



Republic of the Philippines
Department of Education
CARAGA REGION



October 02, 2023

REGIONAL MEMORANDUM

No. 0940, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

REVIEW AND EVALUATION OF PD PROGRAM PROPOSALS

1. The National Educators Academy of the Philippines – Quality Assurance Division (NEAP-QAD) shall conduct activities relative to review and evaluation of PD Program proposals in line with the implementation of DepEd Memorandum No. 44, series of 2023 entitled **“Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs”**.
2. The activity aims to inform and guide the PD program evaluators on the quality assurance and monitoring and evaluation training program. Specifically, it aims to:
 - a. identify the:
 - i. standards, requirements, and procedures in the design, development, delivery, and evaluation of PD programs, and
 - ii. quality assurance and monitoring and evaluation requirements and procedures;
 - b. review and evaluate PD program proposals pursuant to DM No. 44 s. 2023; and
 - c. prepare and finalize PD programs and recommendations.
3. The activity will be conducted on October 09 – 13, 2023 (inclusive of travel time) at Crown Regency Residences Guadalupe, Cebu City. Participants are advised to check in at 12:00 PM, on Monday and check out at 12:00 PM, Friday during the said activities.
4. The list of participants to the aforementioned training are the following:

No.	Name	Position/Designation
1.	Flordelisa R. Dalin, EdD	Chief, HRDD
2.	Roy S. Rele	SEPS, NEAP – Caraga
3.	Elmer Augustus F. Conde, PhD	EPS II, NEAP – Caraga
4.	Gladys S. Asis, PhD	EPS, CLMD
5.	Edmund D. Mendoza, PhD	EPS, QAD
6.	Marlyne M. Villareal	EPS, HRDD
7.	Junnah B. Tiu	MT-II/ Butuan City SDO
8.	Jennifer R. Jovita	SEPS, Surigao City SDO



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2023-10-14742

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5. Board and lodging of field participants shall be charged against the FY 2023 HRD Funds. Travel expenses and per diem of the participants shall be charged to HRD support fund/local funds subject to the usual accounting, budgeting and auditing procedures.
6. All participants are required to bring their own laptop, laptop charger, and extension cord as completion of the outputs will be accomplished in the venue. Please be reminded as well to bring maintenance medications as necessary.
7. Kindly refer to the attachments for more important details.
8. Immediate dissemination and appropriate action on this memorandum is desired.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl/s.: As stated
Reference/s: DM-OUHROD-2023-1403
To be indicated in the Perpetual Index
under the following subjects:

PROFESSIONAL DEVELOPMENT PROGRAM EVALUATION TRAINING

HRD/ea/c
10/02/2023



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-1409

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  **GLORIA M. MAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **REVIEW AND EVALUATION OF PD PROGRAM PROPOSALS**

DATE : September 13, 2023

1. The National Educators Academy of the Philippines-Quality Assurance Division (NEAP-QAD) shall conduct a series of the activities on the review and evaluation of PD program proposals in line with the implementation of DepEd Memorandum No. 44, s. 2023 titled **"Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs."**
2. The activity aims to inform and guide the PD program evaluators on the quality assurance and monitoring and evaluation of PD programs. Specifically, the participants are expected to:
 - a. identify the:
 - i. standards, requirements, and procedures in the design, development, delivery, and evaluation of PD programs; and
 - ii. quality assurance and monitoring and evaluation requirements and procedures.
 - b. review and evaluate PD program proposals pursuant to DM No. 044, s. 2023; and
 - c. prepare and finalize PD program Q recommendations.
3. The list of PD Program Evaluators (Enclosure 1) and details of the activities (Enclosure 2) are attached for reference.

DEPARTMENT OF EDUCATION
BHROD-HRDD

CRF-REVIEWED

Code # 2023-0821

By: Jehaira M. Date: 7/19/23

Activity	Date	Venue	Participants	Pax
1. Review and Evaluation of PD Program Proposals (1st Batch)	October 9-13, 2023 (inclusive of travel time)	Crown Regency Residences Guadalupe, Cebu City	NEAP-CO	10
			PD Program Evaluators	37
			TOTAL	47
2. Review and Evaluation of PD Program Proposals (2nd Batch)	October 16-20, 2023 (inclusive of travel time)	Crown Regency Residences Guadalupe, Cebu City	NEAP-CO	11
			PD Program Evaluators	42
			TOTAL	53
3. Review and Evaluation of PD Program Proposals (3rd Batch)	November 06-10, 2023 (inclusive of travel time)	Crown Regency Residences, Guadalupe, Cebu City	NEAP-CO	10
			PD Program Evaluators	38
			TOTAL	48

- Travel expenses and board and lodging of the program management team, board and lodging of participants, contingency, supplies and materials, and other miscellaneous expenses to be incurred shall be charged against the FY 2023 HRD Funds. Travel expenses and per diem of field participants (RO/SDO/School) shall be charged to HRD support fund/local funds subject to the usual accounting, budgeting, and auditing rules and regulations.
- Participants are advised to check in at 12:00 PM, on Monday and check out at 12:00 PM, Friday during the said activities. The proposed meals are as follows:

MEALS	MON	TUE	WED	THUR	FRI
Breakfast		/	/	/	/
AM Snack		/	/	/	/
Lunch	/	/	/	/	
PM Snack	/	/	/	/	
Dinner	/	/	/	/	

- For more information, kindly contact **Mr. Alvin Fulgencio, Jr. and/ or Mr. Lee Macalisang, Senior Education Program Specialists (SEPS)**, of the National Educators Academy of the Philippines (NEAP), Department of Education, Room 214, 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telefax no. (02) 8633 7207 or email at neap.qad@deped.gov.ph.
- Immediate dissemination of and compliance with this Memorandum is desired.

Copy furnished:
REVSEE A. ESCOBEDO
 Undersecretary for Operations

[NEAP/Fulgencio/Macalisang]

DEPARTMENT OF EDUCATION
 BHROD-HRDD

CRF-REVIEWED

Code # 2023-0921

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 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

By: *[Signature]*

Date: SEP 29 2023

ENCLOSURE 1: LIST OF PD PROGRAM EVALUATORS

BATCH 1

No.	NAME	POSITION/DESIGNATION	REGION	OFFICE/STATION
1	Flordelisa R. Dalin	HRDD Chief	CARAGA	HRDD / NEAP-R
2	Roy S. Rele	Senior Education Program Specialist	CARAGA	HRDD / NEAP-R
3	Elmer Augustus F. Conde	Education Program Specialist II	CARAGA	HRDD / NEAP-R
4	Junnah Tiu	Master Teacher II	CARAGA	SDO Agusan del Sur
5	Gladys Asis	Education Program Supervisor	CARAGA	CLMD
6	Edmund Mendoza	Education Program Supervisor	CARAGA	QAD
7	Marlyn Villareal	Education Program Supervisor	CARAGA	HRDD / NEAP-R
8	Jennifer R. Jovita	Senior Education Program Specialist	CARAGA	SDO Surigao City
9	Rhea B. Eden	Education Program Supervisor	NCR	HRDD / NEAP-R
10	Melvin Willy II B. Roque	Public Schools District Supervisor	NCR	SDO Valenzuela
11	Hajji R. Palmero	Chief, HRDD-NEAP	NCR	HRDD / NEAP-R
12	Lea M. Yee	Education Program Specialist II	NCR	SDO Manila City
13	Jennifer G. Medina	Education Program Specialist II	NCR	NEAP-R
14	Lydia Martin	Education Program Supervisor	NCR	QAD
15	Lucky S. Carpio	Education Program Supervisor-LRMDS	NCR	SDO Manila City
16	Amaflor C. Alde	Public Schools District Supervisor	NCR	SDO Caloocan City
17	Kathleen May Bautista	Senior Education Program Specialist	Region I	HRDD / NEAP-R
18	Dinah Bonao	HRDD Chief / NEAP-R Focal Person	Region I	HRDD / NEAP-R
19	Liezl P. Mique	Education Program Supervisor	Region I	QAD
20	Nedel Joyce Christine Catiter	Education Program Specialist II	Region I	HRDD / NEAP-R
21	Raymund Molano	Education Program Supervisor	Region I	HRDD / NEAP-R
22	Juner Windel Valdez	Education Program Supervisor	Region I	HRDD
23	Melisa G. Del Prado	Education Program Supervisor	Region I	QAD
24	Camille Grace Uy	Education Program Specialist II	Region II	HRDD / NEAP-R
25	Joy Lopez	Education Program Supervisor	Region II	HRDD / NEAP-R
26	Isidra L. Nicolas	Senior Education Program Specialist	Region II	HRDD / NEAP-R
27	Joy Soriano	Chief Education Supervisor	Region II	HRDD / NEAP-R
28	Daisy M. Doral	Education Program Supervisor	Region II	HRDD / NEAP-R
29	Melany Asuncion	Education Program Supervisor	Region II	SDO Nueva Vizcaya
30	Ronnie P. Guiloy	Education Program Supervisor	Region II	QAD
31	Jeoffrey Bernabe	Senior Education Program Specialist	Region XI	HRDD / NEAP-R
32	Maureen Ava B. Acuna	Education Program Specialist II	Region XI	HRDD / NEAP-R
33	Nermalyn Barneja	Chief Education Program Supervisor	Region XI	HRDD / NEAP-R
34	Brenda Belonio	Education Program Supervisor	Region XI	QAD
35	Maria Liza Berandoy	Education Program Supervisor	Region XI	CLMD
36	Ronnie Mercado	Education Program Supervisor	Region XI	RO-FTAD
37	Isidra Despi	Education Program Supervisor	Region XI	HRDD / NEAP-R

CRF-REVIEWED

Code # 2027-0321

1

By: Juanita M. Date: 7/19/23

Enclosure 2. INDICATIVE PROGRAM OF ACTIVITIES

REVIEW AND EVALUATION OF PD PROGRAM PROPOSALS
DepEd Ecotech Center, Cebu City, Philippines

TIME	ACTIVITY	OUTPUT	PERSON-IN-CHARGE
DAY 1 Monday	ARRIVAL, REGISTRATION, & OPENING PROGRAM Participants are expected before 1:00 p.m. at the venue (EcoTech)		Officer of the Day - Mr. Mark Alvin Cruz
1:00 - 3:00 p.m.	REGISTRATION OPENING PROGRAM - Prayer - National Anthem - Presentation of activity objectives and Program Flow - Welcome Message		RD Salustiano Jimenez
3:00 - 3:30 p.m.	Health Break		
3:30 - 4:30 p.m.	I. TEAMBUILDING II. DAY CLEARING & END-OF-DAY EVALUATION		
DAY 2 Tuesday	DISCUSSION of DM 044 S.2023		Officer of the Day - Mr. Alvin Fulgencio
8:00 - 8:30 a.m.	Preliminaries/ MOL		
8:30 - 10:00 a.m.	I. Discussion of DM 044 s. 2023 (Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs) A. Background, Scope of the policy, and QAME Framework B. The NEAP Core Programs C. Standards and Procedures for the design and development of PD programs	Clear understanding and capacitated PD program evaluators in DM 044 s. 2023	Dir. Leah Apao/ Mr. Ariel Dagar Ms. Nida Caramat Mr. Alvin Fulgencio CRF-REVIEWED Case # <u>2023-0321</u>

Juhaira M. _____ Date: _____

10:00 - 10:30 a.m.	Health Break		
10:30 a.m. - 12:00 p.m.	D. Requirements and Procedures for the QA of PD program proposals E. Standards for PD LR Materials		Mr. Alvin Fulgencio Mr. Mark Alvin Cruz
12:00 - 1:00 p.m.	Lunch		
1:00 - 2:30 p.m.	F. Standards and procedures for End-of-PD-program evaluation G. Standards and procedures for awarding of certificates for PD program engagements H. Requirements and procedures for PRC Accreditation of PD programs I. Standards and procedures for End-of-PD-program evaluation (Levels 1 and 2)		Mr. Lee Macalisang Mr. Edmer Constantino/ Ms. Sarah Jane Atienza
2:30 - 3:00 p.m.	Health Break		
3:00 - 4:30 p.m.	J. Standards and procedures on PD program delivery PMT Roles and TOR K. Standards, requirements, and procedures for Monitoring and Evaluation of PD program implementation II. Open Forum III. End-of-Day Evaluation		Mr. Mark Alvin Cruz Mr. Edmer Constantino/ Ms. Sarah Jane Atienza
Day 3 Wednesday	WORKSHOP		Officer of the Day - Mr. Edmer Constantino / Ms. Sarah Jane Atienza
8:00 - 8:30 a.m.	Preliminaries/ MOL		
8:30 a.m. - 12:00 p.m.	Review and Evaluation of PD Program Proposals submitted by DepEd CO and ROs	Pre-assessed PD Program Proposals submitted by DepEd CO and ROs	Ms. Nida Caramat Mr. Alvin Fulgencio Mr. Mark Alvin Cruz Mr. Lee Macalisang Mr. Edmer Constantino/ Ms. Sarah Jane Atienza
12:00 - 1:00 p.m.	DEPARTMENT OF EDUCATION HRDOD-HRDD		
1:00 - 5:00 p.m.	Review and Evaluation of PD Program Proposals submitted by DepEd CO and ROs Code # <u>2023-0321</u>	Pre-assessed PD Program Proposals submitted by DepEd CO and ROs	Ms. Nida Caramat Mr. Alvin Fulgencio Mr. Mark Alvin Cruz Mr. Lee Macalisang

By: Juhaira M. Date: _____

	Day Clearing & End-of-Day Evaluation		Mr. Edmer Constantino/ Ms. Sarah Jane Atienza
Day 4 Thursday	WORKSHOP		Officer of the Day - Mr. Lee Macalisang
8:00 - 8:30 a.m.	Preliminaries/ MOL		
8:30 a.m. - 12:00 p.m.	Review and Evaluation of PD Program Proposals submitted by DepEd CO and ROs	Pre-assessed PD Program Proposals submitted by DepEd CO and ROs	Ms. Nida Caramat Mr. Alvin Fulgencio Mr. Mark Alvin Cruz Mr. Lee Macalisang Mr. Edmer Constantino/ Ms. Sarah Jane Atienza
12:00 - 1:00 p.m.	Lunch		
1:00 - 5:00 p.m.	Review and Evaluation of PD Program Proposals submitted by DepEd CO and Ros	Pre-assessed PD Program Proposals submitted by DepEd CO and ROs	Ms. Nida Caramat Mr. Alvin Fulgencio Mr. Mark Alvin Cruz Mr. Lee Macalisang Mr. Edmer Constantino/ Ms. Sarah Jane Atienza
	Day Clearing & End-of-Day Evaluation		
Day 5 Friday	PRESENTATION OF OUTPUTS AND CLOSING PROGRAM		Officer of the Day - Ms. Ma. Nida Caramat
8:00 - 10:00 a.m.	I. Preliminaries II. Presentation of all Outputs	Vetted PD program QA results/ recommendations for implementation in 2024	
10:01 - 11:00 a.m.	III. Closing Program - Synthesis - Awarding of Certificates - Closing Message - End-of-Day Evaluation		
11:00 a.m. - 12:00 p.m.	Health Break and Check Out		DEPARTMENT OF EDUCATION BARRO-ARRO
12:00 ONWARDS	Travel Back		CRR-REVIEWED

Code # 2023-0321

P. Juhaira M. Date: _____