



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

July 25, 2024

DIVISION MEMORANDUM
No. 357, s. 2024

**PARTICIPATION TO CY 2024 THIRD AND FOURTH QUARTER
REBUZZ @ DEPED ROV**

To: Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/ In-Charge of the Districts
Public Elementary and Secondary School Heads
SDO Unit/ Section Heads
Identified Participants
All Others Concerned

1. In reference to Regional Memorandum No. 00781, s. 2024, the schedule for the conduct of CY 2024 Quarterly REBUZZ @ DEPED ROV for the Third and Fourth Quarter of CY 2024 is as follows:

Event/ Activity	Date	Venue
CY 2024 Third Quarter REBUZZ @ DEPED ROV	August 22, 2024	NEAP R5 Hall, DepEd RO V,
CY 2024 Fourth Quarter REBUZZ @ DEPED ROV	October 17, 2024	Rawis, Legazpi City

2. By embodying the MATATAG Agenda, this research paper presentation through the said activity aims to:

- Support the department in addressing basic education learning gaps by presenting research studies anchored towards fulfilling the MATATAG Agenda;
- Showcase and present opportunities to communicate the completed research paper to varied interest audience;
- Raise the research levels to quality standards and promote a wide range of research, from basic research to cutting-edge research;
- Manage research effectively and actively incorporating results of external evaluations with a view to improving the quality research and extending the priorities of the department across the six themes; and
- Provide guidance to DepEd and its stakeholders in conducting education research and utilizing research results to inform the Department's planning, policy, and program development.

3. Additionally, the activity influences the successes and evidence-based insights from various educational reforms and initiates to enhance research mechanisms. This strategy builds on established progress to drive further improvements in the field.



San Roque, Virac, Catanduanes
052-8114033
catanduanes@deped.gov.ph
www.dpedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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

4. The participants from this Division are the following:

Third Quarter

Name of Participants	Position/ Designation	Name of School/ Office
Ronald R. Refre	School Principal II	Pandan SAT
Janegrace T. Tesorero	Teacher III	Maygnaway NHS
Bernadette T. Tabor	Teacher III	Katipunan ES
Floren P. Clavo	SEPS	SGOD-PRU

Fourth Quarter

Name of Participants	Position/ Designation	Name of School/ Office
Irene T. Aguilar	Head Teacher I	Tubli NHS
Joan G. Rodulfo	Master Teacher II	Genitligan ES
Javine M. Tolledo	SPET III	Catanduanes NHS
Floren P. Clavo	SEPS	SGOD-PRU

5. Travel expenses, accommodation, and other incidental expenses of the participants shall be charged from the school/ division local funds/ MOOE.
6. Widest dissemination of this memorandum to all concerned is hereby enjoined.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SGOD/fpc/CY 3rd and 4th rebuzz@depedrov
July 26, 2024



San Roque, Virac, Catanduanes
052-8114022
catanduanes@deped.gov.ph
www.depdrovocatanduanes.com / www.catanduanes.deped.gov.ph



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


July 26, 2024

DIVISION MEMORANDUM
No. 355 s. 2024

SUBMISSION OF PROGRAM COMPLETION REPORT ON THE SCHOOL-BASED TRAINING OF TEACHERS (SBTT) ON THE MATATAG CURRICULUM

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

1. In regards to the recently concluded School-based Training of Teachers (SBTT) on the MATATAG Curriculum, this Office would like to extend the warmest congratulations to all public elementary and secondary schools on the successful conduct of this training.
2. In line with this, all Program Managers (PSDS and In-Charge-of the District) of each group (elementary-by municipality, secondary-by zone) are directed to submit a Program Completion Report.
3. The accomplished Program Completion Report must have the following *scanned* attachments:
 - Activity Proposal duly signed by the School Division Superintendent
 - Training Matrix with names of Learning Facilitators
 - Breakdown of Expenses/Purchase Request/Purchase Order
 - Daily Attendance Sheet
 - Released District/School memorandum and advisories
 - Photo Documentation
 - Daily Evaluation result/M&E analysis
 - Comparative results of pre-test and post-test
 - PD Compliance Monitoring Tool
4. Attached herewith are the templates for Program Completion Report and PD Compliance Monitoring Tool.
5. Kindly submit *clear scanned copies* of the above documents here in this link <https://bit.ly/3yhmk2n>.
6. For guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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

PROGRAM COMPLETION REPORT

Program Title:	Title of the Program/Project					
Facilitator(s):	Program Management Team 1. Juan A. Dela Cruz 2. Mica L. Reyes Learning Facilitators 1. Rico D. Santos 2. Mary Ann R. Vargas					
Location and Venue:						
Duration:	In days or hours					
Date:	Inclusive Dates					
Target Participants	Example By job group: <ul style="list-style-type: none"> ● Teachers 1-3 = 40 ● Master Teachers = 15 ● School Heads = 2 ● Supervisors = 1 ● Non-teaching personnel = 2 Total: 60					
Attendance	Male	12	Female	23	Total	35
	<i>See attached Attendance Sheet (Enclosure 1)</i>					



San Roque, Virao, Catanduanes
 052-8114063
 catanduanes@deped.gov.ph
 www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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

Executive Summary Program Objectives	
Program Schedule /Matrix/ Design	
Key Results	Key Results Area targeted: •
Resources/Materials	•
M&E Analysis	• See attached End-of-Program Evaluation Analysis



San Roque, Virao, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

<p>General Comments and Issues Encountered</p>	<p>In this section make any general comments about the program and identify any issues encountered in relation to:</p> <ul style="list-style-type: none"> ● Its delivery <ul style="list-style-type: none"> ○ ● Its management <ul style="list-style-type: none"> ○ ● Other Issues
<p>Recommendations</p>	<ul style="list-style-type: none"> ●
<p>Financial Report</p>	
<p>Program Completion Report Attachments</p>	
<p>Attachment 1</p>	<p><input checked="" type="checkbox"/> Activity Proposal signed by SDS</p>
<p>Attachment 2</p>	<p><input checked="" type="checkbox"/> Program Schedule / Training Matrix</p>
<p>Attachment 3</p>	<p><input checked="" type="checkbox"/> Breakdown of Expenses/Purchase Request/Purchase Order</p>
<p>Attachment 4</p>	<p><input checked="" type="checkbox"/> Daily Attendance Sheet</p>
<p>Attachment 5</p>	<p><input checked="" type="checkbox"/> Released memorandum and advisories</p>
<p>Attachment 6</p>	<p><input checked="" type="checkbox"/> Photo Documentation</p>
<p>Attachment 7</p>	<p><input checked="" type="checkbox"/> Daily Evaluation Result / M&E Analysis</p>
<p>Attachment 8</p>	<p><input checked="" type="checkbox"/> Comparative results of pre-test and post-test</p>
<p>Attachment 9</p>	<p><input checked="" type="checkbox"/> PD Compliance Monitoring Tool</p>



 San Roque, Virao, Catanduanes
 052-8114063
 catanduanes@deped.gov.ph
 www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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

Prepared by:

Name of Proponent/Program Owner
Position/Designation
Office

Reviewed by:

Name of Direct Supervisor/School Head/Chief
Position/Designation
Office

Recommending Approval:

CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent

Approved by:

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
National Educators Academy of the Philippines

PROFESSIONAL DEVELOPMENT (PD) COMPLIANCE MONITORING TOOL

This tool will be used by the assigned Monitoring and Evaluation Officer during the MATATAG Training. Please fill out all the fields below.

I. PROGRAM OWNER PROFILE AND PROGRAM DETAILS	
PD Program Owner:	
PD Program Manager:	
Title of the PD Program:	
Venue of the PD Program:	
Implementation Dates of the PD Program:	

MONITORING AND EVALUATION OFFICER			
<i>Name</i>	<i>Position</i>	<i>Office</i>	<i>Signature</i>



Address: Room 214, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone No.: (+632) 86337207
Email Address: neap.qad@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	Rev	01
Effectivity	Page	1 of 10



INSTRUCTIONS:

1. Put a check (/) in the box that corresponds to your observation to the program.
2. Assign the following points to each column that was selected during the monitoring.
3. Points for each column are as follows: A = 4 points; B = 3 points; C = 2 points; and D = 1 point.
4. For items with more than one indicator, compute the average to obtain a single rating.
5. All categories are considered crucial to any program, thus, weights are inapplicable.

II. PD PROGRAM MONITORING SECTION

1.0 PARTICIPANTS

Are the actual participants the same with the target participants of the program?

COLUMN A	COLUMN B	COLUMN C	COLUMN D
<input type="checkbox"/> About 91-100% of the actual participants are the target participants of the PD Program.	<input type="checkbox"/> About 81-90% of the actual participants are the target participants of the PD Program.	<input type="checkbox"/> About 51-80% of the actual participants are the target participants of the PD Program.	<input type="checkbox"/> About 50% or less of the actual participants are the target participants of the PD Program.
<input type="checkbox"/> About 91-100% of the actual participants are qualified to the selection criteria of the PD Program.	<input type="checkbox"/> About 81-90% of the actual participants are qualified to the selection criteria of the PD Program.	<input type="checkbox"/> About 51-80% of the actual participants are qualified to the selection criteria of the PD Program.	<input type="checkbox"/> About 50% or less of the actual participants are qualified to the selection criteria of the PD Program.

ADDITIONAL INFORMATION (e.g., Reasons for deviation, especially for responses made under Columns C and D.)

REMARKS



Address: Room 214, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone No.: (+632) 86337207
 Email Address: neap.qad@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	Rev	01
Effectivity	Page	2 of 10



2.0 PROGRAM DESIGN

To what extent was the delivered PD Program compliant to the quality assured PD Program Design?

COLUMN A	COLUMN B	COLUMN C	COLUMN D
<p><input type="checkbox"/> The delivered PD Program:</p> <ul style="list-style-type: none"> • fully complied with and was consistent with the quality assured PD Program Design. 	<p><input type="checkbox"/> The delivered PD Program made minimal adjustments in any of the following aspects:</p> <ul style="list-style-type: none"> • Professional Standards • Learning Objectives • Session Contents • Time Allotment • Logical Sequence • Program Methodology • Session Outputs • Workplace Application 	<p><input type="checkbox"/> There were minor revisions in the design aspects of the PD Program:</p> <ul style="list-style-type: none"> • Professional Standards • Learning Objectives • Session Contents • Logical Sequence • Program Methodology • Program Methodology • Session Outputs • Workplace Application • Time Allotment • Logical Sequence 	<p><input type="checkbox"/> There were major revisions in the design aspects of the PD Program:</p> <ul style="list-style-type: none"> • Professional Standards • Learning Objectives • Session Contents • Time Allotment • Logical Sequence • Program Methodology • Session Outputs • Workplace Application

ADDITIONAL INFORMATION (e.g., Reasons for deviation, especially for responses made under Columns C and D.)

REMARKS

3.0 RESOURCE PERSONS/SUBJECT-MATTER EXPERTS

To what extent were the resource speakers/subject-matter experts compliant to the PD Program Delivery Quality Standards?

COLUMN A	COLUMN B	COLUMN C	COLUMN D
<input type="checkbox"/> All the sessions were delivered by the resource speakers/subject-matter experts as identified RPs who attended the MATATAG Training for Trainers.	<input type="checkbox"/> Most of the sessions were delivered by the resource speakers/subject-matter experts as identified RPs who attended the MATATAG Training for Trainers. Some of the sessions were delivered by alternatives who are equally excellent (or better). NEAP was informed of the changes ahead of time.	<input type="checkbox"/> There were minor changes regarding the expected resource speakers/subject-matter experts to deliver the sessions. Almost half of the sessions were delivered by different resource speakers/subject-matter experts from those originally identified RPs who attended the MATATAG Training for Trainers. NEAP was not informed of the changes ahead of time.	<input type="checkbox"/> There were major changes regarding the expected resource speakers/subject-matter experts to deliver the sessions. More than half of the sessions were delivered by different resource speakers/subject-matter experts from those originally identified RPs who attended the MATATAG Training for Trainers. NEAP was not informed of the changes ahead of time.



Address: Room 214, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone No.: (+632) 86337207
 Email Address: neap.qad@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	Rev	01
Effectivity	Page	4 of 10



<p><input type="checkbox"/> The resource speakers/subject-matter experts executed 91-100% of the following indicators in the PD Program Quality Standards for Learning Management.</p> <p>Note: Average all the indicators met in the Standards Checklist for all the sessions.</p>	<p><input type="checkbox"/> About 81-90% of the following indicators in the PD Program Quality Standards for Learning Management were accomplished by resource speakers/subject-matter experts.</p> <p>Note: Average all the indicators met in the Standards Checklists for all the sessions.</p>	<p><input type="checkbox"/> About 51-80% of the following indicators in the PD Program Quality Standards for Learning Management were accomplished by the resource speakers/subject-matter experts.</p> <p>Note: Average all the indicators met in the Standards Checklists for all the sessions.</p>	<p><input type="checkbox"/> About 50% or less of the following indicators in the PD Program Quality Standards for Learning Management were accomplished by resource speakers/subject-matter experts.</p> <p>Note: Average all the indicators met in the Standards Checklists for all the sessions.</p>
---	---	---	--

ADDITIONAL INFORMATION (e.g. Reasons for deviation, especially for responses made under Columns C and D.)

REMARKS

4.0 LEARNING RESOURCE MATERIALS

To what extent were the LRMs compliant to the PD LRMs Quality Standards?

COLUMN A	COLUMN B	COLUMN C	COLUMN D
<input type="checkbox"/> The learning resource materials were the same as the quality assured learning materials. The program owner fully complied with the PD LRMs Quality Standards.	<input type="checkbox"/> The learning resource materials used in the PD program were different from the quality assured LRMs. The LRMs were edited to better suit the session and are still compliant to the PD LRMs Quality Standards. NEAP was informed of the changes ahead of time.	<input type="checkbox"/> About 30-50% of learning resource materials used were different to the quality assured LRMs. NEAP was not informed ahead of time regarding the changes in the LRMs.	<input type="checkbox"/> There were major changes in the learning resource materials used in the program than the quality assured LRMs. NEAP was not informed ahead of time regarding the changes in the LRMs.
<input type="checkbox"/> About 91-100% of the learning materials aligned with the purpose of the methodology of the learning design were distributed.	<input type="checkbox"/> About 81-90% of the learning materials aligned with the purpose of the methodology of the learning design were distributed.	<input type="checkbox"/> About 51-80% of the learning materials aligned with the purpose of the methodology of the learning design were distributed.	<input type="checkbox"/> About 50% or less of the learning materials aligned with the purpose of the methodology of the learning design were distributed.
<input type="checkbox"/> About 91-100% of the participants received a copy of the learning resource materials.	<input type="checkbox"/> About 81-90% of the participants received a copy of the learning resource materials.	<input type="checkbox"/> About 51-80% of the participants received a copy of the learning resource materials.	<input type="checkbox"/> About 50% or less of the participants received a copy of the learning resource materials.

ADDITIONAL INFORMATION (e.g., Reasons for deviation, especially for responses made under Columns C and D.)

REMARKS

5.0 PROGRAM MANAGEMENT

To what extent was the Program Management compliant to the PD Program Delivery Quality Standards?

COLUMN A	COLUMN B	COLUMN C	COLUMN D
<input type="checkbox"/> 91-100% of the following Program Management indicators were implemented: Note: Average all the indicators met in the Standards Checklist.	<input type="checkbox"/> 81-90% of the following Program Management indicators were implemented: Note: Average all the indicators met in the Standards Checklist.	<input type="checkbox"/> 51-80% of the following Program Management indicators were implemented: Note: Average all the indicators met in the Standards Checklist.	<input type="checkbox"/> 50% or less of the following Program Management indicators were implemented: Note: Average all the indicators met in the Standards Checklist.

ADDITIONAL INFORMATION (e.g., Reasons for deviation, especially for responses made under columns C and D.)

REMARKS

6.0 LEARNING ENVIRONMENT: FACE-TO-FACE PD PROGRAM

To what extent was the venue for the face-to-face PD Program compliant to standards?

COLUMN A	COLUMN B	COLUMN C	COLUMN D
<input type="checkbox"/> About 91-100% of the following indicators of the learning environment and venue were met. Note: Average all the indicators met	<input type="checkbox"/> About 81-90% of the following indicators of the learning environment and venue were met.	<input type="checkbox"/> About 51-80% of the following indicators of the learning environment and venue were met.	<input type="checkbox"/> About 50% or less of the following indicators of the learning environment and venue were met.



Address: Room 214, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone No.: (+632) 86337207
 Email Address: neap.qad@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	Rev	01
Effectivity	Page	7 of 10



in the Standards Checklist.	Note: Average all the indicators met in the Standards Checklist.	Note: Average all the indicators met in the Standards Checklist.	Note: Average all the indicators met in the Standards Checklist.
------------------------------------	---	---	---

ADDITIONAL INFORMATION (e.g., Reasons for deviation, especially for responses made under Columns C and D.)

REMARKS

III. SUMMARY OF FINDINGS

INSTRUCTIONS:

Calculate the average of all six (6) categories to get the overall rating for the program. Compute the average of the rating to obtain the category rating.



Address: Room 214, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone No.: (+632) 86337207
 Email Address: neap.qad@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	Rev	01
Effectivity	Page	8 of 10



1. Points for each column are as follows: A = 4 points; B = 3 points; C = 2 points; and D = 1 point.
2. For items with more than one indicator, compute the average to obtain a single rating.
3. All categories are considered crucial to any program, thus, weights are inapplicable.

INTERPRETATION PER CATEGORY:

Rating	Description
3.26 to 4.0	Fully met all agreed standards.
2.51 to 3.25	Partially met agreed standards.
1.76 to 2.50	Minimal conformance to the standards.
1.0 to 1.75	Non-conformance to the standards.

INDICATORS	Category Rating
<p>1.0 PARTICIPANTS</p> <p>Are the actual participants the same with the target participants of the PD Program?</p>	
<p>2.0 LEARNING DESIGN</p> <p>To what extent was the delivered PD Program compliant to the Detailed PD Program Design?</p>	
<p>3.0 RESOURCE PERSONS/SUBJECT-MATTER EXPERTS</p> <p>To what extent were the resource speakers and subject-matter experts compliant to the PD Program Delivery Quality Standards?</p>	
<p>4.0 LEARNING RESOURCE MATERIALS</p> <p>To what extent were the LRMs compliant to the PD LRMs Quality Standards?</p>	
<p>5.0 PROGRAM MANAGEMENT</p> <p>To what extent was the Program Management compliant to the PD Program Delivery Quality Standards?</p>	
<p>6.0 LEARNING ENVIRONMENT: FACE-TO-FACE PD PROGRAM</p> <p>To what extent was the venue for the face-to-face PD Program compliant to standards?</p>	



Address: Room 214, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone No.: (+632) 86337207
 Email Address: neap.qad@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	Rev	01
Effectivity	Page	9 of 10



