



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY

June 21, 2024

**DIVISION MEMORANDUM**

No. 342-2024

**NOTICE OF MEETING:**

**DOCUMENTERS AND SECRETARIAT TEAM  
 SCHOOL-BASED TRAINING OF TEACHERS ON THE MATATAG CURRICULUM**

TO: Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In line with the preparation of the School-based Training of Teachers (SBTT) on the MATATAG Curriculum, there will be a meeting and workshop of the Documenters and Secretariat team on **June 24, 2024, 2:00 PM at the Division Office Conference Hall.**
2. The agenda in the meeting/workshop are as follows:
  - a. Presentation of terms of reference.
  - b. Orientation on the flow of the SBTT
  - c. Workshop proper

3. Participants are the following:

<b>Names</b>	<b>Position</b>	<b>Designation in the SBTT</b>
1. Paul Ellison Dumalsin	AO	Documenter- Filipino (G4 & 7)
2. Maria Suzette S. Lagasca	AO	Documenter- Grade 1
3. Engelbert Cacho	AO	Documenter- MAPEH (G 4 & 7)
4. Apple Joy T. Fortea	AO	Documenter- Kindergarten
5. Julienne Mae A. Gacutan	AO	Secretariat team
6. Rachelle D. Garcia	AO	Documenter- Math (G4 & 7)
7. Patricia Veronica B. Torres	AO	GMRC/Values Ed ( G4 & 7)
8. Sara Joy F. Sebastian	PDO	EPP/TLE – (G4 & 7)
9. Leah Marie E. Calabias	PDO	Lead Documenter
10. Catalina A, Lomasok	AO	English – G4 & 7
11. Aira Mae L. Ongngad	PDO	Science- G4 & 7
12. Sherielyn B. Mayao	PDO	Araling Panlipunan- G4 & 7
13. Lily Mabalot	Librarian	Secretariat
14. Phoebe Navarette	Librarian	Secretariat
15. Jacqueline Placido	Librarian	Secretariat
16. Samuel Bab-anga	EPS-II	Lead Secretariat

4. School heads are requested to excuse the participants for the team to fully participate and perform their duties in the conduct of the SBTT.
5. Immediate dissemination and strict compliance with this Memorandum is directed.

**SORAYA T. FACULO PhD, CESO VI**  
 OIC- Schools Division Superintendent

