



Republic of the Philippines
Department of Education
Region XIII – Caraga
Butuan City

TN: 2018-05-5710



May 11, 2018

REGIONAL MEMORANDUM

No. 263, s. 2018



**FINALIZATION OF THE PLAN FOR THE PROFESSIONAL DEVELOPMENT OF
TEACHERS, INSTRUCTIONAL LEADERS AND NON-TEACHING PERSONNEL IN
SCHOOLS DIVISIONS, SCHOOLS AND LEARNING CENTERS (PHASE 3)**

To: **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

1. In reference to Memorandum DM-CI-2018-0153, there will be a conduct of the Finalization of the Plan for the Professional Development of Teachers, Instructional Leaders and Non-Teaching Personnel in Schools Divisions, Schools, and Learning Centers on May 15-18, 2018 for VisMin Cluster in Cebu City.
2. This activity aims to consolidate the different programs, projects and activities that will feed into the Master Plan for the professional development of teachers, instructional leaders and other school-based personnel covering the period 2019-2022. Please see attached template for the HRD 5-Year Plan.
3. The regional participants for VizMin cluster are the Regional Director, Regional HRDD Chief, and Schools Division Superintendents.
4. The Division HRD 5-Year Plans shall be presented by the Schools Division Superintendents on days 1 and 2 of the said activity.
4. Expenses for board and lodging, supplies and materials, as well as the traveling expenses of NEAP-CO shall be charged to funds from the Basic Education Sector Transformation (BEST) Program. The traveling expenses of the regional participants shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum to all concerned is highly desired.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director



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Undersecretary for Curriculum and Instruction

MEMORANDUM

DM-CI-2018- 0153

To : Bureau Directors of OUCI
Director of BHROD
Director of Planning Division
Regional Directors
HRDD Chiefs
Schools Division Superintendents
All Others Concerned

FROM:


LORNA DIG-DINO

[Signature]
Undersecretary for Curriculum and Instruction

SUBJECT : Finalization of the Plan for the Professional Development of Teachers, Instructional Leaders and Non-Teaching Personnel in the Schools Divisions, Schools and Learning Centers (Phase 3)

DATE : May 7, 2018

1. The Office of the Undersecretary for Curriculum and Instruction, through the National Educators Academy of the Philippines, is conducting the Finalization of the Plan for the Professional Development of Teachers, Instructional Leaders and Non-Teaching Personnel in Schools Divisions, Schools and Learning Centers (Phase 3) on May 15-18, 2018 (VizMin Cluster) in Cebu City and May 22-25, 2018 (Luzon Cluster) in Manila. This is the last activity of the Master Plan Development held on March 14-17, 2018 and Consultation and Validation on April 24-26, 2018 both held at Crowne Plaza, Ortigas City.
2. This activity aims to consolidate the different programs, projects and activities that will feed into the Master Plan for the professional development of teachers, instructional leaders and other school-based personnel covering the period 2019-2022. This includes physical targets and budgetary requirements prepared by the Central, Regional, and Division Offices.
3. The participants are broken down as follows:

Office	Number of Participants
Vismin Cluster (May 15-18, 2018) and Luzon Cluster (May 22-25, 2018)	
OUCI	3
Directors of BCD, BLD, TEC, NEAP (2)	5
Chiefs of the Divisions/Program Focal Persons (Specialists) from BCD (2), BLD (2), TEC (2), NEAP (2), IPSEO (1), LCC (1)	10
BHROD	2

CO Planning Division	2
HRD Fund Coordinator from BCD, BLD, TEC, NEAP, IPSEO, LCC	6
Program Management (NEAP)	3
Program Management (BEST)	
Subtotal	31 + BEST
Additional Participants for VizMin Cluster (Regions 6,7,8,9,10,11,12,CARAGA, and ARMM) May 15-18, 2018	
Regional Directors	9
Regional HRDD Chiefs	9
Schools Division Superintendents	114
Subtotal	132
Additional Participants for Luzon Cluster (Regions 1,2,3,4A,4B,5,NCR,and CAR) May 22-25, 2018	
Regional Directors	8
Regional HRDD Chiefs	8
Schools Division Superintendents	107
Subtotal	123

4. Expenses for board and lodging, and supplies and materials will be borne by the Basic Education Sector Transformation (BEST) Program together with the travelling expenses of NEAP-CO. The traveling expenses of the rest of the participants shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.

5. Please take note of the schedule for checking in and out including the meals:

Cluster	May 15 (Tuesday)	May 16 (Wednesday)	May 17 (Thursday)	May 18 (Friday)
VizMin Cluster	Day 0 – Check-in	Day 1	Day 2	Check-out
	May 22 (Tuesday)	May 23 (Wednesday)	May 24 (Thursday)	May 25 (Friday)
Luzon Cluster	Day 0 – Check-in	Day 1	Day 2	Check-out

Check-in time will be on Day 0 at 3pm; first meal will be PM snacks while check- out time will be after breakfast.

6. All involved offices are enjoined to bring their Midterm and HRD 5-Year Plans, laptops, extension wires and pocket wifis. Attached is the template for the HRD 5-Year Plan. It is also requested that the Regional HRD 5-Year Plan be printed in a 5 ft. by 4 ft. tarpaulin for easier reference during the division reporting.
7. For inquiries, please email john.siena@deped.gov.ph. For confirmation of your attendance, kindly register online at <https://goo.gl/ze7kdk>.
8. Immediate dissemination of this memo is desired.

**FINALIZATION OF THE PLAN FOR THE PROFESSIONAL DEVELOPMENT
OF TEACHERS, INSTRUCTIONAL LEADERS AND NON-TEACHING PERSONNEL
IN THE SCHOOLS DIVISIONS, SCHOOLS AND LEARNING CENTERS (PHASE 3)
Vizmin Cluster (May 15-18, 2018-Cebu City); Luzon Cluster (May 22-25, 2018-Manila)**

Day/ Time	Day 0	Day 1	Day 2	
8:00 - 9:00			Cont. of the Presentation	Check out
9:00 - 10:00		Opening Program Objectives and Activity Overview		
10:00 - 10:15		Orientation re: HRD Plan	Break	
10:15 - 11:15				
11:15 - 12:00				
12:00 - 1:00		Lunch		
1:00 - 2:00		Presentation of Division HRD Plans by Regions	Synthesis	
2:00 - 3:00	Arrival and Check in		Clearing House	
3:00 - 3:15			Break	
3:15 - 4:00	Registration		Agreements and Next Steps	
4:00 - 5:00			Closing Program	
6:00 - 8:00		Dinner		
Officer of the Day		NEAP	Assigned Offices	

HRD 5-YEAR PLAN

OBJECTIVE	Raise the proficiency level of public school teachers based on the Philippine Professional Standards for Teachers (PPST)										
SUCCESS INDICATOR	In 2022, 20% of all the Philippine public school teachers have advanced from one stage to the next higher stage in the PPST										
Strategic Objective	KPI / PAPs	Physical Target					Financial Target				
		2018	2019	2020	2021	2022	2018	2019	2020	2021	2022
1. Institutionalize L and D System Compliant with the CPD Accreditation Requirements	KEY PERFORMANCE INDICATOR: Number of Research / Reports on Delivery Models										
	INTERVENTION (PAP): Prototyping of L and D Program Delivery Models / Research and Development on Learning Delivery Models and Strategies	1	1				1,325,050	4,664,300			
	a. Planning Meetings										
	KPI: Number of Meetings Conducted	1					27,000				
	b. Consultative Workshops										
	KPI: Number of Consultative Workshops Conducted	1					525,450				
	c. Benchmarking										
	KPI: Number of Benchmarking Activities Conducted	1					148,000				
	d. Writeshop (2 Parts)										
	KPI: Number of Writeshops Conducted	2					586,600				
e. Review, Finalization	1					38,000					

	and Printing / Production of Research Document									
	KPI: Number of Research Reports Produced									
	KEY PERFORMANCE INDICATOR: Number of Personnel Trained									
	INTERVENTION (PAP): Competency Development for PDCs, HRDDs, and SGODs on the L and D System							9,132,528		
	KEY PERFORMANCE INDICATOR: Number of Modules and Session Guides Developed									
2.	Sustain professional development interventions for teaching (LAC, INSET), teaching- related and non- teaching personnel	INTERVENTION (PAP): Competency Development Program for Teachers in Various Stages	1					12,832,300		
	a. Planning Meeting									
	KPI: Number of Meetings Conducted	5						36,000		
	b. Development of Data Gathering Tools / Instruments									
	KPI: Number of Tools Developed	1						396,000		
	c. Field Testing of LDNA Tools									
	KPI: Number of LDNA Tools Field Tested	1						361,000		
	d. Finalization of LDNA Tools									
	KPI: Number of LDNA	1						292,000		

	Tools Finalized									
	e. LDNA Tools Administration (4 Clusters)									
	<i>KPI: Number of LDNA Tools Administered</i>	1						5,899,000		
	f. LDNA Results Analysis									
	<i>KPI: Number of LDNA Results Analyzed</i>	1						293,250		
	g. Validation of LDNA Results									
	<i>KPI: Number of LDNA Results Validated</i>	1						1,663,900		
	h. Finalization of LDNA Report									
	<i>KPI: Number of LDNA Results Finalized</i>	1						294,500		
	i. Curriculum Development (2 Parts)									
	<i>KPI: Number of Curriculum Developed</i>	1						2,689,300		
	j. Learning Resource Package (Brochures) Development									
	<i>KPI: Number of Brochures Developed</i>	1						18,700		
	k. Launching of CPD Programs for Teachers									
	<i>KPI: Number of CPD Programs for Teachers Launched</i>	1						779,150		
	l. Post Activity Evaluation									
	<i>KPI: Number of CPD Programs for Teachers Launched</i>	1						109,500		

	KPI: Number of Activities Evaluated								
	KEY PERFORMANCE INDICATOR: Number of LDNA Reports								
	INTERVENTION (PAP): Instructional Leadership and Management Program for Master Teachers and Head Teachers	1					3,168,600	6,720,075	
	a. Planning Meetings of Program Management Team	2					18,000		
	KPI: Number of Planning Meetings Conducted								
	b. Consultative Workshop with Resource Person	1					750,000		
	KPI: Number of Consultative Workshops Conducted								
	c. Learning Needs Assessment (LNA) Tool Development	1					485,450		
	KPI: Number of LNA Tools Developed								
	d. Validation Workshop	1					1,472,600		
	KPI: Number of Workshops Conducted								
	e. Consolidation of LNA Results and Analysis	1					442,550		
	KPI: Number of LNA Results Analysis Consolidated								
	KEY PERFORMANCE INDICATOR: Number of Superintendents	60	60				8,588,000	12,035,600	

	Trained <i>INTERVENTION (PAP):</i> Superintendents Leadership Program								
	a. Preliminary Meetings <i>KPI: Number of Meetings Conducted</i>	10					90,000		
	b. Graduation Batch 3, 4 and 5 <i>KPI: Number of Participants Graduated</i>	1					2,001,800		
	c. Selection Process for Batch 6 <i>KPI: Number of Selection Activity Conducted</i>	1					1,026,200		
	d. Conduct of training Batch 6 Module 1 <i>KPI: Number of Trainings Conducted</i>	1					842,000		
	e. Conduct of training Batch 6 Module 2 <i>KPI: Number of Trainings Conducted</i>	1					952,000		
	f. Conduct of training Batch 6 Module 3 <i>KPI: Number of Trainings Conducted</i>	1					952,000		
	g. Conduct of training Batch 6 Module 4 <i>KPI: Number of Trainings Conducted</i>	1					842,000		
	h. Conduct of training Batch 6 Module 5 <i>KPI: Number of Trainings</i>	1					952,000		

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	<i>KPI: Number of Courses Reviewed and Finalized</i>								
	<i>c. Finalization of LRP</i>								
	<i>KPI: Number of LRPs Finalized</i>	1					879,000		
	<i>d. Reproduction of LRP</i>								
	<i>KPI: Number of LRP Reproduced</i>	1					100,000		
	KEY PERFORMANCE INDICATOR: Number of School Heads Trained								
	INTERVENTION (PAP): School Heads Development Program: Foundation Course	5,100					217,359,400	2,668,600	
	<i>a. LDNA and Planning</i>								
	<i>KPI: Number of LDNA and Planning Conducted</i>	1					483,400		
	<i>b. Course Review and Revision</i>								
	<i>KPI: Number of Course Reviewed and Revised</i>	1					335,000		
	<i>c. NTOT and Planning Meeting with HRDD Chiefs</i>								
	<i>KPI: Number of NTOT and Planning Meetings Conducted</i>	1					1,548,000		
	<i>d. Roll Out with Conduct of QAME</i>								
	<i>KPI: Number of Roll Out Conducted</i>	17					214,910,200		
	<i>e. Post Conference</i>								
	<i>KPI: Number of Post</i>	1					82,800		

	Conference Activities Conducted								
	KEY PERFORMANCE INDICATOR: Number of Modules and Session Guides Developed	1					2,063,750	1,919,350	
	INTERVENTION (PAP): School Heads Development Program for Senior High School Principals								
	a. Preparatory / Planning Meeting	1					3,000		
	KPI: Number of Meetings Conducted								
	b. Focus Group Discussion	2					492,000		
	KPI: Number of FGDs Conducted								
	c. Designing Workshop	1					439,750		
	KPI: Number of Designing Workshops Conducted								
	d. Resource Development	2					833,000		
	KPI: Number of Resource Development Activities Conducted								
	e. Finalization of Learning Resource Materials	1					296,000		
	KPI: Number of LRM Finalized								
	KEY PERFORMANCE INDICATOR: Number of Learning Resource Package Developed	1					1,348,500	6,581,800	
	INTERVENTION (PAP): Competency Development								

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Assessed									
c. Curriculum Development									
<i>KPI:</i> Number of Curriculum Developed	1						758,600		
d. Pilot Test									
<i>KPI:</i> Number of Curriculum Pilot Tested	1						1,041,400		
e. Review and Finalization of Modules and Session Guides									
<i>KPI:</i> Number of Modules and Session Guides Finalized	1						136,200		
f. Post Evaluation									
<i>KPI:</i> Number of Post Evaluation Activities Conducted	1						98,000		
g. Resource Package Production									
<i>KPI:</i> Number of Resource Packages Produced	1						125,000		
KEY PERFORMANCE INDICATOR: Number of Policies / Guidelines Developed	1						1,539,000	4,345,526	
INTERVENTION (PAP): Enhancement of Scholarship Processes									
a. Preparatory / Planning Meeting									
<i>KPI:</i> Number of Meetings Conducted	1						3,000		
b. Revisiting / Polishing Scholarship Policies	1						226,000		

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development of teachers	INTERVENTION (PAP):								
	KEY PERFORMANCE INDICATOR:								
	INTERVENTION (PAP):								
TOTAL		263,985,650	101,591,528						