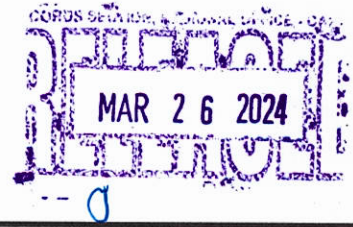




Republic of the Philippines
Department of Education
CARAGA REGION



March 26, 2024

REGIONAL MEMORANDUM
No. 0284, s. 2024

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
This Region

PRE-WORK FOR THE SCHOOL LEADERS ACADEMY

1. This Office will conduct a Pre-Work for the School Leaders Academy on **April 1-3, 2024** at the Copper Hall of DepEd Caraga Regional Office.
2. The three-day activity aims to:
 - a. discuss the preparations for the implementation of the professional development programs for school heads;
 - b. revisit the interim guidelines for the quality assurance and monitoring and evaluation of the program;
 - c. enhance the learning resource materials and instructional design based on the NEAP guidelines.
3. The participants to the activity are the members of the Technical Working Group and other regional office personnel found in Enclosure 1 while the Detailed Activity Matrix is indicated in Enclosure 2.
4. Meals (inclusive of breakfast, lunch, dinner, morning and afternoon snacks), accommodation of the participants outside Butuan City, venue rental, supplies and other materials are charged to 2023 HRTD Funds of DepEd Caraga while traveling and other incidental expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. First meal will be breakfast of Day 1 while the afternoon snacks of Day 3 will be the last food to be served.
6. Participants outside of Butuan City are advised to check-in at 2:00PM of Day 1 and check-out at 12:00 Noon of Day 3.
7. To facilitate ease during the workshops, participants are advised to bring their laptops, chargers, and other materials needed for the enhancement of the learning resource packages and instructional design of the professional development program.

8. Immediate dissemination of and appropriate action on this memorandum is desired.

MARIA INES C. ASUNCION

Director III
Officer -in-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE, Jr., PhD, CESO IV
Assistant Regional Director 

Encl/s.: As stated

Reference/s: NONE

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

EMPLOYEES

TRAINING PROGRAM

WORKSHOPS

HRDD/mrre
03/26/2024



2024-03-04986

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 5

Enclosure 1 to RM No. 0284 s. 2024

PARTICIPANTS TO THE PRE-WORK FOR SCHOOL LEADERS ACADEMY

April 1-3, 2024

Copper Hall, DepEd Caraga Regional Office

<i>Name</i>	<i>Office</i>
Flordelisa R. Dalin	DepEd Caraga-HRDD
Bernabe L. Linog	DepEd Caraga-CLMD
Alejandro P. Macadatar	DepEd Caraga-FTAD
Marlyne M. Villareal	DepEd Caraga-HRDD
Maria Ruth R. Edradan	DepEd Caraga-HRDD
Junnah B. Tiu	DepEd Caraga-HRDD
Kevin Hope Z. Salvaña	DepEd Caraga-CLMD
Willy C. Dumpit	DepEd Caraga-QAD
Edmund D. Mendoza	DepEd Caraga-QAD
Roy S. Rele	DepEd Caraga-NEAP Caraga
Elmer Augustus F. Conde	DepEd Caraga-NEAP Caraga
Abe Naireza A. Ibano	DepEd Caraga-HRDD
Tiche Lynn G. Caparoso	DepEd Caraga-HRDD
Analou O. Hermocilla	SDO-Agusan del Norte
Michael S. Pareja	SDO-Agusan del Sur
Jine L. Havana	SDO-Agusan del Sur
Corazon P. Roa	SDO-Bayugan City
Jean B. Ramirez	SDO-Butuan City
Concorde Alber J. Deniega	SDO-Dinagat Island
Fernando O. Dones, Jr.	SDO-Siargao Island
Laila F. Danaque	SDO-Surigao City
Felix N. Bagnol	SDO-Surigao City
Manuel L. Limjoco, Jr.	SDO-Surigao del Norte
Fluellen L. Cos	SDO-Surigao del Sur
Carlos Tian Chow C. Correos	SDO-Surigao del Sur
Natsume Suarez	DepEd Caraga-NEAP-Caraga
Mary Carolyn B. Gambe	DepEd Caraga-HRDD
Jovanie Sumayo	DepEd Caraga
Nilda Precioso	DepEd Caraga



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Enclosure 2 to RM No. 0284, s. 2024

PRE-WORK FOR THE SCHOOL LEADERS ACADEMY
April 1-3, 2024
Detailed Activity Matrix

Day/Time	Activity	In-charge
April 1, 2024		
6:00-7:30AM	Arrival and Registration of participants	HRDD Secretariat
8:00-8:30 AM	Opening Program	
8:31-10:00 AM	Presentation of DM 044, s. 2023	Elmer F. Conde
10:00-10:30AM	Health Break	
10:31-12:00Noon	Discussion on the Timeline of Activities and Expected Deliverables for the Professional Development Programs for School Heads	Alejandro P. Macadatar
12:01-1:00PM	Lunch Break	
1:01-2:00PM	Presentation of Instructional Design Presentation of Comments and Suggestions from the NEAP QAD	Maria Ruth R. Edradan
2:01-3:00PM	Workshop Enhancement of Session Guides	Session Writers
3:01-3:30PM	Health Break	
3:31-6:00PM	Workshop on the Enhancement of Slide Decks, Pretest and Posttest Questions	Session Writers
6:01-6:00PM	Online Evaluation De-Briefing of the PMT	HRDD/QAD
Day 2: April 2, 2024		
7:45-8:00AM	Management of Learning	
8:01-10:00 AM	Walkthrough of Sessions 1,2,3	Jine L. Havana Laila F. Danaque, CESE
10:01-10:30AM	Health Break	
10:31-12:00Noon	Walkthrough of Session 4, 5	Alejandro P. Macadatar Willy C. Dumpit
12:01-1:00PM	Lunch Break	



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Day/Time	Activity	In-charge
1:01-3:00PM	Walkthrough of Session 6, 7 and 8	Carlos Tian Chow Correos Maria Ruth R. Edradan Kevin Hope Z. Salvana
3:01-3:30PM	Health Break	
3:30-5:00PM	Walkthrough of Session 9 and 10	Michael S. Pareja Manuel L. Limjoco, Jr.
5:01-6:00PM	Workshop 2: Enhancement of Session Guides and Slide Decks based on comments from co-writers	Session Writers
	Online Evaluation De-Briefing of the PMT	HRDD/QAD
Day 3: April 3, 2024		
7:45-8:00 AM	Management of Learning	
8:01-10:00AM	Walkthrough of Sessions 11, 12, 13, 14, 15	Fluelen L. Cos Fernando A. Dones, Jr. Analou O. Hermocilla Maria Ruth R. Edradan
10:01-10:30AM	Health Break	
10:31-12:00Noon	Walkthrough of PDP Sessions	Felix N. Bagnol Corazon P. Roa Concorde Alber J. Deniega Jean B. Ramirez Bernabe L. Linog
12:01-1:00PM	Lunch break	
1:01-3:00PM	Finalization of Learning Resource Materials	Session Writers
3:01-3:30PM	Health break	
3:31-4:00PM	Closing Program	Secretariat

