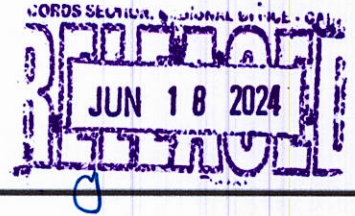




Republic of the Philippines  
Department of Education  
CARAGA REGION



June 18, 2024

REGIONAL MEMORANDUM  
No. 0599, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS  
FUNCTIONAL DIVISION CHIEFS  
This Region

CAPACITY BUILDING TRAINING AND WORKSHOP ON THE QUALITY ASSURANCE  
OF PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE CY 2024

1. There will be a regional Capacity Building Training and Workshop on the Quality Assurance of Professional Development Programs for the CY 2024 to be held on July 03 - 05, 2024. Venue of the said activity will be announced later.
2. The aim of the activity is to evaluate submitted professional development programs consistent with the required National Educators Academy of the Philippines (NEAP) quality standards.
3. Participants to this training are CLMD and HRDD Chiefs, CLMD and HRDD Education Program Supervisors, HRDD SEPS and EPS II, SGOD and CID Chiefs, SDO SEPS or EPS II and select Learning Area Supervisors.
4. Attached are the list of participants (Enclosure 1) and the Indicative Program of Activities (Enclosure 2). Participants are advised to bring their own laptops, chargers and extension cords.
5. The list of participants shall be submitted to this office via email at **caraga@deped.gov.ph** not later than June 28, 2024.
6. For further inquiries and clarification please contact Elmer Augustus F. Conde, EPS II, NEAP – Caraga through email at **elmeraugustus.conde@deped.gov.ph** and at **rneap\_caraga@deped.gov.ph**.
7. Immediate dissemination and appropriate action for this memorandum is desired.

**MARIA INES C. ASUNCION**  
Director III  
Office of the Regional Director



2024-06-09692

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| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
| Effectivity    | 02.01.23    | Page | 1 of 5 |

Encl/s.: As stated  
Reference/s: None  
To be indicated in the Perpetual Index  
under the following subjects:

## LEARNING AND DEVELOPMENT TRAINING PROGRAMS

HRDD/ea/c  
06/18/2024



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|-----------------------|-------------|-------------|--------|
| <b>Doc. Ref. Code</b> | RO-ASD-F107 | <b>Rev</b>  | 00     |
| <b>Effectivity</b>    | 02.01.23    | <b>Page</b> | 2 of 5 |

# Enclosure 1. List of Participants

| No. | Participants       | SGOD Chief | CID Chief | SEPS/ EPS II | Learning Area EPS | Total |
|-----|--------------------|------------|-----------|--------------|-------------------|-------|
| 1   | Agusan del Norte   | 1          | 1         | 1            | 1                 | 4     |
| 2   | Agusan del Sur     | 1          | 1         | 1            | 1                 | 4     |
| 3   | Bayugan City       | 1          | 1         | 1            | 1                 | 4     |
| 4   | Bislig City        | 1          | 1         | 1            | 1                 | 4     |
| 5   | Butuan City        | 1          | 1         | 1            | 1                 | 4     |
| 6   | Cabadbaran City    | 1          | 1         | 1            | 1                 | 4     |
| 7   | Dinagat            | 1          | 1         | 1            | 1                 | 4     |
| 8   | Siargao            | 1          | 1         | 1            | 1                 | 4     |
| 9   | Surigao City       | 1          | 1         | 1            | 1                 | 4     |
| 10  | Suriogao del Norte | 1          | 1         | 1            | 1                 | 4     |
| 11  | Surigao del Sur    | 1          | 1         | 1            | 1                 | 4     |
| 12  | Tandag City        | 1          | 1         | 1            | 1                 | 4     |
|     |                    |            |           |              | <b>Total</b>      | 48    |

| No. | Participants | Chief | EPS | SEPS | EPS II       | Total |
|-----|--------------|-------|-----|------|--------------|-------|
| 1   | CLMD         | 1     | 4   |      |              | 5     |
| 2   | HRDD         | 1     | 2   | 1    | 2            | 6     |
| 3   | QAD          |       | 1   |      |              | 1     |
|     |              |       |     |      | <b>Total</b> | 12    |



2024-06-09692

|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
| Effectivity    | 02.01.23    | Page | 3 of 5 |





Enclosure 2. Indicative Program of Activities

| Day and Time |                     | Topic/Activity                                                       | Resource Person or Facilitator                                   |
|--------------|---------------------|----------------------------------------------------------------------|------------------------------------------------------------------|
| Day 01       | 08:00 AM – 08:30 AM | Registration                                                         | PMT                                                              |
|              | 08:31 AM – 09:30 AM | Opening Program                                                      | PMT                                                              |
|              | 09:31 AM – 10:00 AM | Health Break                                                         | PMT                                                              |
|              | 10:01 AM – 10:30 AM | Pretest                                                              | PMT                                                              |
|              | 10:31 AM – 12:00 PM | <b>Session 1:</b> Background, Scope of the Policy and QAME Framework | <b>FLORDELISA R. DALIN, EdD</b><br>Chief, HRDD                   |
|              | 12:01 PM – 01:00 PM | Lunch Break                                                          |                                                                  |
|              | 01:01 PM – 02:00 PM | <b>Session 2:</b> The Professional Development Program Package       | <b>ROY S. RELE</b><br>SEPS, NEAP- Caraga                         |
|              | 02:01 PM – 03:00 PM | <b>Session 3:</b> PD Program Design Quality Standards                | <b>ELMER AUGUSTUS F. CONDE, PhD</b><br>EPS II, NEAP - Caraga     |
|              | 03:01 PM – 03:30 PM | Health Break                                                         | PMT                                                              |
|              | 03:31 PM – 04:30 PM | <b>Session 4:</b> Monitoring and Evaluation Plan                     | <b>MARLYNE M. VILLAREAL</b><br>EPS/Focal Person<br>NEAP – Caraga |
|              | 04:31 PM – 05:00 PM | End of Day Evaluation                                                | <b>PMT</b>                                                       |
| Day and Time |                     | Topic/Activity                                                       | Resource Person or Facilitator                                   |
| Day 02       | 08:00 AM – 08:30 AM | Management of Learning                                               | <b>PMT</b>                                                       |
|              | 08:31 AM – 09:30 AM | <b>Session 5:</b> PD LRM Quality Standards                           | <b>ELMER AUGUSTUS F. CONDE, PhD</b><br>EPS II, NEAP – Caraga     |
|              | 09:31 AM – 10:00 AM | Health Break                                                         | <b>PMT</b>                                                       |
|              | 10:01 AM – 12:00 PM | Workshop A: Review and Evaluation of Select PD Program Proposal      | <b>ELMER AUGUSTUS F. CONDE, PhD</b><br>EPS II, NEAP – Caraga     |
|              | 12:01 PM – 01:00 PM | Lunch Break                                                          | <b>PMT</b>                                                       |
|              | 01:01 PM – 02:30 PM | Continuation of Workshop A                                           | <b>ROY S. RELE</b><br>SEPS, NEAP- Caraga                         |

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2024-06-09692

|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
| Effectivity    | 02.01.23    | Page | 4 of 5 |

Certificate No.: PHP QMS  
24 93 0191

|              | 02:31 PM – 03:00 PM | Health Break                                                                                                                       |                                                                  |
|--------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
|              | 03:30 PM – 04:30 PM | Workshop B Presentation of Outputs                                                                                                 | <b>ELMER AUGUSTUS F. CONDE, PhD</b><br>EPS II, NEAP – Caraga     |
|              | 04:31 PM – 05:00 PM | End of Day Evaluation                                                                                                              | <b>PMT</b>                                                       |
| Day and Time |                     | Topic/Activity                                                                                                                     | Resource Person or Facilitator                                   |
| Day 03       | 08:00 AM – 08:30 AM | Management of Learning                                                                                                             | <b>PMT</b>                                                       |
|              | 08:31 AM – 10:00 AM | Continuation of Workshop B                                                                                                         | <b>ELMER AUGUSTUS F. CONDE, PhD</b><br>EPS II, NEAP – Caraga     |
|              | 10:01 AM – 10:30 AM | Health Break                                                                                                                       | <b>PMT</b>                                                       |
|              | 10:31 AM – 12:00 PM | <b>Session 6:</b> M and E of PD Program Implementation                                                                             | <b>MARLYNE M. VILLAREAL</b><br>EPS/Focal Person<br>NEAP – Caraga |
|              | 12:01 PM – 01:00 PM | Lunch Break                                                                                                                        |                                                                  |
|              | 01:01 PM – 03:00 PM | <b>Session 7:</b> Salient Points of DM OUHROD-2024-0427 (Guidelines on the Utilization of FY 2024 Human Resource Development Fund) | <b>FLORDELISA R. DALIN, EdD</b><br>Chief, HRDD                   |
|              | 03:01 PM – 03:30 PM | <b>Health Break</b>                                                                                                                |                                                                  |
|              | 03:31 PM – 04:00 PM | <b>Closing Program</b>                                                                                                             |                                                                  |

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| Effectivity    | 02.01.23    | Page | 5 of 5 |

Certificate No.: PHP QMS  
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