



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1110**, s. 2024

OCT 18 2024

To: Schools Division Superintendents
All Others Concerned

SUBMISSION OF PROGRAM IMPLEMENTATION PLAN FOR THE PROPOSED
PROFESSIONAL DEVELOPMENT PROGRAMS CY 2024

1. The field is hereby informed of the submission of Program Implementation Plan (PIP) of proposed Professional Development Programs (PDPs) for CY 2024, which is due for funding purposes.
2. All program owners are advised to upload the PIP and the complete professional development program packages not later than **October 24, 2024** through this link: **<https://tinyurl.com/PROGRAMIMPLEMENTATION2024>**
3. Editable copies of relevant documents can be accessed through this link: **<https://tinyurl.com/PIPFORMS>**
4. The submitted PDPs will be subjected to quality assurance process during the capability building training workshop scheduled for **October 28 – 30, 2024**.
5. Expected participants in the training workshop are the Division Chiefs, Learning Area Supervisors, Senior Education Program Specialists and Education Programs Specialists II of the Schools Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID) of the 12 Schools Division Offices. Please refer to the Enclosure 1 for the list of participants
6. The participants, except those from the SDOs of Agusan del Norte, Butuan City, Bayugan and Cabadbaran, are advised to check in on Day 0 (Sunday) and check out on Day 03 (Wednesday). Please see the meal schedule below.

Meals	Day 0 Sun	Day 1 Mon	Day 2 Tue	Day 03 Wed
Breakfast		✓	✓	✓
AM Snack		✓	✓	✓
Lunch		✓	✓	✓
PM Snack		✓	✓	✓
Dinner	✓	✓	✓	

7. The names of the expected SDO participants must be submitted via e-mail to **caraga@deped.gov.ph** with copy furnished to **elmeraugustus.conde@deped.gov.ph** not later than October 24, 2024.
8. Transportation, per diem, and other incidental expenses will be charged to HRTD funds subject to the usual accounting and auditing rules and regulations
9. For further inquiries and concerns, please contact Elmer Augustus F. Conde at **elmeraugustus.conde@deped.gov.ph**
10. Immediate dissemination of 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 TENEBRO ESCOBARTE, JR, PhD, CESO IV
Director III
Assistant Regional Director

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

FUNDS PROGRAMS REPORTS TRAINING PROGRAMS

HRDD/ea/c
10/17/2024

Enclosure 1 of RM 1110 s., 2024

Distribution of Participants

A. From the Schools Division Offices

No	Participants	SGOD Chief	CID Chief	SEPS/EPS II	Learning Area EPS	Total
1	Agusan del Norte	1	1	1	3	6
2	Agusan del Sur	1	1	1	3	6
3	Bayugan City	1	1	1	3	6
4	Bislig City	1	1	1	3	6
5	Butuan	1	1	1	3	6
6	Cabadbaran City	1	1	1	3	6
7	Dinagat Islands	1	1	1	3	6
8	Siargao	1	1	1	3	6
9	Surigao City	1	1	1	3	6
10	Surigao del Norte	1	1	1	3	6
11	Surigao del Sur	1	1	1	3	6
12	Tandag City	1	1	1	3	6
					TOTAL	60

B. From the Regional Office

No.	Participants	Chief	EPS	SEPS	EPS II	ADAS	Total
1	CLMD	1	4				5
3	HRDD	1	1	1	3	5	11
4	QAD		1				1
							17



Republic of the Philippines
Department of Education
CARAGA REGION

Region: _____
Division: _____

PROGRAM IMPLEMENTATION PLAN

A. PROGRAM PROFILE	
PROGRAM / ACTIVITY TITLE	
RATIONALE	
PROGRAM OUTCOME	
MAJOR FINAL OUTPUT	

Region: _____
 Division: _____

B. IMPLEMENTATION						
TITLE OF ACTIVITY / SUBACTIVITY	ACTIVITY OBJECTIVE	ACTIVITY OUTPUT	NO. PAX	NO. OF DAYS	TARGET DATE	PROPOSED VENUE

Region: _____
 Division: _____

C. BUDGET ESTIMATE

ACTIVITY	VENUE	DATE	No. of PAX	NO. OF DAYS	AMOUNT OF BOARD AND LODGING	MEALS	TRAVEL EXPENSES	SUPPLIES AND MATERIALS	HONORARIA	CONTINGENCY/ OTHER EXPENSES	TOTAL

Region: _____
 Division: _____

D. PROGRAM MANAGEMENT		
ROLE	TASK	NAME OF PERSONNEL

Prepared by: _____

Recommending Approval

Approved by: _____

 Name / Signature / Date

 Name / Signature / Date

 Name / Signature / Date