



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

20 June 2024

**DIVISION MEMORANDUM**

No. **370** s. 2024

**ADDITIONAL ACTIVITIES IN PREPARATION FOR THE DIVISION TRAINING OF SCHOOL LEADERS (DTSL) FOR MATATAG CURRICULUM**

To: **Program Management Team**  
**Learning Management Team**  
**Others Concerned**  
This Division

1. To ensure smooth conduct of the **Division Training of School Leaders (DTSL) for MATATAG Curriculum**, there will be a series of activities to be undertaken following the schedule below;

<b>Date</b>	<b>Activity</b>	<b>Persons Involved</b>	<b>Venue</b>
June 28, 2024 (Friday)	<ul style="list-style-type: none"><li>• <b>Sorting and Preparation of Training Materials</b></li></ul>	<ul style="list-style-type: none"><li>• PMT Lead</li><li>• PMT Asst Lead</li><li>• Class Advisers</li><li>• M&amp;E Associates</li></ul>	Division Office
June 30, 2024 (Day 0, Sunday)	<ul style="list-style-type: none"><li>• <b>Transport Training Materials</b></li><li>• <b>Preparation of Training Venues, Breakout Rooms and Accommodation</b></li><li>• <b>Facilitate Early Check-in of Participants</b></li></ul>	<ul style="list-style-type: none"><li>• PMT Lead</li><li>• PMT Asst Lead</li><li>• Training Managers</li><li>• Class Advisers</li><li>• M&amp;E Associates</li><li>• Technical Officers</li><li>• Welfare Associates</li><li>• LMT Lead</li><li>• LMT Asst Lead</li><li>• Learning Facilitators</li><li>• Process Observers</li></ul>	Assigned Venues






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2. Members of the Learning Management Team and Program Management Team who will be rendering services on **June 30, 2024, Sunday**, shall be entitled to one (1) day Service Credit for Teachers and one point five (1.5) days Compensatory Time Off for Non-Teaching Personnel pursuant to Civil Service Commission and Department of Budget and Management Joint-Circular No. 2, s. 2004 on Non-Monetary Renumeration for Overtime Services Rendered.
3. The participants' travel and other related expenses shall be charged to local funds/School MOOE subject to the usual accounting and auditing rules and regulations.
4. For queries regarding the training, you may contact Irish Karylle D. Monte (SEPS HRD) or Michael Mervin M. Acenas (OIC EPS II HRD) through [misor.hrd@deped.gov.ph](mailto:misor.hrd@deped.gov.ph).
5. Wide dissemination of this Memorandum is hereby enjoined.

  
**EDLBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

Encls.: As stated  
References: None  
To be indicated in the Perpetual Index  
under the following subjects:

 TRAINING  
MATATAG CURRICULUM  
SGOD, HRD-imonte



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