



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

August 19, 2024

**REGIONAL MEMORANDUM**

No. **968** s. 2024

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

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

- Attached is Memorandum DM-OUHROD-2024-1549, from Wilfredo E. Cabral, Office of the Undersecretary for Human Resource and Organizational Development, informing the field on the conduct of Capacity Building for Field Implementers on the Design, Development, and Quality Assurance of School-Based Professional Development Programs on August 18-23, 2024 at NEAP Marikina City.
- The following identified participants are required to attend the aforementioned activity.

Name	Office/Division	Position
Harvie D. Villamor	HRDD/NEAP	Chief, EPS
Gertrudes Mabutin	CLMD	Chief, EPS
Jimmy G. Gula	QAD	Education Program Supervisor
Venus Cuesta	SGOD - HRDS	SEPS
Annie D. Pagatpat	CID	Education Program Supervisor
Evelyn Napoles	Elementary School	School Principal
Milaner Oyo-a	SDO Calbayog City	School Principal II

- Attached are training matrix and other details of the activity.
- 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:

CAPACITY BUILDING SCHOOL-BASED PD PROGRAMS  
NEAPR-MCP



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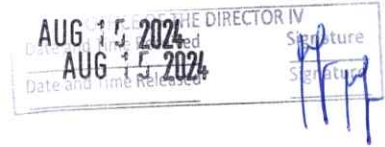
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# Department of Education

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;



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- 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](mailto:neap.qad@deped.gov.ph) / [neap.od@deped.gov.ph](mailto: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]*



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

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

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

[NEAP-QAD/Lunar]

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**Enclosure No. 2**

**LIST OF PARTICIPANTS**

<b>Name</b>	<b>Sex</b>	<b>Functional Division/School</b>	<b>Designation</b>
<b>Region I</b>			
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
<b>Region II</b>			
Joy S. Ferrer-Lopez	F	HRDD/NEAP-R	Education Program Supervisor
Ronnie Tejano	M	CLMD	Education Program Supervisor
Ronnie Guiloy	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
<b>Region III</b>			
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
<b>CALABARZON</b>			
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
<b>MIMAROPA</b>			
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
<b>Region V</b>			
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
<b>Region VI</b>			
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
<b>Region VII</b>			
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
Jeanlyette C. Ayson	F	CID	Education Program Supervisor
Madelin Tinapay	F	Elementary School	School Principal
Marlon Condiconde	M	High School	School Principal
<b>Region VIII</b>			
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
<b>Region IX</b>			
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
<b>Region X</b>			
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
<b>Region XI</b>			
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
<b>Region XII</b>			
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
<b>CARAGA</b>			
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
<b>NCR</b>			
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