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Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

1 July 2024

DIVISION MEMORANDUM
No. 324 s. 2024

**ORIENTATION TO THE PROGRAM MANAGEMENT TEAM (PMT)
RE: CONDUCT OF DIVISION TRAINING OF TRAINERS (DTOT) AND SCHOOL-BASED
TRAINING OF TEACHERS (SBTT) ON THE MATATAG CURRICULUM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
Program Management Team
All Others Concerned

- In line with the Training on the MATATAG Curriculum for Teachers and School Leaders, this Office shall conduct an orientation to the Program Management Team (PMT's) in preparation for the Division Training of Trainers (DTOT) and School Based Training of Teachers (SBTT) for Kindergarten, Grade 1, Grade 4 and Grade 7 respectively.
- This activity aims to:
 - Discuss the different Terms of References of the Program Management Team as per DM 44 s. 2024
 - Familiarize and utilized the different templates required by the NEAP
 - Ensure the successful conduct of the Training Program
- The following is the schedule of the orientation to wit:

Date	Venue	Person's Involved
July 2, 2024 9:00-12:00 A.M.	SGOD Office	Zone 1, & 2 SBTT Class Managers, ICT Logistics
July 2, 2024 2:00-5:00 P.M.		Zone 3, & 4 SBTT Class Managers, Documenters, ICT Logistics
July 3, 2024 9:00-12:00 A.M.		Zone 1, & 2 DTOT Documenters SBTT Documenters
July 3, 2024 2:00-5:00 P.M.		Zone 3, & 4 DTOT Documenters SBTT Documenters,
July 4, 2024 8:00-12:00 A.M.		Zone 1 & 2-DTOT Class Managers, Documenters
July 4, 2024 2:00-5:00 P.M.		Zone 3 & 4-DTOT Class Managers, Documenters
July 5, 2024 8:00-12:00 A.M. 1:00-5:00 P.M.		Zone 1-2-DTOT M & E Coordinators Zone 3-4-SBTT M & E Coordinators




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4. The SBTT PMT's are requested to bring the Activity Proposal and Implementation Plan in the conduct of School Based Training Program.
5. Enclosed are the following:
 - A. List of SBTT PMTs
 - B. List of Masters Teachers who are assigned as Member of PMT of Virac North
 - C. List of DTOT PMTs
6. The travel expenses incurred by the participants shall be charged to school MOOE/local funds subject to the usual accounting and auditing rules and regulation.
7. For information, guidance, and compliance.

By Authority of the Schools Division Superintendent:


CECILE C. FERRO, CESO VII
Assistant Schools Division Superintendent
Officer-In-Charge

LIST OF SCHOOL-BASED TRAINING OF TEACHERS (SBTT) PROGRAM MANAGEMENT TEAMS (PMTs)

Program Management Team										
Municipality	Program Manager	Class Manager	Class Manager	Class Manager	Documentar	Documentar	ICT/Logistics	ICT/Logistics	M & E Coordinator	Secretariat/Support Staff
Baguimanoc	PSDS	Rhodela Draygas	Eva Rose Pena	Lydia Vibrice MT 4	Mym Evergestita MT 1	Genelyn Rodriguez MT 4	Ma Luz Bautista	Marina Villano	Mariel Evangelista T 8	Racel Fraygo
	PSDS in-charge of the District	MT 4	T-8	MT 4	MT 4	MT 4	MT 4	MT 4	T-8	T-8
Bani	PSDS	Regimario CE 5 Catherine B. Arilla	Regimario CE 5 Ma Jose C. Thomas	Regimario CE 5 Freelyn E. Valenciano	Salvador ES Juanita V. Nery	Rufus CE 5 Rafael T. Soran	Rufus CE 5 Jared V. Temerita	San Rafael ES Juan G. Posada	Rufus CE 5 Nancy G. Biosa	Regimario CE 5 Lorna S. Tano
	PSDS in-charge of the District	MT 8	MT 4	T-8	MT 4	T-8	MT 4	MT 4	MT 4	MT 4
Bato	PSDS	Martel O. Tain	Regina T. Pioso	Edenel V. Tenente	Cynthia V. Pioso	Alan Manio	Anne Trueta	Marcel Cabanjon	Analiza Blancia	Cynthia Pioso
	PSDS in-charge of the District	MT 4	MT 4	MT 4	MT 4	MT 4	MT 4	MT 4	MT 4	MT 4
Caramoran	PSDS	Bato CE 5	Bato CE 5	Bato CE 5	Bato CE 5	Mamawa ES	CG	Mamawa ES	Mamawa ES	Bato CE 5
	PSDS in-charge of the District	MT 4	MT 4	MT 4	T-8	MT 4	T-8	T-8	MT 4	T-8
Cibola	PSDS	Leontina D. Soriano	Evelyn T. Dea Rosa	Daniel Soriano	Roldan S. Piazon	Pamela I. Gumbat	Shyne I. Bascoy	Lea Grace Z. Arilla	Martyn O. Gut	Ma. Cara Johanna P. Aberto
	PSDS in-charge of the District	MT 4	MT 4	MT 4	T-8	MT 4	T-8	T-8	MT 4	T-8
Cognato	PSDS	Caramoran CE 5 Ma. Eliza Lantoran	Tabi ES Kathleen Jane Romera	Debbi CE 5 Carmelo Talar	Polunian ES Kirstina Arilla	Mitanga ES Elizabeth Talbot	Caramoran CE 5 Mary Ann Arilla	Cambou ES Elma Mendator	Debbi CE 5 Alan Guiberto	Talita-Mayorun ES Marian Conson
	PSDS in-charge of the District	Administrative Aide	Master Teacher	Master - 2	Administrative Officer	Master Teacher	Master Teacher 1	Bookkeeper	CGS	Master Teacher
Fandan	PSDS									
	PSDS in-charge of the District									
Panganiban	PSDS	Fa T. Balanarda	Evelyn Faustino	Guadalupe Villamor	Mary Joy Valentin	Rosalee Willet	Rosario T. Aquino	Amel Valentin	Ferrelia V. Vidler	Melissa Lara Tib
	PSDS in-charge of the District	MT 4 PCE 5	MT 4 PCE 5	MT 4 PCE 5	MT 4 Cabuyuan ES	MT 4 Cabuyuan ES	MT 4 PCE 5	MT 4 PCE 5	MT 4 PCE 5	AO 1
San Andres	PSDS	Melody B. Cimaco	Marcos T. Eno	Edith Barua	Maria S. Reyes	Martin M. Solano	Lea Villano	Sharon B. Camero	Anne S. Conner	
	PSDS in-charge of the District	MT 4	MT 4	MT 4	MT 4	MT 4	MT 4	MT 4	MT 4	
San Miguel	PSDS	Alice S. Tait	Welf Manangit	Ena Manio	Lourdes Basento	Fay King Bernat	Ma. Khroha T. Pamos	Rosa B. Aulera, Jr.	Mary Ann D. Trinidad	
	PSDS in-charge of the District	MT 4	MT 4	MT 4	T-8	MT 4	T3	T3	T3	
Viga	PSDS	Sergio ES Lea T. Piosos	Pangasinan ES Kingsley T. Jasin	Katipunan ES Salvador T. Gorrales	San Miguel CE 5 Marius T. Escamero	Mabato CE 5 Hanna A. Tain	Balibisan ES Rick IV. Tai	Mabato CE 5 Genelyn Manangit	San Juan ES Sharon T. Conne	Genelyn Durato
	PSDS in-charge of the District	MT 1	MT 1	MT 1	MT 4	MT 4	MT 4	MT 4	MT 4	MT 4
Virac North	PSDS									
	PSDS in-charge of the District									
Virac South	PSDS	Germaine D. Lumbao	Rafael T. Arcantara	Anna Liza T. Soriano	Amor D. Sales	Ma. Cecilia V. Sy	Christa T. Albarca	John Abey V. Tidon	Glenda A. Marquez	Lisurf Dominique V. Ansoy
	PSDS in-charge of the District	MT 4	MT 4	MT 4	MT 4	MT 4	T 4	T 8	T 4	Job Order
Zone 1	PSDS	Virac Central ES Johann B. Arano	Hawan ES John Oswery B. Oravit	Sta. Cruz ES Rachel M. Suarez	San Isidro Village ES Lorraine D. Taula	Balita ES Pioneer Teams	Pao San Isidro ES Judy Cabaye	Cambun ES Annie Samueto	Virac Central ES Ma Cheryl Tupac	VSD Office Bernardine Soria Jr
	PSDS in-charge of the District	MT 4 SA/VS	MT 4 SA/VS	MT 4 SA/VS	MT 4 SA/VS	MT 1	MT 4 OHG	MT 4 OHG	MT 4 OHG	MT 4 OHG
Zone 2	PSDS									
	PSDS in-charge of the District									
Zone 3	PSDS	Myra D. Acosta	Shela B. Sorsad	Flena Estroger	Marlene Diane Ojeda	Levi D. Tibar	Christine S. Trinidad	Darwin B. Ojapart	Maria Liza San Gaspar	Ma. Carol V. Arilla
	PSDS in-charge of the District	Tr II	Tr II	Tr II	Tr I	Tr II	Tr II	Tr II	Tr II	MT 4
Zone 4	PSDS	San Vicente NMG Pame Sarmiento	Panganiban NMG Joy I. Sabana	Tinago NMG John Mark Bagadising	Viga PCHG John Carlo Lucero	Tambogunan NMG Darwyn G. Reyes	PRNG-CC Of Basciza	San Jose (Coc) NMG Rowena Y. Ferrer	Bugas NMG Eva B. Biam	Baguimanoc PCHG Cristina D. Ojeda
	PSDS in-charge of the District	MT 4	MT 4	MT 4	T-8	MT 4	T-8	T-8	MT 4	AO 1
		PSAT	CRD-G	CSF	Damao NMG	PSAT	PSAT	CRD-G	CRD-G	CRD-G



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Schools Division Office of Catanduanes
VIRAC NORTH DISTRICT
Virac, Catanduanes

**List of Master Teachers who are assigned as member of PMT during the SBTT in MATATAG
June 22-26, 2024**

Name /Position	School	Grade Assignment as PMT
1 Rosalina T. Tupas, MT-I	Virac Pilot ES	Kinder & Grade 1
2 Marielito S. Tabuzo, MT-I	Sogod Simamla ES	Kinder & Grade 1
1 Mary Joy M. Tabuzo, MT-I	JMAMES	Grade 4
2 Blessilda V. Tria, MT-I	Virac Pilot ES	Grade 4
3 Helen R. Tablizo, MT-I	Taytay ES	Grade 4

NOTE: Teacher Listed above will attend a Division Orientation of PMTs which shall be scheduled by the SDO-SGOD prior to the conduct of the SBTT.


ELIAS V. ABUNDO
Public Schools District Supervisor

LIST OF DIVISION TRAINING OF TRAINERS (DTOT) PROGRAM MANAGEMENT TEAM (PMTs)				
	Name	Position	Role	Learning Area
1.	Socorro V. Dela Rosa	SDS	Executive Committee	
2.	Cecile C. Ferro	ASDS	Executive Committee	
3.	Romel G. Petajen	Chief, CID	Overall Learning Expert	
4.	Mary Jean S. Romero	Chief, SGOD	Overall Program Manager	
5.	Carol P. Gil	SEPS-HRD	Program Manager	All
6.	Elizabeth S. Urbano	EPS-II/HRD	Class Manager	Filipino
7.	Jogene Alily San Juan	SDO-CID	IT/Logistics	All
8.	Sheryl U. Lita	Head Teacher II	M & E Coordinator	All
9.	Rodel Tayo	Head Teacher II	M & E Coordinator	All
10.	Novy Borja	SDO- SGOD	Support Staff	All
11.	Jenny Cabrera	Head Teacher III	Class Manager/Participant	Science
12.	Charena P. Villegas	Head Teacher III	Class Manager/Participant	AP
13.	Anabelle Tendenilla	Head Teacher III	Class Manager/Participant	English
14.	Ramil S. Antonio	Head Teacher III	Class Manager/Participant	TLE
15.	Vernie Robles	Head Teacher III	Class Manager/Participant	ESP
16.	Cynthia Sorra	Head Teacher III	Class Manager/Participant	MAPEH
17.	Erlywyn Ocfemia	Head Teacher III	Class Manager/Participant	Math
18.	Imaculate T. Latorre	EPS-II/SocMobNet	Overall Documenter	All
19.	Lalaine Gonzales	Head Teacher III	Documenter/Participant	Filipino, Math, & Science
20.	Jane Tuplano	Head Teacher III	Documenter/Participant	MAPEH, ESP, TLE
21.	Slaj S. Sumalde	Head Teacher III	Documenter/Participant	English, AP
22.	Jhon Paulo T. Gianan	Teacher III	Logistics/Secretariat/Support Staff	All Learning Areas
23.	Sharon T. Castilla	Teacher III	Class Manager	G-1
24.	Jekyll Kerr Bonavente	Maysuram ES	Logistics/Secretariat/Support Staff	All Learning Areas
25.	Jessa F. Purcil	Teacher III	Class Manager	Science
26.	Teresa T. Camu	Head Teacher III	Class Manager, Participant	AP
27.	Loraine T. Chiong	Head Teacher III	Class Manager, Participant	English
28.	Ava Dorren Mahilum	Head Teacher III	Class Manager, Participant	TLE
29.	Rheena Vargas	Head Teacher III, Participant	Class Manager, Participant	Filipino
30.	Joseph Randy D. Brusola	Head Teacher III	Class Manager, Participant	MAPEH
31.	Ma. Elizabeth Abrasaldo	Head Teacher III	Class Manager, Participant	Math

32.	Jessica Barro	Head Teacher III	Documenter, Participant	English, AP, & Science
33.	Romel Del Barrio	Head Teacher III	Documenter	Filipino, Math
34.	Jincky Mae F. Fernandez	Head Teacher III	Documenter, Participant	MAPEH, ESP, EPP
35.	Efren Gurrobat	Head Teacher III	Logistics/ICT, Participant	English, Math, & Science
36.	Jocelyn O. Rima	Head Teacher III	Logistics/ICT, Participant	Math
37.	Alma Villaflor	Head Teacher III	Logistics/ICT, Participant	MAPEH, ESP, EPP
38.	May Ann Sapaula	CID Staff	Logistics/Secretariat/Support Staff	All Learning Areas
39.	Jenelyn Del Barrio	ADA VI	Logistics/Secretariat/Support Staff	All Learning Areas
40.	Ma Eliza Icaranom	Admin Aide	Logistics/Secretariat/Support Staff	All Learning Areas
41.	Alyssa Bagadiong	PDO-II	Logistics/Secretariat/Support Staff	All Learning Areas
42.	Jerome T. Borja	Administrative Aide I	Logistics/Secretariat/Support Staff	All Learning Areas
43.	Ronald Corronejo	Head Teacher II	M & E Coordinator/ICT Logistics	K
44.	Achilles Alberto	SEPS/EPS-II	M & E Coordinator	Grade 1
45.	Dianne Fritz Zafe	SPET-I	Documenter	K
46.	Nelvin Villamrtin	Teacher III	Documenter	Grade 1
47.	Jennifer Metica	ITO	ICT/Logistics	All