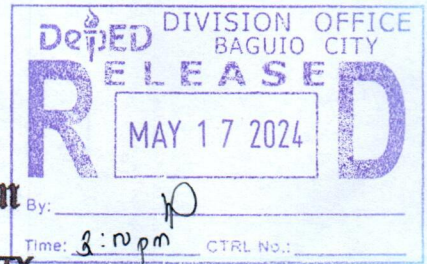




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



May 17, 2024

DIVISION MEMORANDUM
 No. 302-2024

RESCHEDULING OF PLANNING MEETING FOR THE DIVISION TRAINING OF TRAINERS (DTOT) FOR THE MATATAG CURRICULUM IMPLEMENTATION

To: Assistant Schools Division Superintendent
 CID Chief Education Program Supervisor
 CID and SGOD Personnel
 OSD Unit Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This is to inform all relevant individuals who will attend the Planning Meeting for the Division Training of Trainers (DTOT) for the MATATAG Curriculum Implementation initially scheduled on May 21 (Tuesday), 2024 has been moved to an earlier date, **May 20 (Monday), 2024**, 09:00 a.m. at the Division Office Training Hall.
2. Kindly refer to the table for the structure of the planning meeting.

Planning Meeting Guide

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|---|---|
| I. Preliminaries | |
| Prayer | Nancy B. Dumalili, PSDS |
| Attendance Verification | Sydney Shan M. Carino, EPS |
| Welcome and Statement of Agenda | Juliet C. Sannad, Chief EPS-CID |
| Message | Soraya T. Faculo, OIC-Office of the SDS |
| II. Discussion and Planning | |
| A. Status Update | |
| 1. Location and Logistics | Jovelyn T. Balantin, SEPS-HRD |
| 2. PMT & Target Participants | Sydney Shan M. Carino |
| B. Monitoring & Evaluation | Asuncion C. Saguid, SEPS-SMME |
| C. Documentation | Sydney Shan M. Carino |
| D. Training Sessions and Materials to be Prepared | Juliet C. Sannad, Chief EPS-CID |
| E. Risk Management | Sydney Shan M. Carino |
| F. Other discussions | |

3. For information and dissemination.

SORAYA T. FACULO Phd, CESO VI
 Assistant Schools Division Superintendent
 OIC – Office of the Schools Division Superintendent

CID/ICS/ssc

