



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

June 19, 2024

**Division Memorandum**  
 No. 229 - 2024

**DOWNLOADING OF FUNDS FOR THE CONDUCT OF SCHOOL-BASED TRAININGS ON THE MATATAG CURRICULUM**

- TO: All PSDSs  
 Bulanao Central School  
 Tabuk Central School  
 Southern Tabuk Integrated School  
 Western Tabuk Central School  
 Kalinga National High School  
 AOs/ADAs of said schools  
 All Others Concerned

1. Please be informed that the amount of **TWO MILLION ONE HUNDRED EIGHTY FIVE THOUSAND FIVE HUNDRED (2, 185, 500.00)** HRD fund shall be downloaded to host schools to cover budget requirements for the conduct of the School-Based Training of Teachers (SBTT) on the MATATAG CURRICULUM.

2. Below is the breakdown of fund/amount for your reference and guidance.

| Host schools                     | PMT Trainers<br>A | Participants k, 1,4 and 7 teachers<br>B | Total pax<br>C | No. Of days<br>D | Meals@600/pax/day<br>(=600 x c x d)<br>E | Supplies @300/pax=300xB<br>F | Total Amount to be Downloaded =E + F |
|----------------------------------|-------------------|---|----------------|------------------|--|------------------------------|--------------------------------------|
| Bulanao Central School           | 21                | 104                                     | 125            | 5                | 375,000                                  | 31,200                       | 406,200                              |
| Tabuk Central School             | 15                | 78                                      | 93             | 5                | 279,000                                  | 23,400                       | 302,400                              |
| Southern Tabuk Integrated School | 17                | 71                                      | 88             | 5                | 264,000                                  | 21,300                       | 285,300                              |
| Western Tabuk Central School     | 24                | 77                                      | 101            | 5                | 303,000                                  | 23,100                       | 326,100                              |
| Kalinga                          | 41                | 225                                     | 266            | 5                | 798,000                                  | 67,500                       | 865,500                              |

Sgod/hrtd/ambb

|                            |  |  |  |  |  |  |  |
|----------------------------|--|--|--|--|--|--|--|
| National<br>High<br>School |  |  |  |  |  |  |  |
|----------------------------|--|--|--|--|--|--|--|

3. The HRD Fund to be downloaded to School-Based Training of Teachers on the MATATAG Curriculum (SBTT) shall be used for the expenses of the training activities enumerated below:

i. 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 the participants at 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

ii. Training supplies and materials for the SPMT and the participants cost at PhP 300.00 per person.

4. Attached are the list of participants and lists of supplies and materials to be purchased for the particular training.

5. Specified below is the implementation process for SBTT:

i. HRDS shall upload to PMIS, under the SGOD account, the activities with physical and financial targets.

ii. HRDS, in collaboration with CID and other offices, including school heads involved in the conduct of SBTT, shall lead in the preparation of the School-based Training Implementation Plan for review and approval by the Schools Division Superintendent.

iii. HRDS prepares the necessary documents required for the process and approval of the conduct of the school-based training.

iv. HRDS shall submit to NEA-P/HRDD the approved conduct date for the school-based training NEAP-R/HRDD shall then submit to NEAP-CO the consolidated conduct of training.

v. HRDS shall upload the physical and financial accomplishments in the PMIS as indicated in DO 11 s 2021 titled Guidelines on the Operationalization of the PMIS.

6. Savings generated from the conduct of these activities can be utilized in providing technical assistance to the schools, conducting program implementation reviews, and other eligible activities related to the implementation of the MATATAG Curriculum.

Sgod/hrtd/ambb

7. For queries and clarifications, please contact the Human Resource Training Development in the DO and Sixto Lang-ay, DO Accountant.

8. Immediate and widest dissemination of this Memorandum is desired.

*B. Gamatero*  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent

*AO-V*

*6/19/2020*

**SUMMARY LIST OF PARTICIPANTS IN THE ELEMENTARY LEVEL OF NORTHERN TABUK DISTRICT FOR THE SCHOOL BASED TRAINING OF TEACHERS IN MATATAG CURRICULUM**

| <b>NAME OF SCHOOL</b>        | <b>NAME OF TEACHER WHO WILL TEACH KINDER FOR SY 2024-2025</b> | <b>NAME OF TEACHER WHO WILL TEACH GRADE 1 FOR SY 2024-2025</b> | <b>NAME OF TEACHER WHO WILL TEACH GRADE 4 FOR SY 2024-2025</b> |
|------------------------------|---|--|--|
| San Juan ES                  | Annie Grace P. Susor  | Armilene B. Balacang   | Toribio T. Fortez  |
| Casigayan Elementary School  | Edalyn A. Baduyen   | Marierose G. Martinez  | Rosilie E. Albano  |
| Magsaysay Elementary School  | Maria Theresa G. Bejosano                                     | Myrasol G. Bainco  | Tiza T. Bunagan  |
|                              |   | Florenda Galingan  | Lea Marie Caysoen Bulawit                                      |
|                              |   | Dianaleen Abaoag   |  |
| Basao Isla Elementary School | Mary L. Liccub  | Brenda B. Ignacio  | Harriet A. Diwag   |
| Tabuk City Central School    | Leonida P. Buston   | Josephine P. Oplay   | Juana Gacadan  |
|                              | Elena G. Diwag  | Imelda A. Dimnang  | Evangeline A. Lang-ay  |
|                              | Judilyn B. Roaquin  | Erlinda R. Ramos   | Audee P. Penalber  |
|                              | Divina P. Coandrs   | Marites P. Mejja   | Leopoldo V. Buston   |
|                              |   | Adora Divina Benta   | Karla Trinio   |
|                              |   | Eufemia M. Ducusin   | Jardine Rose B. Manalo<br>Geoffrey S. Lumbago Jr.              |
| Appas Integrated School      | Brenda S. Delin   | Russel N. Marayag  | Perlita B. Tagaca  |
|                              | Channesse Thalia Boclongan                                    | Mia Faith O. Castillejos                                       | Sheila T. Toledo   |
| San Julian Elementary School | Jernie-Ann C. Annogui   | Adeline M. Manao   | Jacque Lou M. Evangelista                                      |
| Balong Central School        | Jessamel C. Icalla  | Arlene Rose T. Gacuya  | Bernadette C. Blanza   |
|                              |   | Rochelle C. Bangayan   | Bernadeth Lunang   |
| Pantar ES                    | Charity M. Abay   | Remedios O. Segoma   | Florence C. Mamicao  |
| Laya West ES                 | Roselyn C. Wansi  | Arby Jean A. Aguilba   | Francisca B. Clemencia   |
| Cabaruan Elementary School   | Renaline R. Tengay  | Sheena A. Ringor   | Roselie-Ann M. Lapangan  |
| Burayukan ES                 | Rowena M. Diocares  | Phoebe Kim Z. Agulin   | Mary Jane D. Barnatia  |
| Bayabat Elementary School    | Elvira W. Daluson   | Carel P. Dungdungan  | Janice N. Wassig   |
| Dilag Integrated School      | Sharon P. Bitao   | Daisy Matnao   | Elizabeth P. Erang   |
|                              |   | Sheridan S. Mulag  | Ma. Theresa Bagtang  |
| Gradual Discovery ES         | Jasmin M. Wassig  | Julie O. Moilina   | Irene Joy Maruquin Chac-ip                                     |
| Laya Integrated School       | Cara B. Lagura  | May Flor S. Raton  | Rachelle D. Buslig   |
|                              |   | Geraldine Aquino   |  |
| Dilag Integrated School      | Sharon Bitao  | Sheridan Mulang  | Elizabeth Erang  |
|                              |   | Daisy Matnao   | Maria Theresa Bagtang  |
| <b>TOTAL</b>                 | <b>21</b>   | <b>29</b>  | <b>28</b>  |
| <b>GRAND TOTAL</b>           | <b>78</b>   |  |  |

PRIMARY LIST OF PARTICIPANT THE ELEMENTARY LEVEL OF EASTERN TABUK DISTRICT FOR THE SCHOOL BASED TRAINING OF TEACHERS IN MATATAG CURRICULUM

| NAME OF SCHOOL                 | NAME OF TEACHER WHO WILL TEACH KINDER FOR SY 2024-2025 | NAME OF TEACHER WHO WILL TEACH GRADE 1 FOR SY 2024-2025 | NAME OF TEACHER WHO WILL TEACH GRADE 4 FOR SY 2024-2025 |
|--------------------------------|--|---|---|
| Camp Conrado B. Balweg ES      | Jennifer M. Basyagon                                   | Jennifer M. Basyagon                                    | Rodora G. Alingag                                       |
| Tannubong Elementary School    | Denia P. Ondog   | Margielyn B. Viernes                                    | Adeline I. Pascua                                       |
| Nambaran ES                    | Nancy L. Ada-ol  | Erlinda A. Talasyong                                    | Kristle Anne D. Ruidera                                 |
|                                | Eufemia R. Ventura                                     | Isma P. Bulayang<br>Maria Cielito B. Balneg             | Tessie T. Dawigoy                                       |
| Mansanita Elementary School    | none   | Gina M. Sacgod  | Lolita C. Facali  |
| Matucnang Elementary School    | Rowena P. Chalutag                                     | Analyn M. Lumaday                                       | Melita T. Cumaldi                                       |
| Bulanao Central School         | Susan R. Gacayan                                       | Freda S. Tenedero                                       | Jeanilyne S. Asboc                                      |
|                                | Ronalyn T. Asperin                                     | Susana A. Basilio                                       | Anabelle A. Salibad                                     |
|                                | Mary Jane N. Binsay                                    | Lorna M. Galdoc   | Annielyn S. Lacuesta                                    |
|                                | Flordeliza R. Sallaya                                  | Cynthia A. Perez  | Grace R. Villaro  |
|                                | Hanelyn Vaneza A. Kibayer                              | Windy Ann J. Salibad                                    | Marilyn Bawalan   |
|                                | Messalina J. Munar                                     | Evangeline G. Ramos                                     | Claire Anne A. Buslig                                   |
|                                | Ivy L. Dulawon   | Joan O. Balingao  | Daryl D. Bayudang                                       |
|                                |  | Ruby Joy F. Casiano                                     | Roland Michael O. Asperin                               |
|                                |  | Bella B. Agustin  | Elorde A. Amangao                                       |
|                                |  | Asther P. Dawey   | Jovelyn Laggang   |
| Nenita Fortunato               | Carla Bautista   |   |   |
| Maledda IS                     | Rowena P. Chalutag                                     | Shirly Guinayen   | Gina F. Malinang  |
| Ipil IS                        | Morina Banog   | Antonia Matnao  | Myrna S. Bernardino                                     |
| San Pablo IS                   | Ofelia O. Baliwag                                      | Judy Ann L. Angngad                                     | Odessa P. Sano  |
| Lacnog IS                      | Dana K. Licab  | Maribel G. Ticnang                                      | Maricel L. Dalacnas                                     |
| Cataw Elementary School        | Marina T. Anungos                                      | Marina T. Anungos                                       | Reve F. Baydon  |
| Dananao ES                     | Genevieve Puyao  | Rommel Chac-ip  | Christy Donggui-is                                      |
| Burobor ES                     | Imelda Dinolong  | Marissa Dang-ao   | Josephine Agwayas                                       |
| Madopdop ES                    | Glory A. Layog   | Elvira A. Basingan                                      | Melendrina D. Atas                                      |
| New Balbalan Elementary School | Kathleen A. atiwag                                     | Criselda B. Corpuz                                      | Miriam B. Langngag                                      |
| Bulo East Central School       | Jenny Abaggoy  | Rosenda Calderon  | Fely Ballangan  |
|                                | Angeline Balantis                                      | Grace Taclawan  | Julie Usuquen<br>Nelda Baggas                           |
| Bulo West Elementary School    | Estella L. Salvatierra                                 | Mercy S. Butoeg   | Jojie S. Pablo  |
|                                |  | Cherry Myne L. Degay                                    |   |
| Hilltop ES                     | Dalen A. Dalacnas                                      | Lourdes A. Asiw   | Eva L. Bumangit   |
| New Bangad Elementary School   | Ramilyn Mhae R. Daliyong                               | Ramilyn Mhae R. Daliyong                                | Joan Grace B. Agpad                                     |
| Agbannawag Central School      | Marlen Madalang<br>Rhenalyn Banao                      | Brigida Cangat  | Irene Longan  |
|                                |  | Adoracion Cudal   | Bella Andres  |
|                                |  | Mirasol Tio-an  | Nova Grace Daslin                                       |

|                          |                     |                     |                     |
|--------------------------|---------------------|---------------------|---------------------|
|                          |                     | Sharon Agnaen       | Glaiza Jane Langkit |
| ES                       | Myrna T. Dalo       | Julit D. Bantiag    | Neicy B. Atayan     |
| Alalao Elementary School | Jacqueline R. Yaeng | Jacqueline R. Yaeng | Desirée T. Camangay |
| <b>Total Number</b>      | <b>30</b>           | <b>36</b>           | <b>38</b>           |
| <b>GRAND TOTAL</b>       | <b>104</b>          |                     |                     |

**SUMMARY LIST OF PARTICIPANTS IN THE ELEMENTARY LEVEL OF SOUTHERN TABUK DISTRICT FOR THE SCHOOL BASED TRAINING OF TEACHERS IN MATATAG CURRICULUM**

| NAME OF SCHOOL                 | NAME OF TEACHER WHO WILL TEACH KINDER FOR SY 2024-2025 | NAME OF TEACHER WHO WILL TEACH GRADE 1 FOR SY 2024-2025 | NAME OF TEACHER WHO WILL TEACH GRADE 4 FOR SY 2024-2025 |
|--------------------------------|--|---|---|
| Namnama Elementary School      | Bernadette A. Beleno                                   | Julia B. Wannas   | Joana D. Batilan  |
| Callagdao ES                   | Elizabeth F. Guilay                                    | Rosalin F. Bogenggeng                                   | Mae S. Bacacao  |
| Bulanao West ES                | Mary Jane B. Tawatao                                   | Joan D. Abaggoy   | Paulita B. Bucaneg                                      |
| Greenhills Elementary School   | Rovelyn B. Pagtud                                      | Elvie F. Luyo   | Valiant B. Iyadan                                       |
| Bulanao East Elementary School | Febby Iwag   | Marilou T. Saya-an                                      | Zaren Bula-ay   |
|                                | Stacy Dalwidao   | Grace Luces   | Bessie Baggayang  |
| Bulanao West Elem. School      | Mary Jane B. Tawatao                                   | Joan D. Abaggoy   | Evangeline L. Abuli                                     |
| Southern Tabuk IS              | Twinkle Sheena B. Caldingon                            | Myrna C. Umayat   | Emma F. Domatog   |
|                                |  | Josephine D. Payawal                                    | Maria G. Puyao  |
|                                | Atalyn A. Galdoc                                       | Ines P. Viloría   | Ralph B. Pacas<br>Rita G. Malaggay                      |
| Dalnacan Elementary School     | Dina Kiloy Kawili                                      | Dina Kiloy Kawili                                       | Genevieve C. Cabaog                                     |
| Magabbangon Elementary School  | Grace O. Anog  | Grace O. Anog   | Bregida L. Bungaoen                                     |
| Cudal Central school           | Maricel B. Alipio                                      | Mariceas A. Calumnag                                    | Violeta Sagasag   |
|                                |  | Jeanibian Bangibang                                     | Cathyrine Cecilio                                       |
| Mallong Elementary School      | Melanie B. Bartolome                                   | Robelyn M. Pailano                                      | Rowena Ann P. Comia-as                                  |
| BANNENG ELEMENTARY SCHOOL      | Richelle B. Lingbawan                                  | Marilyn L. Mangawit                                     | Leah B. Maiyao  |
| Calaccad Elementary School     | Melanie B. Bartolome                                   | Helen L. Comia-as                                       | Pinky Joy L. Pinading                                   |
| Addang Elementary School       | Jennifer D. Idas                                       | Jennifer D. Idas  | Leah Mae B. Dawadao                                     |
| Amlao Elementary school        | Sweden L. Liwoc  | Sweden L. Liwoc   | Letecia M. Naganag                                      |
| Suyang Elementary school       | Aldine A. Bangguiyao                                   | Gisela B. Wansi   | Marlyn B. Ga-ayon                                       |
| Binongsay Elementary School    | Victoria A. Liagao                                     | Jonah D. Banosan  | Lenny Jane Macaiba                                      |
| Balawag Central School         | Sharon C. Dumaguing                                    | Mariecris W. Wansi                                      | Christina C. Campilis                                   |
| Malin-awa Elementary School    | Brigitte T. Dulliyao                                   | Marissa B. Ao-wat                                       | Hilda A. Wawoc  |
|                                |  | Emelia S. Naganag                                       |   |
| Paligatto Elementary School    | Marietta C. Calsiyao                                   | Jennylyne D. Dumayag                                    | Mary Jane G. Gumabol                                    |
| Amlao Integrated School        | Susan A. Tumapang                                      | Rachel L. Banggawan                                     | Pacifica G. Bulatao                                     |
| <b>TOTAL</b>                   |  | <b>23</b>   | <b>22</b>   |
| <b>GRAND TOTAL</b>             |  | <b>71</b>   | <b>26</b>   |

**SUMMARY LIST OF PARTICIPANTS IN THE ELEMENTARY LEVEL OF WESTERN TABUK DISTRICT  
FOR THE SCHOOL BASED TRAINING OF TEACHERS IN MATATAG CURRICULUM**

| <b>NAME OF SCHOOL</b>        | <b>NAME OF TEACHER WHO WILL TEACH KINDER FOR SY 2024-2025</b> | <b>NAME OF TEACHER WHO WILL TEACH GRADE 1 FOR SY 2024-2025</b> | <b>NAME OF TEACHER WHO WILL TEACH GRADE 4 FOR SY 2024-2025</b> |
|------------------------------|---|--|--|
| New Tanglag ES               | Realou C.Wagsingan  | Dianalyn T.Remorin   | Arnel W. Sacayle   |
| Cabaritan Elementary School  | May F. Caole  | Jonafe B. Hortelano  | Clariza P. Fernandez   |
| Lanna ES                     | Emma Ruth R. Ramos  | Lani D. Corrales   | Carolyn B. Dulawen   |
| Calanan ES                   | Violeta R. Corong   | Susan C.Baglinit   | Cherry Ann A.Dammay  |
| Tuliao ES                    | Florencia S. Langgag  | Valerie Faith M. Alingcao                                      | Romelyn L. Abad  |
| Madapdapig ES                | Janet F. Taguitag   | Marilyn A. Taguitag  | Gemma B. Binoloc   |
| Gobgob Elementary School     | Julie Grace D. Bag-ay   | Mary Grace A. Dong-as  | Donna C. Addawi  |
| Western Tabuk CS             | Rosalina A. Dacio   | Teresita L. Banatao  | Agustin A. Fernandez   |
| Masablang ES                 | Famela D. Cabio   | Maribel D. Allig   | Mylene M. Balunos  |
| Tangbay Elementary School    | Jessica P. Gamongan   | Jessica P. Gamongan  | Marichu L.Boog   |
| Toppan Is                    | Janet B. Wagsingan  | Mae-ann A. Leocadio  | Shirley P. Abbacan   |
| Gawidan Elementary School    | Harlyn B. Estacio   | Miriam A. Barila   | Ethel B. Ducayag   |
| Pa-o Elementary School       | Arcelie G. Obar   | Lily G. Laguinday  | Anselma L. Lunang  |
| Pinagan Elementary School    | Ma Visitacion F. Donag  | Kathleen L. Gunnawa  | Rosalinda M. Argonia   |
| Balatoc Primary School       | Dianne Joyce A. Puegan  | Dianne Joyce A. Puegan   | Brenda C. Bumatnong  |
| Bantay Elementary School     | Glenda L.Pepito   | Vilma Dawing   | Desiree Sheena G Dayag   |
| Magnaon Elementary School    | Margilyn Ammogawen  | Liezel Baralin   | Jaynice Cayanan  |
| Bullaguian Elementary School | Chona B. Obal   | Gretchen B. Dangwilis  | Rema B.Wanagon   |
| Gaogao Elementary School     | Alfreda A. Pullay   | Judeline C. Fanusan  | Genevieve B. Gumayat   |
| Dupag Elementary School      | Fernandina G.Dullis   | Fernandina G.Dullis  | Floralyn D. Manadao  |
| Naneng ES                    | Ruby M. Osnar   | Rossana H. Cos-agon  | Lovely D. Mangliwan  |
| Callagan ES                  | Gema D. Sappa   | Gema D. Sappa  | Gey Amm M. Sappa   |
| Lucog ES                     | Adeline C. Cos-agon   | Jonalyn B. Mirafior  | Liza S. Carpio   |
| Bado Dangwa CS               | Lorna B. Angli  | Fillippina T.Bencan  | Venancia T Naganag   |
| Nambucayan ES                | Genevive Wingnga  | Glory E. Taguitag  | Switzee G Alos   |
| Banagan ES                   | Marlyn Awing  | Fely Waclin  | Gretchen Sappa   |
| Guilayon IS                  | Raiza Yellow S. Gasatan                                       | Mercedes L. Cammatan   | Nova Grail Paclay  |
| <b>Total Of Participants</b> | <b>27</b>   | <b>23</b>  | <b>27</b>  |
| <b>GRAND TOTAL</b>           | <b>77</b>   |  |  |



1 kit per pax shall include the following:

1 long plastic envelope with holder @120.00

6 pcs manila paper @ 30.00

1 pc mini stapler #35 @ 45.00

1 box staple wire #10 @ 20.00

20 pcs assorted colored paper @ 25.00

20 pcs bond paper @ 20.00

Eye protection goggles @ 25.00

Additional: 1 ream bond paper

5 pcs pentel pen

2 bottles pentel pen ink refill