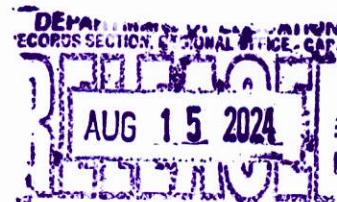




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. 9829, s. 2024

To: Schools Division Superintendents
All Others Concerned

**CAPACITY BUILDING FOR FIELD IMPLEMENTERS ON THE DESIGN,
DEVELOPMENT, AND QUALITY ASSURANCE OF SCHOOL-BASED
PROFESSIONAL DEVELOPMENT PROGRAMS**

1. The National Educators Academy of the Philippines (NEAP) will conduct a **Capacity Building for Field Implementers on the Design, Development, and Quality Assurance of School-Based Professional Development Programs**, on August 18-23, 2024 (*inclusive of travel time*) at NEAP Marikina City.
2. The main objectives of this activity are to
 - a. conduct inventory of existing Regional Office- (RO), Schools Division Office- (SDO), and School-developed professional development programs;
 - b. review results of PD needs assessment conducted across governance levels; craft a needs-based professional development plan and school-based In-Service Training (INSET) plan; and
 - c. review proposed professional development plan and INSET plan based on set quality standards.
3. Based on Memorandum DM-OUHROD-2024-1549 dated August 14, 2024, below are the identified participants for the activity:

Name	Functional Division/ SDO/School	Designation
Junnah B. Tiu	HRDD	Education Program Supervisor
Gladys S. Asis	CLMD	Education Program Supervisor
Edmund D. Mendoza	QAD	Education Program Supervisor
Sweet Loueljie A. Arcite	SGOD-HRDS	Senior Education Program Specialist
Jonathan L. Ambel	CID-Surigao del Sur	Education Program Supervisor
Rowena C. Calumpang	Villa Kananga Integrated School- Butuan City	School Principal II

Michael S. Pareja	Prosperidad National High School-Agusan del Sur	School Principal III
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4. Participants are requested to confirm their attendance through the link **<https://tinyurl.com/capbfield2024>** on or before August 16, 2024.

5. Travel expenses and per diem of field participants (Regional Office/ Schools Division Office/ School) shall be charged against the HRD support fund/local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.

6. Participants who will attend the said activity on August 21, 2024 (holiday) shall be allowed to avail of *Compensatory Time Off*, subject to existing rules and regulations and approval by their respective Offices.

7. For more information and concerns please refer to the abovementioned memorandum or contact Junnah B. Tiu, Education Program Supervisor of Human Resource Development Division (HRDD) through junnah.tiu@deped.gov.ph or at telephone number (085) 342-5969.

8. Immediate dissemination of this Memorandum is desired.

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

Encl/s.: None

Reference/s: Memorandum DM-OUHROD-2024-1549

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

PROGRAMS

TRAINING

WORKSHOPS

HRDD/jbt
08/15/2024

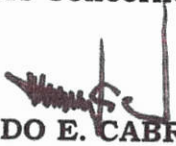


Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1549

TO : **Regional Directors**
Schools Division Superintendents
HRDD Chiefs/NEAP R Focal Persons
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development, and Administration

SUBJECT : **CAPACITY BUILDING FOR FIELD IMPLEMENTERS ON THE DESIGN, DEVELOPMENT, AND QUALITY ASSURANCE OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT PROGRAMS**

DATE : 14 August 2024

1. Pursuant to Republic Act No. 11713 otherwise known as the *Excellence in Teacher Education Act* and DepEd Order No. 011, s. 2019 titled *Implementation of the National Educators Academy of the Philippines (NEAP) Transformation*, the Department is committed to strengthen the professional development of teachers and school leaders in public schools and learning centers.
2. With the primary goal of expanding access to professional development opportunities in schools, NEAP promotes the development of evidence-informed, results-driven, standards-based training programs for teachers and school leaders, in alignment with established training standards and quality assurance mechanisms.
3. In this regard, NEAP will conduct **Capacity Building for Field Implementers on the Design, Development, and Quality Assurance of School-Based Professional Development Programs** on **18-23 August 2024** (inclusive of travel time) at **NEAP Marikina City**.
4. This capacity building activity has the following objectives:
 - a. Conduct inventory of existing Regional Office- (RO), Schools Division Office- (SDO), and School-developed professional development programs;

- b. Review results of PD needs assessment conducted across governance levels;
 - c. Craft a needs-based professional development plan and school-based In-Service Training (INSET) plan; and
 - d. Review proposed professional development plan and INSET plan based on set quality standards.
5. For reference, attached are the Daily Activity Matrix (**Enclosure 1**) and the List of Participants (**Enclosure 2**).
6. Participants are advised on the following pre-work requirements:
 - a. Submit a copy of training design of existing RO, SDOs, and school-developed PD programs.
 - b. Submit a copy of results of PD needs assessment conducted across governance levels.
 - c. The documents mentioned above shall be uploaded to this link <https://tinyurl.com/capbdesignNA2024> **on or before August 16, 2024.**
7. For confirmation of attendance, participants must register through the link <https://tinyurl.com/capbfield2024> **on or before August 16, 2024.**
8. Participants are advised to check in on **18 August 2024 (Sunday), 2:00 p.m.** and check out on **23 August 2024 (Friday), 12:00 p.m.** The meal schedule is as follows:

Meals	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		✓	✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	
PM Snacks	✓	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

9. Participants are advised to bring their own laptop and charger for the workshop.
10. Travel expenses including board and lodging of the Program Management Team and the participants, and other incidental expenses shall be charged against the HRD Funds/local funds. On the other hand, travel expenses and per diem of field participants (Regional Office/Schools Division Office/School) shall be charged against the HRD support fund/local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.
11. It is recommended that the participants who will attend the said activity on 21 August 2024 (holiday) be allowed to avail of *Compensatory Time Off* as they fulfill their roles and responsibilities in the activity, subject to existing rules and regulations and approval by their respective Offices.

12. Should you have questions and concerns, please coordinate with **Mr. Alvin Fulgencio Jr.** or **Mr. Mark Alvin Cruz**, NEAP-QAD Senior Education Program Specialists, through email neap.qad@deped.gov.ph / neap.od@deped.gov.ph or landline (02) 8633-7207.

13. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 – Daily Activity Matrix

Enclosure 2 – List of Participants

[NEAPQAD/Fulgencio/Cruz/Arguelles]

Enclosure No. 2**LIST OF PARTICIPANTS**

Name	Sex	Functional Division/School	Designation
Region I			
Juner Windel M. Valdez	M	HRDD/NEAP-R	Education Program Supervisor
Ryan E. Bantinding	M	QAD	Education Program Supervisor
Arabella May Z. Soniega	F	CID (SDO Pangasinan II)	Public Schools District Supervisor
Mark Duldulao	M	SGOD-HRDS (SDO Batac City)	Education Program Specialist II
Maria Teresita M. Gapate	F	CID (Ilocos Sur)	Education Program Supervisor
Royston F. Quidolit	M	SDO Vigan City	Head Teacher III
Rica C. Macam	F	SDO San Carlos City	School Principal III
Region II			
Joy S. Ferrer-Lopez	F	HRDD/NEAP-R	Education Program Supervisor
Ronnie Tejano	M	CLMD	Education Program Supervisor
Ronnie Guilo	M	QAD	Education Program Supervisor
Ruth Anne B. Tabios	F	SGOD-HRDS (Cauayan City)	Senior Education Program Specialist
Jay G. Gallegos	M	CID (SDO Isabela)	Education Program Supervisor
Marjorie Pillon	F	SDO Santiago City	School Principal I
Joycelle Macarilay	F	SDO Cagayan	School Principal IV
Region III			
Arnel Usman	M	HRDD/NEAP-R	Education Program Supervisor
Louise Lumanog	F	CLMD	Education Program Supervisor
Alvin Hulipas	M	QAD	Education Program Supervisor
Reygel Diaz	M	SGOD-HRDS	Senior Education Program Specialist
Mary Ruth S. Salonga	F	CID	Education Program Supervisor
Jose Carlo Tongol	M	Elementary School	Head Teacher III/OIC
Rosaline Tuble	F	High School	School Principal IV
CALABARZON			
Bryan Pobe	M	HRDD/NEAP-R	Education Program Supervisor
		CLMD	Education Program Supervisor
Emelia Aytona	F	QAD	Education Program Supervisor

Edgar Marshall Brinas	M	SGOD-HRDS	Senior Education Program Specialist
Gayle J. Malibiran	F	CID	Education Program Supervisor
Mervin C. Tortoza	M	Elementary School	School Principal
Evelyn P. Navia	F	High School	School Principal IV
MIMAROPA			
Eric G. Tenoso	M	HRDD/NEAP-R	Education Program Supervisor
		CLMD	Education Program Supervisor
Feejay A. Dimaculangan	M	QAD	Education Program Supervisor
Kyle David B. Atienza	M	SGOD-HRDS	Senior Education Program Specialist
Elizabeth T. Delas Alas	F	CID	Education Program Supervisor
		Elementary School	School Principal
		High School	School Principal
Region V			
Joe-Bren Consuelo	M	HRDD/NEAP-R	Education Program Supervisor
Teresa Buasan	F	CLMD	Education Program Supervisor
Michelle P. Pequena	F	QAD	Education Program Supervisor
Mave V. Gutierrez	F	SGOD-HRDS	Senior Education Program Specialist
Cynthia T. Montanez	F	CID	Education Program Supervisor
Ernesto Deyto	M	Elementary School	School Principal II
Sulficio C. Alferez III	M	High School	School Principal IV
Region VI			
Joven Madera	M	HRDD/NEAP-R	Education Program Supervisor
GL John Haro	M	CLMD	Education Program Supervisor
Leilanie F. Sindingan	F	QAD	Education Program Supervisor
Allan D. Bautista	M	SGOD-HRDS	Senior Education Program Specialist
Aurelio Odiong	M	CID	Education Program Supervisor
Gracia Malazarte	F	Elementary School	School Principal
Melanie Tabaculde	F	High School	School Principal III
Region VII			
Helen D. Sabino	F	HRDD/NEAP-R	Education Program Supervisor
Bryant Acar	M	CLMD	Education Program Supervisor

Sofronio D. Paragoso	M	QAD	Education Program Supervisor
Michelle Ozoa	F	SGOD-HRDS	Senior Education Program Specialist
Jeanylette C. Ayson	F	CID	Education Program Supervisor
Madelin Tinapay	F	Elementary School	School Principal
Marlon Condiconde	M	High School	School Principal
Region VIII			
Harvie Villamor	M	HRDD/NEAP-R	Education Program Supervisor
		CLMD	Education Program Supervisor
Jimmy G. Gula	M	QAD	Education Program Supervisor
Venus Questa	F	SGOD-HRDS	Senior Education Program Specialist
Annie D. Pagatpat	F	CID	Education Program Supervisor
Evelyn Napoles	F	Elementary School	School Principal
Milaner Oyo-a	M	SDO Calbayog City	School Principal III
Region IX			
Antonia B. Tayag	F	HRDD/NEAP-R	NEAP-R Focal
Rainerio Salomes	M	CLMD	Education Program Supervisor
Winston Clapano	M	QAD	Education Program Supervisor
Rambelle C. Flores	F	SGOD-HRDS (Dipolog City)	Senior Education Program Specialist
Cherilyn R. Allen	F	CID (Dipolog City)	Education Program Supervisor
Milke B. Cailing	M	SDO Sibugay	School Principal
Rodel Leyson	M	SDO Pagadian City	School Principal
Region X			
Rebecca P. Postrano	F	HRDD/NEAP-R	Education Program Supervisor
Romeo V. Balandra	M	CLMD	Education Program Supervisor
Lorie Llagas	F	QAD	Education Program Supervisor
Carmila J. Lauzon	F	SGOD-HRDS	Senior Education Program Specialist
Dindo M. Gabales	M	CID	Education Program Supervisor
Leslie C. Boles	F	SDO Misamis Oriental	School Principal
Genevieve P. Arellano	F	SDO Misamis Occidental	T3/ School In-Charge
Region XI			
Glen L. Villonez	M	HRDD/NEAP-R	Education Program Supervisor

		CLMD	Education Program Supervisor
Darly Lamentac	F	QAD	Education Program Supervisor
Evangeline Bongcac	F	SGOD-HRDS	Senior Education Program Specialist
Grace Santa T. Daclan	F	CID (SDO Davao del Norte)	Education Program Supervisor
Jean M. Del Valle	F	SDO Davao Oriental	School Principal II
Jay Ar Ronda	M	SDO Davao del Sur	School Principal
Region XII			
Dave C. Prodigio	M	HRDD/NEAP-R	Education Program Supervisor
Jay-ar S. Lipura	M	CLMD	Education Program Supervisor
Noel B. Wamar	M	CID (SDO Kidapawan City)	Education Program Supervisor
Lazaro P. Oriel	M	SGOD-HRDS (SDO Sultan Kudarat)	Senior Education Program Specialist
Maricel B. Dignadice	F	SGOD-SMME (SDO Koronadal City)	Senior Education Program Specialist
Jasper S. Ellana	M	SDO South Cotabato	Head Teacher I
Shiela G. Balbon	F	SDO General Santos City	School Principal IV
CARAGA			
Junnah Tiu	F	HRDD/NEAP-R	Education Program Supervisor
		CLMD	Education Program Supervisor
Edmund D. Mendoza	M	QAD	Education Program Supervisor
		SGOD-HRDS	Senior Education Program Specialist
		CID	Education Program Supervisor
		Elementary School	School Principal
		High School	School Principal
NCR			
Arren V. Aduan	M	HRDD/NEAP-R	Education Program Supervisor
		CLMD	Education Program Supervisor
Alfredo G. Desamparo, Jr.	M	QAD	Education Program Supervisor
Jennifer Medina	F	SGOD-HRDS	Senior Education Program Specialist
Lily T. Galangan	F	CID (SDO Malabon City)	Education Program Supervisor
Marife Villadiego	F	SDO Pasig City	School Principal
George Emanuel Martin	M	SDO Quezon City	School Principal

CAR			
Rosita C. Agnasi	M	HRDD/NEAP-R	Education Program Supervisor
Keithley S. Mente	M	CLMD	Education Program Supervisor
Ester L. Gallotan	F	QAD	Education Program Supervisor
		SGOD-HRDS	Senior Education Program Specialist
		CID	Education Program Supervisor
		Elementary School	School Principal
		High School	School Principal



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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Daily Activity Matrix

Day 0: August 18, 2024 - 2:00 onwards: Arrival, Registration, and Billeting

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
7:00 - 8:00 a.m.	Breakfast				
8:00 - 8:30 a.m.	Opening Program	MOL/Clearing House	MOL/ Clearing House	MOL/ Clearing House	MOL/ Clearing House
8:30 - 9:00 a.m.		Workshop 2: PD Planning	Workshop 3: INSET Planning	Workshop 4: Review and Evaluation of Proposed PD and School-based INSET Plan	Continuation of Workshop 5: Revision of PD and School-based INSET Plan
9:00 - 9:30 a.m.	Session 1: Professional Development Priorities				
9:30 - 10:00 a.m.					
10:00 - 10:30 a.m.	Health Break				
10:30 - 11:00 p.m.	Session 2: NEAP Core Programs	Continuation of Workshop 2: Presentation of PD Plan	Continuation of Workshop 3: INSET Planning	Continuation of Workshop 4: Review and Evaluation of Proposed PD and	Closing Program
11:00 - 11:30 p.m.					



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

11:30 - 12:00 p.m.	Workshop 1A: Inventory of RO and SDO-developed PD Programs			School-based INSET Plan	
12:00 - 1:00 p.m.	Lunch Break				
1:00 - 1:30 p.m.	Continuation of Workshop 1A: Inventory of RO and SDO-developed PD Programs	Session 4: Process of Fund Utilization	Continuation of Workshop 3: INSET Planning	Workshop 5: Revision of PD and School-based INSET Plan	
1:30 - 2:00 p.m.	Workshop 1B: Review of PD Needs Assessment Results (Mapping to the existing PD Programs)		Session 5A: Planning and Designing School-based INSET		
2:00 - 2:30 p.m.					
2:30 - 3:00 p.m.					
3:00 - 3:30 p.m.	Health Break				
3:30 - 4:00 p.m.	Session 3: Introduction to PD	Session 5B: Monitoring & Evaluation Planning	Continuation of Workshop 3: INSET		



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

4:00 - 4:30 p.m.	Planning		Planning	Continuation of Workshop 5: Revision of PD and School- based INSET Plan	
4:30 - 5:00 p.m.	<i>End-of-Day Evaluation</i>	Session 6: Quality Assurance Process and PRC Accreditation	<i>End-of-Day Evaluation</i>	<i>End-of-Day Evaluation</i>	
5:00 - 5:30 p.m.	<i>Debriefing</i>		<i>Debriefing</i>	<i>Debriefing</i>	
5:30 - 6:00 p.m.			<i>End-of-Day Evaluation</i>		
6:00 - 6:30 p.m.			<i>Debriefing</i>		

[NEAP-QAD/Lumut]