximum of 5 per class per learning area for Grade 4 and 7 and per grade level for Kindergarten and Grade 1).*

In view, this Region shall conduct the **Regional Training of Core Trainers** to suffice the need for Regional Training of Trainers (RTOT). Please see the details below.

Date	Activity	Participants	Venue/Time
March 18, 2024	Plenary session with HRDD	Regional Trainers (44)	Via MS Teams/ 8:00 AM-4:00 PM  <i>(Link to follow.)</i>
March 19-26, 2024	Coaching Sessions with the National Trainers for a Specific Group/Learning Area  <i>Note: To be conducted simultaneously by learning area.</i>	NTOT Participants (CLMD Education Program Supervisor) with Non-NTOT attendees	Via MS Teams  <i>(Link to be provided by CLMD EPSs)</i>



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March 20, 2024	Meeting with the Program Management Team	HRDD, Regional M&E Team, SGOD Chiefs and HRDS SEPS/SMME	Via MS Teams/ 8:00 AM-4:00 PM <i>(Link to follow.)</i>
April 03, 2024	Meeting with Trainers and PMT Members	RTOT Trainers and PMT Members	At the training venue/9:00 AM

These activities aim to ensure the effective delivery of the training on the MATATAG Curriculum for teachers and school leaders.

For queries, please email the Human Resource Development Division through email at [hrdd.mimaroparegion@deped.gov.ph](mailto:hrdd.mimaroparegion@deped.gov.ph) or the Curriculum Learning and Management Division at [clmd.mimaroparegion@deped.gov.ph](mailto:clmd.mimaroparegion@deped.gov.ph).

Immediate dissemination of and strict compliance with this memorandum are desired.