



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

14 Jun 2024

**DIVISION MEMORANDUM**

No. **128**, s. 2024

DOWNLOADING OF FUNDS FOR THE SCHOOL-BASED TRAINING OF TEACHERS  
ON THE MATATAG CURRICULUM FOR KINDERGARTEN,  
GRADE 1, GRADE 4, AND GRADE 7

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Please be informed that the funds for the conduct of the **School-Based Training of Teachers (SBTT) on MATATAG Curriculum for Kindergarten, Grade 1, Grade 4, and Grade 7** will be downloaded to their respective schools.

2. Per Region Memorandum HRDD-2024-009 titled **Guidelines on the Utilization of Downloaded HRD Fund for the Conduct of Trainings on the MATATAG Curriculum**, the training supplies and materials for the SPMT and the participants cost Php 300.00. Moreover, the meals of the Program Management Team (PMT), inclusive of program managers, learning managers, resource persons/learning facilitators, documenters, M&E focal/in-charge, welfare officers, secretariat, SBTT trainers, CO, Region, SDO, school M&E, and TA providers, and all participants at Php 600.00 per day for 5 days per person, broken down into:

AM Snack	:	Php 100.00
Lunch	:	Php 400.00
PM Snack	:	Php 100.00

3. The following are the needed documents for liquidation (<https://bit.ly/3RngWkl>):

**Meals**

- Approved Activity Design
- Attendance Sheets
- Payroll
- Certificate of Appearance
- Memorandum

**Supplies**

- Accomplished Canvass Form
- Purchase Request
- Inspection and Acceptance Form
- Receipt
- Memorandum



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f. Approved Activity Design

4. Expenses on meals and supplies shall be charged against the downloaded funds subject to the usual accounting and auditing rules and regulations.
5. For inquiries, contact Mr. Edward Ryan F. Gulam at 09124717150.
6. Widest dissemination of and strict compliance with this Memorandum is directed.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

CURRICULUM  
ELEMENTARY EDUCATION  
FUNDS  
KINDERGARTEN EDUCATION  
TEACHERS  
TRAINING PROGRAMS

ERFG/CID-IMS/DM – downloading of funds for the school-based training of teachers  
on the matatag curriculum for kindergarten, grade 1, grade 4, and grade 7  
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