



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

June 6, 2024

**DIVISION MEMORANDUM**

No. 171 s. 2024

**COORDINATION MEETING WITH THE SCHOOL-BASED TRAINING OF  
TRAINERS (SBTT) ON THE MATATAG CURRICULUM CLUSTER  
FUND COORDINATORS WITH THE SCHOOL/DISTRICT  
BOOKKEEPERS FOR THE DOWNLOADING OF SBTT FUND**

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

1. In preparation for the upcoming School-Based Training of Trainers on the MATATAG Curriculum, a coordination meeting with the Cluster Fund Coordinators together with the School/District Bookkeepers will be conducted on June 10, 2024, 9:00 AM at the Bulwagan ng mga Guro, Schools Division Office.
2. The activity aims to orient the SBTT Cluster Fund Coordinators and School/District Bookkeepers on the downloading and utilization of fund, emphasizing their crucial roles and responsibilities.
3. The participants in this activity are the **SBTT Fund Coordinators together with their School/District Bookkeepers**. Please refer to the table below:

<b>Cluster</b>	<b>SBTT Fund Focal Person</b>	<b>School</b>
Cluster I	Evelyn Dela Torre	Allen CS
Cluster II	Ma. Riza Erenia	Lavezares CS
Cluster III	Ramir Castillo	San Luis ES
Cluster IV	Ramon Tenorio	Erenas ES
Cluster V	Manuel Magloyuan	San Isidro CS
Cluster VI	Jhona Gremio	Dancalan IS
Cluster VII	Ginalyn De Guia	Catarman SPED Center
Cluster VIII	Roseller Demolar	Cervantes CS
Cluster IX	Hazel Ann Diaz	Mondragon I CS
Cluster X	Francie Surio	Bantayan ES

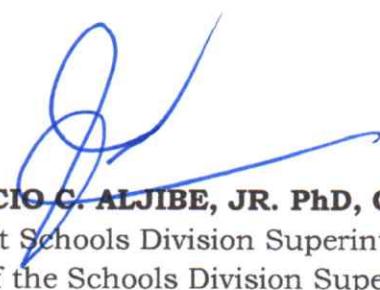


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Cluster XI	Mary Ann Tacmo	PM Geta MES
Cluster XII	Liza Espiña	Rawis CS
Cluster XIII	Alvin Rebandomia	Catubig I CS
Cluster XIV	Ritche Apolonio	Las Navas I CS
Cluster XV	Cecilia Doria	Palapag I CS
Cluster XVI	Kristina Cafe	Gamay CS

4. This Memorandum serves as the **Travel Authority** of the participants outside of the Schools Division Office.
5. Expenses relative to the conduct of this activity such as travel and other incidental expenses incurred by the participants outside of the SDO shall be charged against their respective local fund/MOOE subject to usual accounting and auditing rules and regulations.
6. For information and strict compliance of all concerned.



**GAUDENCIO C. ALJIBE, JR. PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

Enclosure: As stated

References: As stated

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

COORDINATION MEETING

SBTT

MATATAG CURRICULUM

DepEd Northern Samar  
**RELEASED**

6-6-24