



June 18, 2019

REGIONAL MEMORANDUM
No. 301 s. 2019



**SUBMISSION OF APPLICATION FOR CPD UNITS FOR SCHOOL LEARNING ACTION CELL, SCHOOL,
DISTRICT AND SCHOOLS DIVISION OFFICES IN-SERVICE TRAININGS**

**TO: Schools Division Superintendents
Functional Division Chiefs
This Region**

1. DepEd Caraga Regional Office is deputized as the National Educators Academy of the Philippines' (NEAP's) Extension for Continuing Professional Development (CPD) Provider per Department Memorandum (DM-CI-2018-443) re: Department of Education (DepEd) Regional Offices as Extensions of the National Educators Academy of the Philippines (NEAP) with the concurrence of the Professional Regulation Commission – Professional Regulatory Board for Professional Teachers – Continuing Professional Development (PRC-PRBPT-CPD) Council released on October 30, 2018. This is to facilitate accreditation of CPD Programs/Activities by PRC.
2. To assist our teaching and teaching related personnel in obtaining CPD Units required during renewal of Teacher's Professional License, this office hereby directs all schools, districts and the 12 SDOs to apply all School/District Learning Action Cell and In-Service Trainings for Continuing Professional Development (CPD) Units 45 working days before the actual conduct of the activity.
3. Application for CPD Units shall be submitted to the Regional Office 45 working days before the actual conduct of the activity.
4. The following are the required documents for CPD Unit Application:
 - 4.1 Application Form for Accreditation of CPD Program
 - 4.2 Instructional Design
 - 4.3 Specific Objectives -Assessment Program of Activities
 - 4.4 Resume of Resource speakers
 - 4.5 Photocopy of Updated PRC License
 - 4.6 Budgetary Requirements
 - 4.7 4 pcs Documentary stamp
 - 4.8 1 pc A4 Brown Envelop
5. Relative to the preparation of required documents, the Department of Education (DepEd) Caraga Region conducted two Learning and Development activities intended to capacitate the 12 Schools Division Offices (SDOs) in applying for Continuing Professional Development Units in October and November, 2018 participated in by the R-NEAP Facilitators and Subject Specialists, Public School District Supervisors, Education Program Supervisors and School Heads. Lists of participants are attached for reference in case the SDO has not conducted the division roll-out.

HRDD3/vcn
06/18/2019

DCC No.
DepEd-RO13-F-PAU-001/RO/1-7-2019

Document Tracking No.

2019-06-8608



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph



6. Attached are documents for reference.

Enclosure 1	Application Form for Accreditation of CPD Program (sample and downloadable)
Enclosure 2	Instructional Design (sample)
Enclosure 3	Specific Objectives -Assessment Program of Activities (sample)
Enclosure 4	Budgetary Requirements (sample)
Enclosure 5	List of Participants to the Capacity Building on Designing LAC and Session Writing for R-NEAP Facilitators and Subject Specialists
Guide	
Enclosure 6	List of Participants to the Capacity Building on Designing LAC and Session Writing for PSDSs, EPSs and School Heads
Guide	

7. For inquires, email us at hrdddepd13@gmail.com or you may call or text at 09094049495.

8. Immediate and wide dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC- Regional Director

Incls: As stated

Reference: Memorandum DM-CI-2018-443 dated October 30, 2018

To be indicated in the PERPETUAL INDEX under the following subjects:

CONTINUING PROFESSIONAL DEVELOPMENT

LEARNING AND DEVELOPMENT

HRDD3/vcn
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	Professional Regulation Commission
	APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for Professional Teachers

Part I. General Information	
Name of Provider: NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES	
Accreditation No.: 2017-115	Expiration Date: December 11, 2020
Contact Person: John Arnold S. Siena	Designation: Director IV
Contact No.: 09498889501	Date of Application:
Proposed Program: ☐ Seminar ☒ Seminar/Workshop ☐ Residency Training ☐ Tours & Visits ☐ Others	
Title of the Program: WORKSHOP ON HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) FOR TRAINING PROGRAM DEVELOPERS AND IMPLEMENTERS	
Date to be offered: June 26-28, 2019	• Time / Duration:
Place / Venue: National Educators Academy of the Philippines- Region, DepEd RO, J.P. Rosales Avenue, Butuan City	No. of times program to be conducted: 1
Course Description: The Philippines is committed under international and national laws to integrate gender equality into the principles, goals and processes of Philippine Education. The Department of Education in line with its Gender and Development mandate as stipulated in 1987 Philippine Constitution, issued DepEd Order 32, s. 2017 known as Gender Responsive Basic Education Policy. Through this policy, the DepEd commits to integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination and human rights in the provision and governance of basic education. To develop a better understanding among program implementers of the Harmonized Gender and Development Guidelines as a tool in integrating gender equality and assessing gender-responsiveness in DepEd's various trainings, this workshop on HGDG is hereby proposed.	
Objectives: At the end of the activity, participants are expected to: 1. Develop better understanding of the HGDG as an analysis tool in integrating gender equality and addressing gender issues in training programs; and 2. Capacitate the program developers/implementers in the use of HGDG in assessing gender-responsiveness in training programs, projects and activities (PAPs).	
A. Target Participants / No.: 38 1. CLMD 12 2. ESSD 5 3. QAD 6 4. FTAD 3 5. HRDD 3 6. FD 2 7. ASD 4 8. PPRD 3 Total 38	Registration / Seminar Fee to be collected: FREE Charged to the Human Resource Development Fund
DTS # 2019-05-7600	SID-CPD-02 Rev. 01 July 26, 2016 Page 1 of 3

Part II. Acknowledgment	
I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented. FRANCIS CESAR B. BRINGAS, CESO V Signature Over Printed Name OIC-Regional Director Position Date: _____	SUBSCRIBED AND SWORN to before me this _____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____. _____ (Notary Public)
Part III. Action Taken	
Standards & Inspection Division – CPD: Processed by: _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date: _____ Issued by : _____
Reviewed by: OIC, Standards and Inspection Division	
<u>ACTION TAKEN BY THE CPD COUNCIL</u> ☐ ☐ ☐ Approved for _____ Credit Units Accreditation No. _____ Disapproved Deferred pending compliance _____ _____ Chairperson _____ Member _____ Member Date _____	

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM
Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph). Step 2. Fill-out Application Form and comply the required documents. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy) Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment. Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of One Thousand Pesos (P 1,000.00) per offering of the program. Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.
CHECKLIST OF REQUIREMENTS
SUPPORTING DOCUMENTS

[]	Specific course Objectives stating competencies to be gained from program
[]	Evaluation tool specific to course objectives set
[]	Program of Activities showing time/duration of topics/workshop
[]	Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any)
[]	Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit, if applicable
[]	Breakdown of expenses for the conduct of the program
Additional Requirements:	
[]	Short brown envelope for the Certificate of Accreditation
[]	One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)
Note:	
1.	Application for accreditation should be filed 45 days before the offering of the program/training.
2.	Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
3.	The period for processing the application is 45 days.
4.	If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.

BUDGETARY REQUIREMENTS

Item No.	Particular	Unit Cost	Quantity	Total
1	Meals & Snacks (P 500.00 X 38 paxs X 3 days)	P500.00	114	57,000.00
2	Resource Speaker Honorarium	15,004.63	1	15,004.63
3	Resource Speaker Transportation and Per Diem (DepEd Personnel from Surigao City)	5,000.00	2	10,000.00
4	NEAP-R Rental	4,000.00	3	12,000.00
5	Fleece Blanket (Token for Resource Speakers)	1,000.00	4	4,000.00
6	View Binder Case	250.00	8	2,000.00
7	View Binder Refill	85.00	50	4,250.00
8	Brown envelop (long)	7.00	40	280.00
9	Ball pen	10.00	40	400.00
10	Notebook	10.00	38	380.00
11	Epson L6170 (Black	480.00	1	480.00
12	Epson L6170 (Cyan	330.00	1	330.00
13	Epson L6170 (Magenta)	330.00	1	330.00
14	Epson L6170 (Blue)	330.00	1	330.00
15	Bond Paper A4	150.00	13	1,500.00
16	Canon Paper	650.00	1	650.00
17	Contingency			464.88
			TOTAL	109,399.51

Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Region XIII
J.P. Rosales Ave., Butuan City



Enclosure No. 2 to Regional Memorandum No. _____ s. 2019

I. Course/Program Title: **WORKSHOP ON HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) FOR TRAINING PROGRAM DEVELOPERS AND IMPLEMENTERS**

II. Course Program Brief Discussion:

The Philippines is committed under international and national laws to integrate gender equality into the principles, goals and processes of Philippine Education.

The Department of Education in line with its Gender and Development mandate as stipulated in 1987 Philippine Constitution, issued DepEd Order 32, s. 2017 known as Gender Responsive Basic Education Policy.

Through this policy, the DepEd commits to integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination and human rights in the provision and governance of basic education.

To develop a better understanding among program implementers of the Harmonized Gender and Development Guidelines as a tool in integrating gender equality and assessing gender-responsiveness in DepEd's various trainings, this workshop on HGDG is hereby proposed.

III. Proposed PQF Level: Level 7 to 9
(Professional Qualification Framework)

Level 7 Baccalaureate

Level 8 Master's Degree

Level 9 Doctorate

IV. Particular Continuing Professional Competencies: At the end of the activity, participants are expected to:

Terminal Objective:

At the end of the workshop, participants are able to demonstrate better and deeper understanding of the Harmonized Gender and Development Guidelines.

Specific Objectives:

1. Develop better understanding of the HGDG as an analysis tool in integrating gender equality and addressing gender issues in training programs; and
2. Capacitate the program developers/implementers in the use of HGDG in assessing gender-responsiveness in training programs, projects and activities (PAPs).

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V. Content Details:

Sub-topics	Area of CPD Activity (Ethics = 5 units Professional Development = 40 CUs in a compliance period)	Expected Learning Outcomes (Objectives)	Activities to Achieve Learning Outcomes (Methodology)	Assessment Strategies including Assessment Tools	Requirements/ Outputs	Resource Person/Facilitator
Scheduled Dates and Time Allotment for every topic (in hours) Day 1 June 26, 2019 9:00 AM – 9:30 AM (30 Minutes) Session I Setting of Perspective	Professional Development	Discuss the set-up and perspective of the workshop	Plenary Lecture	Self-Assessment Tool and (Pre-Test)	Result of Self-Assessment	Dr. Violeta Nunez PRC License # 0021116 Expiry Date 01/07/2021
9:31 AM – 10:00 AM (30 minutes) Session 2: Basic Education Gender Responsive Policy (DO 32, S. 2017)	Professional Development	Orient the participants of the content of DO 32, s. 2017	Plenary Lecture	Self-Assessment Tool and (Pre & PostTest)	Result of Self-Assessment	Dr. Adrilene Mae J. Castaños, PDO IV-ESSD Civil Service Eligibility Number 9-0008488 Date of Release: January 25, 1991
10:00 – 10:15	Break					
10:16 -12 Noon (105 minutes) Session 3: Basic GAD Concepts and Gender Sensitivity Awareness	Professional and Ethical Development	Demonstrate understanding on the basic concepts related to Gender and Gender Sensitivity Awareness	Plenary Lecture	Self-Assessment Tool and (Pre & PostTest)	Result of Self-Assessment	Ms. Farrah C. Coniate Civil Service Eligibility Number 01-003388 Date of Release: July 4, 2001
12 Noon – 1:00 PM	Lunch Break					
1:00 PM – 2:00 PM (60 minutes)	Professional Development	Share and discuss various GAD issues	Plenary Lecture	Self-Assessment Tool and	Result of Self-Assessment	OIC-SDS Florence E. Almadin, CESE

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Session 4: Gender – Related Issues and Concerns in Education		and concerns in the educational system	Small Group Discussion	(Pre & PostTest)		PRC License # 0284430 Expiry Date: 12/18/2022
2:00 PM – 3:00 PM (60 minutes) Session 5: Gender and Development Analysis Tools (Overview) - Harmonized Gender and Development Guidelines (HGDG) - Gender Mainstreaming	Professional Development	Name and differentiate the different GAD Analysis tools and guidelines	Plenary Lecture	Self-Assessment Tool	Result of Self-Assessment	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020
3:00PM – 3:15 PM 3:15 PM – 5:00 PM (105 minutes) Continuation of Session 5				Neural Break		
						Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020
Day 2 June 27, 2019 8:30 AM – 9:30 AM (60 minutes) Session 6: GAD Checklists: Introduction - Expanded Box 7 - Box 12	Professional Development	Familiarize the uses of the different GAD checklists	Plenary Lecture Small Group Discussion	GAD Checklists such as Expanded Box 7 and Box 12	Filled-in sample GAD checklists	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020

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9:31 AM – 10:00 AM (30 minutes) Session 7: Process of Accomplishing GAD Checklists	Professional Development	Demonstrate the process of accomplishing GAD checklists	Plenary Lecture Small Group Discussion	Guidelines in Accomplishing GAD Checklists such as Expanded Box 7 and Box 12	Filled-in sample GAD checklists	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020
10:00 – 10:15	Neural Break					
10:15 – 12:00 (105 minutes) Continuation of Session 7						Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020
12:00 – 1:00 PM	Lunch Break					
1:00 PM – 3:00 PM (120 minutes) Session 8: Workshop on Evaluating and Analyzing Activity Proposal Using Expanded Box 7 and Box 12 (By Program Owner)	Professional Development	Apply the process of evaluating and analyzing activity proposal using Expanded Box 7 and 12 Checklists	Workshop Small Group Discussion	Guidelines in Accomplishing GAD Checklists such as Expanded Box 7 and Box 12 Checklists	Filled-in GAD checklists	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020 Facilitators Ms. Farrah C. Coniate

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						Dr. Adriene Mae J. Castaños Dr. Violeta Nunez
3:00 PM – 3:15 PM	Break					
3:15 PM – 5:00 PM (105 minutes) Continuation of Session 8						Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020
						Facilitators Ms. Farrah C. Coniate Dr. Adriene Mae J. Castaños Dr. Violeta Nunez
Day 3 June 28, 2019 8:00 AM – 10:00 AM (120 minutes) Session 9: Output Presentation and Critiquing (By: Program Owner)	Professional Development	Present the analyzed activity proposal and revise the activity proposal when needed	Break out (Two Groups) Writeshop	Guidelines in Accomplishing GAD Checklists such as Expanded Box 7 and Box 12 Checklists	Enhanced/ Revised activity proposal	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020 Facilitators Ms. Farrah C. Coniate Dr. Adriene Mae J. Castaños

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					Dr. Violeta Nunez
10:00 AM – 10:15 AM				Break	
10:15 AM – 12:00 Noon (1Hr & 45 Minutes)					
Continuation of Session 9					
12:00 Noon – 1:00 PM				Lunch Break	
1:00 PM – 3:00 PM (120 Minutes)					
Continuation of Session 9					
3:00 PM – 3:15 PM				Break	
3:15 PM – 4:00 PM (45 Min.)	Professional Development				
Continuation of Session 9					
4:00 PM – 4:30 PM					Violeta C. Nunez, PhD. EPS, HRDD-RO
Closing Program					

VI Financial Projection:

- A. Expected Number of Participants: 38
- B. Proposed Charge for the Participants: Free
- C. Relevant Details in Support of the Financial Viability of the Program:
 - 1. Approved Training Proposal by the Regional Director
 - 2. Availability of Funds to which the training is charged

Prepared by: _____ Reviewed and Recommended for Approval by: _____

(Name and Signature of Activity Proponent) _____ (Name and Signature of School head if SLAC/ Name of Chief if division-led training)
Position/Designation _____ Position/Designation _____

Approved: _____

Schools Division Superintendent

Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Region XIII
J.P. Rosales Ave., Butuan City



Enclosure No. 3 to Regional Memorandum No. _____ s. 2019

Professional Regulation Commission
Professional Regulatory Board of Teachers
CPD Council for Professional Teachers

Accreditation of CPD Program
Title: WORKSHOP ON HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) FOR TRAINING PROGRAM DEVELOPERS AND IMPLEMENTERS

PQF Level: Level 7 to 9

I. Specific Course Objective Stating Competencies to be gained from the program	II. Specific Assessment/Evaluation Tool for each Course Objective
1. Develop better understanding of the HGDG as an analysis tool in integrating gender equality and addressing gender issues in training programs; and 2. Capacitate the program developers/implementers in the use of HGDG in assessing gender-responsiveness in training programs, projects and activities (PAPs).	1. Pre and Post Test 2. GAD Checklists such as Expanded Box 7 and Box 12 3. Guidelines in Accomplishing GAD Checklists such as such as Expanded Box 7 and Box 12

III. Program of Activities		
Day and Time	Topic / Activity	Speaker
Day 1 June 26, 2019 9:00 AM – 9:30 AM	Session 1 Setting of Perspective	Dr. Violeta Nunez PRC license # 0021116 Expiry Date 01/07/2021
9:31 AM – 10:00 AM	Session 2: Basic Education Gender Responsive Policy (DO 32, S. 2017)	Dr. Adriene Mae J. Castaños, PDO IV-ESSD Civil Service Eligibility Number 9-0008488 Date of Release: January 25, 1991
10:16 AM -12 Noon (105 minutes)	Session 3: Basic GAD Concepts and Gender Sensitivity	Ms. Farrah C. Coniate

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	Awareness	Civil Service Eligibility Number 01-003388 Date of Release: July 4, 2001
1:00 PM – 2:00 PM (60 minutes)	Session 4: Gender – Related Issues and Concerns in Education	OIC-SDS Florence E. Almadin, CESE PRC License # 0284430 Expiry Date 12/18/22
2:00 PM – 3:00 PM (60 minutes)	Session 5: Gender and Development Analysis Tools (Overview) - Harmonized Gender and Development Guidelines (HGDG) - Gender Mainstreaming	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020
3:15 PM – 5:00 (105 minutes)	Continuation of Session 5	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020
Day 2 June 27, 2019 8:30 AM – 9:30 AM (60 minutes)	Session 6: GAD Checklists: Introduction - Expanded Box 7 - Box 12	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020
9:31 AM – 10:00 AM (30 minutes)	Session 7: Process of Accomplishing GAD Checklists - Expanded Box 7 - Box 12	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020
10:15 – 12:00 (105 minutes) Continuation of Session 7	Continuation of Session 7	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool

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		Validity of Membership: November, 2018 to November, 2020
1:00 PM – 3:00 PM (120 minutes)	Session 8: Workshop on Evaluating and Analyzing Activity Proposal Using Expanded Box 7 and Box 12 (By Program Owner)	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020 Facilitators Ms. Farrah C. Coniate Dr. Adrilene Mae J. Castaños Dr. Violeta Nunez
3:15 PM – 5:00 PM (105 minutes)	Continuation of Session 8	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020 Facilitators Ms. Farrah C. Coniate Dr. Adrilene Mae J. Castaños Dr. Violeta Nunez
Day 3 June 28, 2019 8:00 AM – 10:00 AM (120 minutes)	Session 9: Output Presentation and Critiquing (By: Program Owner)	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020

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		Facilitators Ms. Farrah C. Coniate Dr. Adrilene Mae J. Castaños Dr. Violeta Nunez
10:15 AM – 12:00 Noon (105 Minutes)	Continuation of Session 9	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020
		Facilitators Ms. Farrah C. Coniate Dr. Adrilene Mae J. Castaños Dr. Violeta Nunez
1:00 PM – 3:00 PM (120 Minutes)	Continuation of Session 9	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to November, 2020
		Facilitators Ms. Farrah C. Coniate Dr. Adrilene Mae J. Castaños Dr. Violeta Nunez
3:15 PM – 4:00 PM (45 Min.)	Continuation of Session 9	Mr. Paul A. Abarca, MPA Member, Philippine Commission on Women Gender and Development Pool Validity of Membership: November, 2018 to

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		November, 2020
		Facilitators Ms. Farrah C. Coniate Dr. Adriene Mae J. Castaños Dr. Violeta Nunez
4:00 PM – 4:30 PM	Closing Program	Program Management Team

Note: Attach copy of the Assessment/Evaluation Tool and speakers' resumes, together with their Professional Identification Cards (if applicable).

Prepared by:

Reviewed and Recommended for Approval by:

(Name and Signature of Activity Proponent)
Position/Designation

(Name and Signature of School head if SLAC/ Name of Chief if division-led training)
Position/Designation

Approved:

Schools Division Superintendent

BUDGETARY REQUIREMENTS

Item No.	Particular	Unit Cost	Quantity	Total
1	Meals & Snacks (P 500.00 X 38 paxs X 3 days)	P500.00	114	57,000.00
2	Resource Speaker Honorarium	15,004.63	1	15,004.63
3	Resource Speaker Transportation and Per Diem (DepEd Personnel from Surigao City)	5,000.00	2	10,000.00
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16	Canon Paper	650.00	1	650.00
17	Contingency			464.88
			TOTAL	109,399.51

Prepared by:

VIOLETA C. NUNEZ, Ph.D.
EPS - HRDD

Recommending Approval:

FLORDELISA R. DALIN, EdD.
Chief, HRDD

Approved:

FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director



Republic of the Philippines
Department of Education
Caraga Region
J.P. Rosales Avenue, Butuan City



**PARTICIPANTS OF CAPABILITY BUILDING ON DESIGNING LEARNING ACTION CELL
AND SESSION GUIDE WRITING FOR R-NEAP FACILITATORS & SUBJECT SPECIALISTS**

Grand Palace Hotel, Butuan City
October 19-21, 2018

No.	Name			Designation	Division
	1. Antigua 2. Apatan 3. Hermocilla 4. Montante 5. Bolotaolo	,	Sweet Loueljie Geneveve Analou Rebecca Rexan	SEPS EPS II HT I P- III P – I	Agusan del Norte
	1. Taburno 2. Bajao 3. Angwas 4. Prochina 5. Bacolod 6. Havana 7. Curugan 8. Dapat 9. Pareja 10. Perodez	,	Maribel Venus Rowena Betcheba Marilyn Joseph Joy Marilou Celso Jr. Michael Rey	EPS- II SEPS HT-I P-I MT-I HT-I P- III P-I I T-III P-III	Agusan del Sur
	1. Cultura 2. Salvan 3. Lopez 4. Garzon 5. Federicos	,	Niesa Vendy Von FE Jonathan Wendel	P-II T-III SEPS MT-I School Head EPS II	Bayugan City
	1. Millan 2. Endaya 3. Cañete	,	Louella Luisa Esmael Araceli	P- III SEPS P-II	Bislig City
	1. Roa 2. Carmelo 4. Mayuga 5. Ampong 6. Villareal 7. Hermocilla 8. Calumpang 9. Galeon 10. Catalan 11. Alas 12. Jomonong 13. Ramirez	,	Corazon David Carolyn Joseph Jr. Marlyne Aldin Rowena Dolynessa Carlos, Jr. Reylan Jonas Jean	EPS SEPS-HRD T- III P-I MT_I /Track Head HT I HT-III SST-III P-III HT P-I P-III	Butuan City
	1. Asotigue 2. Nakila 3. Cornites 4. Dagani 5. Lamoste 6. Sudario 7. Vidal 8. Dultra 9. Cabradilla 10. Anino 11. Corvera	,	Marilou Joel Mary Allen Annabelle Rex Hussein Love Emma Jonivil marie fe Zandra Filmar Susan	HT- II HT- I HT-III HT-I HT-I SEPS EPS EPS School Head P- I EPS	Cabadbaran City
	1. Papeleras 2. Cajes 3. Ebol 4. Gupuna		Lope Cherry Rene Luawalhati	SGOD Chief SEPS EPS EPS-II	Dinagat Islands
	1. Dones 2. Ederosas 3. Liza	,	Fernando, Jr. Glorian Jovy	SEPS SEPS P-IV	Siargao Islands

	4. Espejon	,	Giovanette	P-IV	
	1. Edradan	,	Maria Ruth	Asst. Principal II	Surigao City
	2. Besinga	,	Jeanit	SEPS	
	3. Daguman	,	Ma. Evangeline	School Head	
	4. Jovita	,	Jennifer	SEPS	
	1. Abarca	,	Hannah	EPS II	Surigao del Norte
	2. Limjoco	,	Manuel Jr.	EPS	
	3. Guir	,	Alma	P-I	
	4. Lavares	,	Lydia	MT-II	
	1. Correos	,	Carlos Tian Chow	HRD in Charge	Surigao del Sur
	2. Cos	,	Fluellen	P-III	
	3. Dapar	,	Minerva	Principal	
	4. Guingguing	,	Liza	SEPS	
	5. Orozco	,	Jayson	EPS II	
	6. Dumpit	,	Willy	SEPS	
	1. Balan	,	Rowena	EPS II	Tandag City
	2. Ajos	,	Maria Teresa	SEPS	
	3. Elpidang	,	Elan	MT-I	
	4. Acevedo	,	Ma. Reina	EPS-II	



Republic of the Philippines
Department of Education
Caraga Region
J.P. Rosales Avenue, Butuan City



**PARTICIPANTS OF CAPACITY BUILDING ON DESIGNING LEARNING ACTION CELL
AND SESSION GUIDE WRITING FOR PSDSs, EPSs, AND SCHOOL HEADS**

November 14-16, 2018

Grand Palace Hotel, Butuan City

No.	Name				Designation	Division
1	1. TADULAN	,	MICHAEL	L.	School Head	Agusan del Norte
2	2. JAVIER	,	JIVA	M.	School Head	
3	3. DIZON	,	FE	M.	EPS - I	
4	4. VILLANUEVA	,	DORIS	P.	EPS - I	
5	5. SARITA	,	IMELDA	G.	EPS- I	
6	6. REYES	,	JUVY	M.	PSDS	
7	7. PACON	,	ADELAIDA	S.	PSDS	
8	8. SANORIA	,	ESTHER	G.	SDIC	
9	9. ESPINA	,	SHELDEN	S.	HT-I	
10	10. QUIDLAT	,	MARIA CRISTINA	A.	P-I	
11	1. ADLAWAN	,	LOVELLA	A.	P-I	Agusan del Sur
12	2. ABUTAY	,	LELANI	R.	EPS	
13	3. LOCABERTE	,	GINA	M.	P-II	
14	4. SILABAY	,	ANNIE	C.	P-II	
15	5. JULVE	,	NORA	G.	Principal II/ SDIC	
16	6. SALVAÑA	,	KEVIN HOPE	Z.	Division Coordinator	
17	7. TALIDRO	,	VIRGINIA	T.	P-III/SDIC	
18	8. CANOY	,	LEILA	P.	P-I	
19	9. MOSCOSA	,	GLYNA	A.	P-I	
20	10. GOMERA	,	LALAINÉ	S.	EPS	
21	11. VALENCIA	,	DORIS	M.	P-I	
22	12. SEROY	,	GINA	A.	P-III	
23	1. LUNA	,	JUVY	B.	EPS	Bayugan City
24	2. ADRALES	,	CORAZON	F.	EPS	
25	3. CABATINGAN	,	EDELEYN	C.	P-III/DIC	
26	4. AGUILA	,	ARNEL	L.	P-II	
27	5. PEREZ	,	ROSALIA	B.	P-III/DIC	
28	6. ANASCO	,	WELYN	A.	School Head	
29	1. ALMAZAN	,	LILIFREDA	P.	EPS	Bislig City
30	2. DE LOS SANTOS	,	RHODA	M.	MT II/Division Coordinator	
31	3. ABUNALES	,	LUCILLE	C.	PSDS	
32	4. TOLANG	,	MONALISA	G.	PSDS	
33	5. ANDOY	,	KARMELLE	C.	HT-I	
34	6. MONTANEZ	,	LILYBETH	P.	PSDS	
35	7. UGMAD	,	ROLAN	R.	PSDS	
36	8. BOCANI	,	RANDY	D.	School Head	
37	9. DELA TORRE	,	SUSANA	K.	P-I	
38	1. INTONG	,	MARIE JOY	M.	PSDS	Butuan City
39	2. PUSPUS	,	FE	M.	PSDS	
40	3. GARGUEÑA	,	LANI	O.	P-III	
41	4. JOMONONG	,	JONAS	H.	SDIC	
42	5. VARONA	,	FE	C.	P_III	
43	6. PASOK	,	MARILYN	L.	P-I	
44	7. RECOSOSA	,	MARYLOU	M.	EPS	
45	8. ABALOS	,	MA. DINAH	D.	EPS	
46	9. BONZO	,	JOYCE	T.	HT-III	
47	1. CORVERA	,	SUSAN	C.	School Head	Cabadbaran City
48	2. LIMEN	,	RUBY	C.	EPS	
49	3. CASIL	,	SEVERIANO	D.	EPS	
50	4. CLARO	,	DORES	P.	EPS	
51	5. BOLAMBOT	,	NAPOLEON	E.	SDIC	
52	6. MATIENZA	,	JOSIE	C.	SDIC	
53	1. ABARICO	,	MILDRED	C.	EPS	
54	2. ESPINA, JR.	,	JUAN	L.	EPS	

55	3.BUHAYAN	,	WILLIAM	R.	EPS	Dinagat Islands
56	4.PAQUIDING	,	REX	P.	PSDS	
57	5.RAMOSO	,	LALAIN	G.	PSDS	
58	6.GIMENA	,	RAYMUND		P-I	
59	7.RINCAL	,	RUTCHEL		HT-I	
60	8.ELUDO	,	LYDIA		PSDS	
61	9.INSO	,	JUVY		P-I	
62	1. FERNANDEZ	,	Luz Sandra	R.	P-IV/ Division Coordinator	Siargao Islands
63	2. ORDEDOR	,	ELNORA	T.	EPS-I	
64	3. GORGONIO	,	VIRGINCHITA	A.	School Head	
65	4. RAZA	,	RELYN	D.	EPS	
66	5. POMOY	,	EMILIE	C.	PSDS	
67	6. DOLAOTA	,	HELENA	R.	PSDS	
68	7. ESPEJON	,	ANA MARIA	C.	P-II	
69	8. PLAZA	,	TOMASITA	J.	PSDS	
70	9. TAGALO	,	GILDETA MARIETTA	P.	P-III	
71	1. ESMENDA	,	MARNELLI		School Head	Surigao City
72	2. VILLASOR	,	ANGELINE		Division Coordinator	
73	3. JAVILLONAR	,	FLORDELIZ		P-I	
74	4. LISONDRA	,	MARICAR		P-I	
75	5. ORTEGA	,	CLAIRE ELOISE		PSDS	
76	6. GERALDINO	,	LINDA		EPS	
77	7. BORJA	,	MARCELINO		PSDS	
78	8. CUBILAN	,	INDAY ROBBIE		PSDS	
79	9. CREENCIA	,	RUFINA		School Head	
80	10. LIM	,	NOEMI		EPS	
81	1. SACOLO	,	CECILIA	M.	PSDI	Surigao del Norte
82	2. EPLEY	,	CEANA	A.	PSDS	
83	3. NAVALLO	,	ELENA	M.	PSDS	
84	4. PRESILDA	,	SALOME	A.	PSDS	
85	5. TADULAN	,	MARYGRACE	M.	EPS	
86	6. MORANDANTE	,	LARRY	G.	EPS	
87	7. LIMJOCO	,	MANUEL JR.	L.	EPS	
88	8. VERNAL	,	PAULITA	L.	EPS	
89	9. PINALOZA	,	THELMA	T.	P-III	
90	10. BUNIEL	,	ALVIN	B.	P-I	
91	11. OVAL	,	DORIS	R.	P-I	
92	12. TADUALN	,	MARY GRACE	M.	EPS	
93	1. ALBARILLO	,	LOVELEAG	B.	P-III/SDIC	Surigao del Sur
94	2. BUNIEL	,	SOL	U.	P-III/ SDIC	
95	3. GOMEZ	,	MONINA	P.	P-I	
96	4. MOZO	,	MYRNA	E.	PSDS	
97	5. SUMALO	,	BEBIANA	B.	T-III/TIC	
98	6. DELA TORRE	,	SUSANA	K.	P-I	
99	7. QUINTO	,	MARILYN	V.	P-III/Division Coordinator	
100	8. LERIO	,	CAMELA	G.	EPS	
101	9. DOLORICON	,	ANALIZA	G.	EPS	
102	10. PUERTO	,	REGINA EUANN	A.	EPS	
103	11. CUMAHIG	,	RACHEL	R.	P- II	
104	12. TORIO	,	METHUSELAH BEATRIZ	A.		
105	1. SACAY	,	NIEVES	B.	EPS	Tandag City
106	2. ABALA	,	ARLENE	L.	P-II/ Division Coordinator	
107	3. MENDIOLA	,	NILDA	A.	EPS	
108	4. RIVAS	,	SOL	L.	SDIC	
109	5. JUMADLA	,	EGY	I.	ESP-II	
110	6. SUAZO	,	DOROTHY	L.	P-I	

IX. TRAINING PACKAGE (PARTICIPANTS AND LFs)

There will be 38 participants of this workshop. They are the chiefs and program developers/implementers of the eight DepEd RO Functional Divisions and 12 chiefs of the 12 SDOs of Caraga region.

X. GENDER MAINSTREAMING

The program/training management team ensures that gender perspectives and needs are always considered in the design, implementation, monitoring and evaluation of the training. Likewise, it seeks to ensure that participants (regardless of gender preference) have equitable access to, and benefit from, society's resources and opportunities.

XI. SOURCE OF FUNDS

Expenses incurred during this activity such as meals and accommodation, materials, transportation and per diem of the Resource Speakers and other expenses shall be charged against HRD Funds 2018 (OSEC-13-18-7331). Transportation and per diem of participants from the 12 SDOs relative to the attendance to this activity will be charged to local funds subject to the usual accounting and auditing rules and regulations.

XII. BUDGETARY REQUIREMENTS

Item No.	Particular	Unit Cost	Quantity	Total
1	Meals & Snacks (P 500.00 X 38 paxs X 3 days)	P500.00	114	57,000.00
2	Resource Speaker Honorarium	15,000.30	1	16,667.00
3	Resource Speaker Transportation and Per Diem (DepEd Personnel from Surigao City)	4168.815	2	8,337.63
4	NEAP-R Rental	4,000.00	3	12,000.00
5	Fleece Blanket (Token for Resource Speakers)	1,000.00	4	4,000.00
6	View Binder Case	250.00	8	2,000.00
7	View Binder Refill	85.00	50	4,250.00
8	Brown envelop (long)	7.00	40	280.00
9	Ball pen	10.00	40	400.00
10	Notebook	10.00	38	380.00
11	Epson L6170 (Black	480.00	1	480.00
12	Epson L6170 (Cyan	330.00	1	330.00
13	Epson L6170 (Magenta)	330.00	1	330.00
14	Epson L6170 (Blue)	330.00	1	330.00
15	Bond Paper A4	150.00	13	1,500.00
16	Canon Paper	650.00	1	650.00
17	Contingency			464.88
			TOTAL	109,399.51

HRDD3/vcn
04/24/2019

DCC No.

DepEdRO13-F-HRD-010/RO/1-7-2019

2019-04-5598



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