October 8, 2024

OFFICE MEMORANDUM
HRDD-2024- **517**

DEVELOPMENT AND/OR IMPLEMENTATION OF THE PROFESSIONAL DEVELOPMENT PROGRAMS MONITORING SYSTEM (PDPMS)

To: Director III
        Functional Division Chiefs
        All Others Concerned

1.   This Office, through the Human Resource Development Division (HRDD), is mandated to oversee and manage the learning and development system aimed at enhancing professional skills and bolstering organizational performance of teachers and school leaders.

2.   Relative to this mandate, the HRDD will develop and/or implement starting October 2024 a Web-based Professional Development Programs Monitoring System (PDPMS) to effectively monitor and evaluate the HRDD-managed professional development programs implemented within the region.

3.   The PDPMS aims to:
   a. Utilize the PDPMS to standardize and automate data collection from various sources, ensuring consistency and accuracy from the outset.
   b. Implement built-in validation rules and error-checking mechanisms within the PDPMS to enhance data accuracy and reliability.
   c. Use the PDPMS to consolidate data from multiple sources into a single, coherent database, reducing discrepancies and improving accessibility.
   d. Leverage the reporting capabilities of the PDPMS to generate standardized, accurate, and timely M&E reports with minimal manual intervention.
   e. Provide comprehensive training and ongoing support to users of the PDPMS to ensure effective utilization and address any operational challenges.

4.   Attached is the PDPMS Project Management Team (PMT) composition, and Terms of Reference detailing the roles and responsibilities of the members.

5.   Expenses incurred in this activity shall be charged against HRD PSF subject to the usual accounting and auditing rules and regulations.

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

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII
RELEASED
517
By: _____ Date: 10/9/24

EVELYN R. FETALVERO, CESO III
Regional Director

HRDD-RVR

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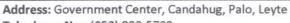**Website:** region8.deped.gov.ph

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Enclosure to Office Memorandum HRDD-2024- **5 1 7**

Project Management Team

Role	Name	Position
Institutional Partner	Ronelo Al K. Firmo PhD, CESO IV	Assistant Regional Director
Alternate Institutional Partner	Harvie D. Villamor EdD	Chief Education Supervisor, HRDD
Project Team Leader	Rodel V. Rosales	Education Program Supervisor
Project Team Members	Marlou D. Camposano	Education Program Supervisor
	Jimmy G. Gula	Education Program Supervisor
	Dina S. Superable	Education Program Supervisor
	Clark Dave P. Arante	Senior Education Program Specialist
	Michael C. Parado	Education Program Specialist II
	Ted Juan C. Peleño	Education Program Specialist II
	Jim Albert A. Lagado	Information Technology Officer I
	Mikko S. Duero	Computer Programmer II
	Pee Jay P. Amadore	Administrative Assistant I

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Project Management Team (PMT) Responsibilities

1. Project Initiation

- ❖ Define project goals and objectives.
- ❖ Identify stakeholders and their needs.

2. Planning

- ❖ Create a comprehensive project plan outlining scope, timelines, and resources.
- ❖ Develop a budget and allocate resources accordingly.
- ❖ Identify risks and develop mitigation strategies.

3. Execution

- ❖ Coordinate team activities and ensure adherence to the project plan.
- ❖ Manage communications among stakeholders, team members, and external parties.
- ❖ Facilitate training and support for users of the monitoring system.

4. Monitoring and Control

- ❖ Track project progress against milestones and deliverables.
- ❖ Implement performance metrics to evaluate the effectiveness of the monitoring system.
- ❖ Adjust project plans as needed based on feedback and data collected.

5. Quality Assurance

- ❖ Establish quality standards for the monitoring system.
- ❖ Conduct regular reviews and audits to ensure compliance with these standards.
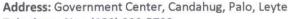- ❖ Gather feedback from users to improve system functionality.

6. Reporting

- ❖ Prepare and present regular progress reports to stakeholders.
- ❖ Document project outcomes, lessons learned, and best practices.
- ❖ Communicate any challenges and proposed solutions.

7. Closure

- ❖ Ensure all project deliverables are completed and meet quality standards.
- ❖ Conduct a final project evaluation and gather stakeholder feedback.
- ❖ Transition the system to operational status and provide ongoing support resources.

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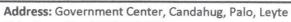**Email Address:** region8@deped.gov.ph
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8. Continuous Improvement

- ❖ Analyze data from the monitoring system for insights into professional development effectiveness.
- ❖ Recommend enhancements or updates to the system based on user feedback and changing needs.

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