Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

June 28, 2024

REGIONAL MEMORANDUM
No. **744** s. 2024

VALIDATION OF WORKSHOP OUTPUTS FOR THE CAREER PROGRESSION PROFESSIONAL DEVELOPMENT (CPPD) CURRICULUM FOR SCHOOL LEADERS (PHASE 5)

To: Schools Division Superintendents
        Public Elementary and Secondary School Heads
        All Others Concerned

1.   Attached is Memorandum DM-OUHROD-2024-1210, from Wilfredo E. Cabral, Office of the Undersecretary for Human Resource and Organizational Development, informing the field on the conduct of the Validation of Workshop Outputs for the Career Progression Professional Development (CPPD) Curriculum for School Leaders (Phase 5) on July 1-5, 2024 on a hybrid modality.

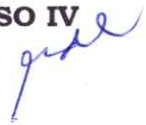2.   The following personnel are required to attend.

Name	Office/Division	Date	Modality
Elena S. De Luna	NEAP R	July 1-5, 2024	Face-to-Face
Mark Chester Tamayo	CID - Tacloban City	July 1-5, 2024	Face-to-Face
Atty Diana Flor Eco	TWG -Northern Samar	July 1-5, 2024	Face-to-Face
Sylvia Villanueva	TWG -Northern Samar	July 1-5, 2024	Face-to-Face
Melissa R. Bughao	Ormoc City	July 1-3, 2024	Online
Geraldine P. Sumbise	Calbayog City	July 1-3, 2024	Online
Grace G. Villanueva	Leyte	July 3-5, 2024	Online
Zaldy Tabugoca	Samar	July 3-5, 2024	Online
Marilez L.Oste Suyao	Eastern Samar	July 3-5, 2024	Online
Fernando F. Salapi	Maasin City	July 3-5, 2024	Online
Rommel M. Tan	Biliran	July 3-5, 2024	Online

3.   Participants must confirm their participation through the registration link **bit.ly/Validation_CPPDCPhase5** on or before June 25, 2024. Details of the activities are herein attached.

4.   All participants must conduct their online validation of the CPPD program outline involving school leaders. Relevant documents shall be provided during the activity proper.

5.   The transportation, per diem, and other incidental expenses of the face to face participants shall be charged against Regional Office/Schools Division Office local funds, subject to the usual accounting and auditing rules and regulations.

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6.   Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO CESO IV
Regional Director

Enclosures: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:

CAREER PROGRESSION   CPPD CURRICULUM   VALIDATION WORSHOP
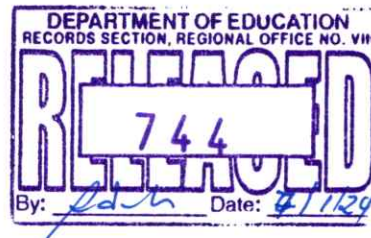
NEAPR-MCP

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII

RELEASED

744

By: _____   Date: _____

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MEMORANDUM
DM-OUHROD-2024-_1210_

FOR	:	**ATTY. REVSEE A. ESCOBEDO** *Undersecretary for Operations* **Regional Directors** **Schools Division Superintendents** **School Heads** **All Others Concerned**
FROM	:	**WILFREDO E. CABRAL** *Regional Director* *Officer-in-Charge, Office of the Undersecretary for Human Resource* *and Organizational Development*
SUBJECT	:	**VALIDATION OF WORKSHOP OUTPUTS FOR THE CAREER PROGRESSION PROFESSIONAL DEVELOPMENT (CPPD) CURRICULUM FOR SCHOOL LEADERS (PHASE 5)**
DATE	:	21 June 2024

1. In congruence with the *MATATAG* Agenda and the DepEd Order No. 11, s. 2019 titled *Implementation of the National Educators Academy of the Philippines (NEAP) Transformation*, the Department through NEAP continuously streamlines its professional development (PD) programs to ensure consistency with career progression and responsiveness to the learning and development needs of teachers and school leaders.

2. Relative to this, NEAP conducted a series of workshops to develop a draft Career Progression Professional Development (CPPD) Curriculum program outline for school leaders which will still be subject to validation. As a result, a **Validation of Workshop Outputs for the CPPD Curriculum for School Leaders (Phase 5)** will be held on **01-05 July 2024** at **NEAP Marikina**, in collaboration with field experts in the academe and the NEAP Core Team.

3. The activity has the following objectives:
   a. Provide an overview of the Philippine Professional Standards for School Heads (PPSSH) and the Philippine Professional Standards for Supervisors (PPSS) as well as the process of developing the CPPD program outline;
   b. Validate the level of acceptability of the developed program outline for all PPSSH and PPSS domains and indicators and career stages for school leaders; and

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c. Gather feedback and recommendations to enhance the draft program outline.

4. In this regard, the Regional Offices (ROs) are requested to nominate validators who will participate in the activity. The selected validators must meet the following qualifications:
    a. Familiarity with the PPSSH and the PPSS as well as other related documents/tools;
    b. Understanding of and/or expertise in curriculum development;
    c. Experience in professional development for school heads and supervisors as well as school leaders' performance assessment and training;
    d. Commitment to continuous improvement of school leaders; and
    e. Have not attended any of the previous professional development workshops related to CPPD.

5. The nominated validators and the Technical Working Group (TWG) members are requested to confirm their attendance through the **registration link https://bit.ly/Validation** CPPDCPhase5 **on or before 25 June 2024**.

6. For reference, attached are the following documents:
    a. *List of Participants from the TWG* **(Enclosure 1)**;
    b. *Allocated Number of Nominated Participants/Validators per Level (Region, Division, and School) per Region* **(Enclosure 2)**; and
    c. *Indicative Activity Design for Phase 5* **(Enclosure 3)**.

7. The **Sets 1 and 2 face-to-face participants** are advised to follow the instructions below.
    a. Accommodation

Set 1 (School Heads)		Set 2 (Supervisors)	
Check-in	**Check-out**	**Check-in**	**Check-out**
30 June 2024 (Sunday) 3:00 p.m.	03 July 2024 (Wednesday) 12:00 p.m.	03 July 2024 (Wednesday) 12:00 p.m.	05 July 2024 (Friday) 5:00 p.m.

    b. Meal Provision Guide

Set 1 (School Heads)				
Meals	**30 Jun 2024 (Sunday)**	**01 Jul 2024 (Monday)**	**02 Jul 2024 (Tuesday)**	**03 Jul 2024 (Wednesday)**
Breakfast		✓	✓	✓
AM Snack		✓	✓	✓
Lunch		✓	✓	
PM Snack		✓	✓	
Dinner	✓	✓	✓	

Set 2 (Supervisors)				
Meals	**02 Jul 2024 (Tuesday)**	**03 Jul 2024 (Wednesday)**	**04 Jul 2024 (Thursday)**	**05 Jul 2024 (Friday)**
Breakfast		✓	✓	✓
AM Snack		✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓
Dinner	✓	✓	✓	

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8. The face-to-face participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., pocket wifi, mobile data).

9. The **Sets 1 and 2 online participants** shall follow the activity design *(Enclosure 3)*. The meeting link and credentials will be sent to the participants' email addresses upon registration.

10. All participants are expected to conduct their online validation of the CPPD program outline involving school leaders. Relevant documents will be provided during the activity proper.

11. The participants' board and lodging will be charged against the NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged against their local funds subject to the usual accounting and auditing rules and regulations.

12. For other questions and concerns, please coordinate with **Ms. Jhoanna C. Javier** through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.

13. For immediate dissemination and appropriate action.

Enclosures:
Enclosure 1 – List of Participants from the TWG
Enclosure 2 – Allocated Number of Nominated Participants/ Validators per Level
Region, Division, and School) per Region
Enclosure 3 – Indicative Activity Design for Phase 5

[NEAP/ JCAstilla]

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Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Enclosure 1

List of Participants (TWG)

NO.	NAME	OFFICE / UNIT	POSITION/ DESIGNATION
NEAP – Central Office			
1	Marife T. Morcilla	NEAP - PDD	Project Development Officer V
2	Alexander Simagala	NEAP - PDD	Project Development Officer IV
3	John Carlo S. Astilla	NEAP - PDD	Senior Education Program Specialist II
4	Joy S. Magalona	NEAP - PDD	Senior Education Program Specialist II
5	Jhoanna C. Javier	NEAP - PDD	Education Program Specialist II
6	Jojet T. Gabriel	NEAP - PDD	Administrative Assistant II
7	Katrina C. Gargoles	NEAP - PDD	Technical Assistant II
Resource Persons/Consultant (July 1-3, 2024)			
8	Jeryl Casilao	RO-IX	School Head
9	Evelyn Navia	CALABARZON	School Head
10	Atty. Diana Flor Eco	RO-VIII	School Head
12	George Borromeo	NCR	Education Program Supervisor
13	Arlen Jumanoy	RO-XI	Principal
Resource Persons/Consultant (July 3-5, 2024)			
14	Ronald Vincent Salva	NCR	Public School District Supervisor
15	Leila M. Seco	CALABARZON	Education Program Supervisor
16	Ebenezer Beloy	NCR	Chief Education Supervisor
17	Sylvia Villanueva	VIII	Chief Education Supervisor
Medical Officer			
18	Welfare Officer	SDO Marikina	Nurse/ Medical Officer

Enclosure 2

Allocated Number Nominated Validators per Region

Face-to-Face Validators for School Heads and Supervisors (July 1-5, 2024)			
REGIONS	**RO (HRDD)**	**SDO (CID)**	**School**
	Chief or Supervisor	**Chief**	**School Heads**
CAR	1	1	-
NCR	1	1	-
Region I	1	1	-
Region II	1	1	-
Region III	1	1	-
Region IV-A (CALABARZON)	1	1	-
Region IV-B (MIMAROPA)	1	1	-
Region V	1	1	-
Region VI	1	1	-
Region VII	1	1	-
Region VIII	1	1	-
Region IX	1	1	-
Region X	1	1	-
Region XI	1	1	-
Region XII	1	1	-
CARAGA	1	1	-
TOTAL	**16**	**16**	**0**
Online Validators for School Heads (July 1-3, 2024)			
REGIONS	**RO (HRDD or CLMD)**	**SDO (CID)**	**School**
	Chief or Supervisor	**Chief or PSDS or EPS**	**School Heads**
CAR	2	2	1

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REGIONS			
NCR	2	2	1
Region I	2	2	1
Region II	2	2	1
Region III	2	2	1
Region IV-A (CALABARZON)	2	2	1
Region IV-B (MIMAROPA)	2	2	1
Region V	2	2	1
Region VI	2	2	1
Region VII	2	2	1
Region VIII	2	2	1
Region IX	2	2	1
Region X	2	2	1
Region XI	2	2	1
Region XII	2	2	1
CARAGA	2	2	1
TOTAL	**32**	**32**	**16**

Online Validators for Supervisors (July 3-5, 2024)	
REGIONS	**SDO (CID)**
	Chief ES or EPS or PSDS (*Note: Each of the participants should not come from the same SDO*)
CAR	5
NCR	5
Region I	5
Region II	5
Region III	5
Region IV-A (CALABARZON)	5
Region IV-B (MIMAROPA)	5
Region V	5
Region VI	5
Region VII	5
Region VIII	5
Region IX	5
Region X	5
Region XI	5

NEAP/JCAstilla

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Region XII	5
CARAGA	5
TOTAL	**80**

VALIDATION OF THE CAREER PROGRESSION PROFESSIONAL DEVELOPMENT CURRICULUM (CPPDC) WORKSHOP OUTPUTS FOR SCHOOL LEADERS (PHASE 5)

July 1 - 5, 2024 / NEAP Marikina City

INDICATIVE ACTIVITY DESIGN

Time	Day 0 (June 30)	Day 1 (July 1)	Day 2 (July 2)	Day 3 (July 3)	Day 4 (July 4)	Day 5 (July 5)
8:00 - 8:30 AM	Travel from residence to venue	Preliminaries				
8:30 - 10:00 AM		**SET 1 (School Heads)** Registration	**(SET 1)** Session 3: Discussion of Domain 3 Contents / Workshop 3: Validation of Domain 3 Program Outline	**(SET 1)** Session 5: Discussion of Domain 5 Contents / Workshop 5: Validation of Domain 5 Program Outline	**(SET 2)** Session 1: Discussion of Domain 1 Contents / Workshop 1: Validation of Domain 1 Program Outline	**(SET 2)** Session 3: Discussion of Domain 3 Contents / Workshop 3: Validation of Domain 3 Program Outline
10:00 - 10:30 AM		Health Break				
10:30 - 12:00 PM		**(SET 1)** Opening Program/ Preliminary Session • Recap of Processes • Outputs from Previous Phases • Discussion of the Validation Process	**(SET 1)** Session 3: Discussion of Domain 3 Contents / Workshop 3: Validation of Domain 3 Program Outline	**(SET 1)** Continuation… / Closing Program	**(SET 2)** Session 1: Discussion of Domain 2 Contents / Workshop 1: Validation of Domain 2 Program Outline	Session 4: Discussion of Domain 4 Contents / Workshop 4: Validation of Domain 4 Program Outline
12:00 - 1:00 PM		**(SET 1)** Lunch Break	**(SET 1)** Lunch Break	**(SET 1)** Lunch Break	**(SET 2)** Lunch Break	Lunch Break
1:00 - 2:30 PM		Session 1: Discussion of Domain 1 **(SET 1)**	Session 4: Discussion of Domain 4 **(SET 1)**	**(Supervisors) (SET 2)**	Session 2: **(SET 2)**	**(SET 2)** Continuation…

Time	Day 0 (June 30)	Day 1 (July 1)	Day 2 (July 2)	Day 3 (July 3)	Day 4 (July 4)	Day 5 (July 5)
		Contents **Workshop 1:** Validation of Domain 1 Program Outline	Contents **Workshop 4:** Validation of Domain 4 Program Outline	Registration	Discussion of Domain 2 Contents **Workshop 2:** Validation of Domain 2 Program Outline	**Session 4:** Discussion of Domain 4 Contents **Workshop 4:** Validation of Domain 4 Program Outline
2:30 - 3:00 PM		Health Break				
3:00 - 4:30 PM		**(SET 1)** **Session 2:** Discussion of Domain 2 Contents **Workshop 2:** Validation of Domain 2 Program Outline	**(SET 1)** Continuation... **Session 4:** Discussion of Domain 4 Contents **Workshop 4:** Validation of Domain 4 Program Outline	**(SET 2)** Opening Program/ Preliminary Session • Recap of Processes • Outputs from Previous Phases • Discussion of the Validation Process	**(SET 2)** Continuation... **Session 2:** Discussion of Domain 2 Contents **Workshop 2:** Validation of Domain 2 Program Outline	**(SET 2)** Closing Program
4:30 - 5:00 PM		Core and PMT Debriefing				