



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



**REGIONAL MEMORANDUM**

No. 34 s. 2024

**ORIENTATION WORKSHOP ON THE MONITORING AND EVALUATION  
OF THE MATATAG CURRICULUM TRAINING FOR  
TEACHERS AND SCHOOL LEADERS**

To: Schools Division Superintendents  
Chiefs, QAD, HRDD, FTAD and PPRD  
Chiefs, Schools Governance Operations Division  
All Others Concerned

1. Relative to Department Order No. 29, s. 2022 entitled "Basic Education Monitoring and Evaluation Framework" this Office shall conduct a two-day online orientation workshop on the monitoring and evaluation of the MATATAG Curriculum Training for Teachers and School Leaders on April 11-12, 2024.
2. This training activity aims to orient the representatives of Schools Division Offices (SDOs) on the M and E component of the MATATAG Curriculum Training for Teachers and School Leaders.
3. Participants to this online orientation workshop are the SEPSs and EPSs II of HRDS and SMME of the 14 Schools Division Offices together with the identified Regional Office personnel.
4. All participants are expected to use their laptops and secure strong internet connectivity to ensure participation during the workshop.
5. The target participants are advised to register online through <https://tinyurl.com/MandEMatatagParticipants> not later than April 8, 2024.
6. The orientation shall be conducted via Zoom using the link: <https://tinyurl.com/MandEMatatagCurriculum> from 8:00 A.M to 5:00 PM.
7. Attached are copies of Enclosures 1, 2, and 3 for reference.
8. For clarifications and inquiries, please contact the Quality Assurance Division at telephone number (072) 682-2324 local 117 or email at [qad.region1@deped.gov.ph](mailto:qad.region1@deped.gov.ph) or Dr. Oliver F. Gutierrez, Education Program Supervisor through mobile number 099589 2177.




Flores St., Catbangan, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I [region1@deped.gov.ph](mailto:region1@deped.gov.ph) [www.depedro1.com](http://www.depedro1.com)

9. Immediate dissemination of this Memorandum is desired.

  
**TOLENTINO G. AQUINO**  
Director IV

Encl: as stated  
Reference: DepEd Order 29, s. 2022  
To be indicated in the Perpetual Index  
Under the following subjects:

ORIENTATION	MONITORING
TRAINING	EVALUATION

QAD/ofg/RM\_MonitoringAndEvaluationOfMATATAGCurriculum  
April 2, 2024



**ORIENTATION WORKSHOP ON THE MONITORING AND EVALUATION OF  
THE MATATAG CURRICULUM TRAINING FOR TEACHERS  
AND SCHOOL LEADERS**  
April 11-12, 2024

**TRAINING MATRIX**

<b>TIME</b>	<b>ACTIVITY</b>	<b>RESOURCE PERSON</b>
<b>DAY 1</b>		
8:30 am - 9:00 am	<b>Opening Program</b>	<i>Program Management Team</i>
9:00 am - 10:15 am	<b>Session 1:</b> MATATAG Curriculum and Program Design	<i>Francis A. Domingo EPS, QAD</i>
10:15 am - 10:30 am	<b>Health Break</b>	
10:30 am - 11:00 am	<b>Session 2:</b> Rationale and Overview of the Basic Education Monitoring and Evaluation Framework (BEMEF)	<i>Liezl P. Mique EPS, QAD</i>
11:00 am - 12:00 pm	<b>Session 3:</b> DM No. 044, s. 2023 (Overview and Salient Features on Design and Development) & PD Program Delivery Standards	<i>Vivien R. De Guzman EPS, HRDD</i>
12:00 pm - 1:00 pm	<b>Lunch Break</b>	
1:00 pm - 1:30 pm	<b>Session 4:</b> R&R of M&E Officers and M&E Focal (Coordinators) on MATATAG Curriculum Training Implementation	<i>Nazka R. Sosmena Senior Education Program Specialist SDO San Fernando City</i>
1:30 pm - 2:30 pm	<b>Session 5:</b> M&E Plan for the MATATAG Curriculum Training for Teachers and School Leaders	<i>Oliver F. Gutierrez EPS, QAD</i>
2:30 pm - 3:00 pm	<b>Health Break</b>	
3:00 pm - 4:45 pm	<b>Session 6:</b> Crafting of Division M & E Action Plan	<i>Oliver F. Gutierrez EPS, QAD</i>
4:45 pm - 5:00 pm	<b>MATATAG Training Daily Evaluation</b>	
<b>DAY 2</b>		
8:00 am - 10:00 am	<b>Session 7:</b> Presentation and Finalization of Division M & E Action Plan	<i>Nedel Joyce Christine C. Libunao Education Program Specialist II</i>
10:00 am - 10:30 am	<b>Health Break</b>	
10:30 am - 12:00 pm	<b>Session 8:</b> Data Consolidation Method for the MATATAG Monitoring and Evaluation	<i>Liezl P. Mique EPS, QAD</i>
12:00 pm - 1:00 pm	<b>Lunch Break</b>	

1:00 pm - 2:30 pm	<b>Session 9: M&amp;E Reports for the MATATAG Curriculum Training</b>	<i>Vivien R. De Guzman EPS, HRDD</i>
2:30 pm - 3:00 pm	<b>Clearing House</b>	
3:30 pm - 4:00 pm	<b>End Program Evaluation</b>	
4:00 pm - 5:00 pm	<b>Closing Program</b>	<i>Program Management Team</i>

Enclosure No. 2 of RM No. \_\_\_\_\_, s. 2024

**PROGRAM MANAGEMENT TEAM**

<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>	<b>OFFICE/SDO</b>
1	Dinah C. Bonao	Chief Education Supervisor	HRDD-NEAP R
2	Oscar P. Flores	Chief Education Supervisor	QAD
3	Kathleen Mae M. Bautista	SEPS	HRDD
4	Nedel Joyce Christine C. Libunao	EPS II	HRDD
5	Manuel M. Tanguilig Jr.	ADAS I	QAD

**LIST OF RESOURCE PERSONS**

<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>	<b>OFFICE/SDO</b>
1	Liezl P. Mique	EPS	QAD
2	Oliver F. Gutierrez	EPS	QAD
3	Francis A. Domingo	EPS	QAD
4	Vivien R. De Guzman	EPS	HRDD
5	Nedel Joyce Christine C. Libunao	EPS II	HRDD
6	Nazka R. Sosmena	SEPS	SDO San Fernando City

<p><b>ORGANIZATIONAL OUTCOME</b></p>	<p>Improved quality of teachers and school leaders through the provision of relevant, responsive, integrated, and programmatic professional development aligned to the career progression system.</p>		
<p><b>INTERMEDIATE OUTCOME</b></p>	<p>Improved competence of teachers through the consistent application of learned competencies on the MATATAG Curriculum in their teaching and learning practices.</p>		
<p><b>OUTPUTS</b></p>	<p>1.1. Quality training resource packages developed and provided to intended participants</p>	<p>1.2. Quality training delivery based on the set standards implemented</p>	<p>1.3. Improved data collection and analysis</p>
<p><b>ACTIVITIES</b></p>	<p>1.1. Plan on the MATATAG Curriculum training implementation 1.2. Develop the program design and training resource package 1.3. Quality assurance of the program design and training resource package <b>1.3. Monitoring of the quality-assured training resource package</b></p>	<p>2.1. Provide training for the regional trainers 2.1.1. Administer end-of-day evaluation 2.1.2. Administer pre-test and post-test 2.2. Provide training for the division trainers <b>2.2.1. Administer end-of-day evaluation</b> <b>2.2.2. Administer pre-test and post-test</b> 2.3. Provide training for the school-based trainers 2.3.1. Administer end-of-day evaluation 2.3.2. Administer pre-test and post-test 2.4. Provide training for teachers 2.3.1. Administer end-of-day evaluation 2.3.2. Administer pre-test and post-test</p>	<p>3.1. Monitoring of regional training of division trainers <b>3.1.1. Monitoring of the actual number of participants</b> <b>3.1.2. Budget utilization monitoring</b> 3.2. Monitoring of the division training of school-based trainers 3.2.1. Monitoring of the actual number of participants 3.2.2. Budget utilization monitoring 3.3. Monitoring of school-based training 3.3.1. Monitoring of the actual number of participants <b>3.4. Writing of Program Completion Reports with analysis of Levels 1 and 2</b> <b>3.5. Conduct of Evaluation (Level 3)</b> <b>3.6. Conduct of Evaluation (Level 4)</b></p>
<p><b>INPUTS</b></p>	<p>Relevant policies and guidelines, personnel services, financial resources, target participants</p>		

**Regional M&E Plan Template**

**I. Title of the Program: REGIONAL TRAINING TRAINERS ON THE MATATAG CURRICULUM**

**Brief Description of the Program:** The MATATAG Curriculum, also known as "Bansang Makabata, Balang Makabansa," introduced on January 30, 2023 is a revised basic education curriculum under the K-12 program that covers Kindergarten up to Grade 10 aiming to produce competent, job-ready, active, responsible and patriotic citizens. The curriculum has for its objectives to decongest the overcrowded curriculum, make learning competencies age-appropriate and properly sequenced in terms of progression, strengthen foundational skills like literacy and numeracy, and intensify values formation among learners.

The Curriculum shall be implemented in phases: SY 2024-2025 for Kindergarten, Grades 1, 4, and 7; SY 2025-2026 for Grades 2, 5, and 8; SY 2026-2027 for Grades 3, 6, and 9; and SY 2027-2028 for Grade 10.

In preparation for the first phase implementation, the Regional Training of Division Trainers and School Leaders on the MATATAG Curriculum (Kindergarten and Grade 1) is conducted for five days to capacitate the select trainers from the 14 Schools Division Offices on providing professional development support for teachers and school leaders, ensuring in-depth understanding of the general shape of the MATATAG Curriculum and equipping them with the necessary knowledge, skills, and competencies to effectively implement the new curriculum in the coming school year.

- II. Target Participants (based on RTIP): Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: 429 Total Fund Allocation: 5,062,200.00
- III. M&E 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
<b>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.</b>									
<i>[List activities and match numbering from the M&amp;E Results Framework]</i>	<i>[List all indicators for each activity]</i>	<b>Definition:</b> <i>[Define how the indicators will be measured]</i>  <b>Unit:</b> <i>[What is the unit of analysis... individuals, specific groups, training days, policies, degree of satisfaction?]</i>	<b>Type:</b> <i>[Output or Outcome]</i>	<b>Source:</b> <i>[Where will the information be sourced? What tool will be used to collect it?]</i>  <b>Disaggregation:</b> <i>[Additional levels of analysis that can be used for comparative purposes]</i>	<b>Collection:</b> <i>[Timing, frequency, or schedule for data collection]</i>  <b>Consolidation &amp; Analysis:</b> <i>[Timing, frequency, or schedule for data analysis]</i>  <b>Reporting:</b> <i>[Timing, frequency, or</i>	<b>Collection:</b> <i>[Who is responsible for data collection?]</i>  <b>Analysis:</b> <i>[Who is responsible for data analysis]</i>  <b>Reporting:</b> <i>[Who is responsible for reporting]</i>	<b>Limitation:</b> <i>[Measures often include limitations such as self-reporting bias, "chobaining follow-up surveys, determining demographic information, etc. Outlining limitations helps to understand the feasibility of collecting and measuring data and controlling for data quality]</i>	<i>[Usual baseline values]</i>	<i>[Define targets for each activities and indicators]</i>

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Baseline	Target
3.5. Evaluation of the MATATAG Curriculum Training (Level 4)	To determine the percentage of teachers who demonstrated improved competence on a set of knowledge and skills in implementing the MATATAG Curriculum back at their workplace.	Percentage of trained teachers who demonstrated improved competence on a set of knowledge and skills in implementing the MATATAG Curriculum back at their workplace through classroom observation.	Outcome	<b>Source:</b> Classroom observation tool IPCRF FGD, Interviews <b>Disaggregation:</b> 1. Gender 2. Geography (Region, SDO, School) 3. Position 4. Subject area taught	<b>Collection:</b> 4 <sup>th</sup> quarter of the School Year, 2024-2025 <b>Reporting:</b> Before the Start of the new SY)	<b>Collection:</b> Principal, Master Teacher <b>Consolidation &amp; Analysis:</b> SGOD-SMME, HRDD/NEAP-R <b>Reporting:</b> SGOD-SMME, HRDD/NEAP-R	<b>Attribution:</b> The improved competence of teachers cannot solely be attributed to the MATATAG Curriculum Training in the absence of experimental and control groups.	0.00	At least 80%
3.6. Evaluation of the MATATAG Curriculum Training (Level 3)	To measure the percentage of teachers who consistently apply learned competencies about the MATATAG Curriculum in their teaching-learning practices based on their WAP.	Percentage of sampled training participants who consistently apply learned competencies about the MATATAG Curriculum in their teaching-learning practices based on their WAP.	Outcome	<b>Source:</b> WAP Monitoring Tool <b>Disaggregation:</b> 1. Gender 2. Geography (Region, SDO, School) 3. Position 4. Subject area taught	<b>Collection:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> quarter of the School Year, 2024-2025 <b>Consolidation &amp; Analysis:</b> 3 <sup>rd</sup> quarter of SY <b>Reporting:</b> 4 <sup>th</sup> quarter of SY	<b>Collection:</b> Principal, Master Teacher <b>Consolidation &amp; Analysis:</b> SGOD-SMME, HRDD/NEAP-R <b>Reporting:</b> SGOD-SMME, HRDD/NEAP-R	<b>The elements of the WAP monitoring tool should capture the elements of behavioral change that resulted in consistent application of learned competencies.</b>	0.00	At least 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
<b>Output 1: Quality training resource packages developed and provided to intended participants</b>									
<b>1.3. Monitoring of the quality- assured training resource package.</b>	To determine the number of sessions that used the quality-assured training resource package	Number of sessions during the training that used the quality-assured training resource package.  Unit: Sessions	Output	Professional Development (PD) Compliance Monitoring Tool	<b>Collection:</b> Before and after the conduct of the trainings	Program Management Team	Delayed provisions of learning resources	<b>0.00</b>	About 91-100% the learning materials aligned with the purpose of methodology and participants received a copy of the learning resource materials
	To determine the number of resource speakers that attended the NTOT	Number of resource speakers during the training that attended the NTOT. To be counted, the resource speaker delivering the session should be the one who attended the 5-day NTOT.	Output	Professional Development (PD) Compliance Monitoring Tool Report on RP Checklist	<b>Collection:</b> Daily	M and E Focal	Unavailability of M & E Focal Untrained M & E Focal	<b>0.00</b>	The RP /SME executed 91-91-100 % of the indicators in the PD Program Quality Standards for Learning Management

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									
2.2.1- Administer end-of-day evaluation (Level 1)	To evaluate the level of participants' satisfaction regarding the learning environment, management, delivery, and engagement activities (Level 1: Reaction)	Average ratings in the following domains of end-of-day evaluation: 1. Program Management 2. Training venue 3. Accommodation 4. Learning Management	Output	Professional Development (PD) Compliance Monitoring Tool Consolidated End of the Day Evaluation Report per class	Collection: Daily	Program Management Team	Conflict of Administrative Commitment Power Interruption Poor Internet Connectivity Power Interruption Poor Internet Connectivity	0.00	81-90% of the Program Management indicators were implemented.  81-90% of the learning environment and venue were met.  81-90% of the learning environment and venue were met.

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Baseline	Target
2.2.2. Administer pre-test and post-test and other workshop activities. (Level 2)	To measure the number of participants with improved post-test results as compared to their pre-test (Level 2: Learning)	Number of individuals with improved post-test results as compared to their pre-test. Unit: Individuals	Output	M & E Template Report 3A: Level 2 Evaluation Results Per Class (Pre and Post)  M & E Report on Evaluation Results Per Class (Pre and Post)	<b>Collection:</b> Before and after the conduct of the training	Program Management Team	Participants are unable to take the Pre and post-test.	0.00	>50%
	To measure the number of participants that submitted workshop outputs after the sessions.	Number of individuals that submitted workshop outputs after the sessions. To be counted, the participants must ensure the submission of their workshop outputs to the learning manager. Unit: Individuals	Output	M & E Template Report 3B1: Records of the Submission of Individual Outputs per class	<b>Collection:</b> Daily	Program Management Team	Unavailability of Session Output Materials Poor Internet	0.00	81-90% Submission of Outputs
<b>Output 3: Improved data collection and analysis</b>									
3.2.1. Monitoring of the actual number of participants	Number of trainers trained on the MATATAG Curriculum Training	Number of individuals that participated in the five-day training. To be counted, the individuals	Output	Daily End of the Day Evaluation	<b>Collection:</b> Daily Attendance	Program Management Team	Late Attendees Early leavers during training	0.00	81-90 % of the actual participants of

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Baseline	Target
<b>3.2.2. Budget utilization monitoring</b>	To determine the percentage of budget utilization after the training.	The percentage of budget utilization pertains to the financial report of the utilized budget after the training.	Output	PMIS	<b>Collection:</b> Thrice (Allotment Obligation Disbursement)	Program Owner	Delayed IRR Failure of Bid No Bidder	Downloaded Funds from CO	100% Disbursement
<b>3.4. Writing of Program Completion Reports with analysis of end-of-day evaluation (Level 1) and pre-test and post-test results (Level 2)</b>	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.	Output	End Program Evaluation Results  Pretest and Posttest  Outputs of the participants per session	<b>Collection:</b> Daily End of the day evaluation  <b>Collection:</b> Before and After the conduct of the trainings  <b>Collection:</b> Daily	M and E Officer  Program Management Team  Program Management Team	Internet Connectivity, Power Interruptions, Unavailability of Resource Speakers due to unforeseeable circumstances. Non-Appearance of the target participants	0.00  0.00  0.00	2.6-3.5 Fully met all agreed standards and expectations.   >50%

IV. Action Plan

PHASES OF M&E IMPLEMENTATION	OBJECTIVE	INDICATOR	ACTIVITY	TIMELINE	OUTPUT	PERSONS RESPONSIBLE	RESOURCES	
							Fund Requirement PMP 2,000 per day (local) PMP 1,500 per day (NEARgovt. facility)	Source of Funds
Pre	To orient the regional M&E coordinators of the MATATAG Curriculum Training M&E processes and tools	No. of Regional Coordinators oriented	Online Orientation of Regional M&E Coordinators on the Monitoring and Evaluation of the MATATAG Curriculum	March 25-29, 2024	Activity Completion Report	14 SDO x 2 = 28 QAD - 7 HRDD-NEAP R - 5 FTAD - 3 CLMD - 12	N/A	N/A
During	To conduct monitoring and evaluation on the implementation of the training on the MATATAG Curriculum	No. of Classes monitored	Actual Monitoring and Evaluation (RTOT)	April 15-19, 2024	Accomplished M&E Tools	QAD - 3 FTAD - 3 HRDD-NEAP R - 3	2000 x 9pax x 5days 90,000	MATATAG Funds
			Actual Monitoring and Evaluation (DTOT)			SDO M&E Coordinators - 14 FTAD - 2 CLMD - 10 QAD - 5 HRDD - 5	2,000 x 36pax x 5 days 360,000	MATATAG Funds

			Actual Monitoring and Evaluation (SBTT)			SDO M&E Coordinators – 14 FTAD – 2 CLMD – 10 QAD – 5 HRDD - 5	2,000 x 36pax x 5 days	MATATAG Funds
Post	To analyze and interpret data collected	No. of M & E Reports analyzed and interpreted	Data Analysis		Data analysis and discussion	QAD – 7 HRDD – 8 CLMD - 10	2000 x 25pax x 3days 150,000	MATATAG Funds
	To prepare M&E reports	No. of reports duly prepared	Report Writing Coordinating meetings with HRDD and CLMD		Duly prepared M&E reports		N/A	N/A

**V. Risk Management**


To effectively address potential risks, we are to implement comprehensive management strategies. Firstly, to counter the risk of unreliable internet connectivity, we plan to leverage personal data usage to optimize online operations. Secondly, to mitigate the impact of power interruptions, all selected venues should be equipped with generators, ensuring uninterrupted activities. Additionally, to overcome potential equipment shortages, we will bring extra printers and monitoring & evaluation (M&E) supplies such as bond paper, printer ink, folders etc. Finally, in cases of insufficient budget for M&E activities, we proactively seek support funds through formal requests. These measures are designed to mitigate risks and maintain operational effectiveness.

**VI. Sustainability Measures**


To uphold sustainability within our operations, we have instituted a series of strategic measures. Firstly, we ensure the consistent provision of technical assistance, offering ongoing support to bolster capabilities and facilitate smooth progress. Secondly, rigorous monitoring and enforcement of compliance with the submission of the Work Application Plan are maintained, ensuring alignment with objectives, and fostering accountability. Additionally, meticulous planning of activities is paramount to optimize resource utilization and streamline operations. Moreover, we prioritize knowledge sharing through activities like learning conferences, fostering a culture of collaboration and innovation. Furthermore, debriefing activities are conducted to reflect on outcomes, identify lessons learned, and refine strategies for continuous improvement. These comprehensive sustainability measures underpin our commitment to long-term success and positive impact.

Reviewed by:

  
DINAH C. BONA  
CES, HRDD

  
OSCAR P. FLORES  
CES, QAD

Approved:

  
TOLENTINO G. AQUINO  
Regional Director