



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

November 6, 2024

**REGIONAL MEMORANDUM**

No. **1409** s. 2024

**YEAR-END PROGRAM IMPLEMENTATION REVIEW OF HRD  
AND NEAP CORE PROGRAMS**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
All Others Concerned

1. This Office, through the National Educators Academy of the Philippines – Region VIII (NEAP-RVIII), shall conduct a year-end Program Implementation Review of HRD and NEAP Core Programs on **December 4-6, 2024** in Ormoc City.
2. This activity aims to:
  - a. evaluate whether the programs met the predefined goals and objectives;
  - b. discuss issues or challenges encountered during the implementation; and
  - c. use the findings from the review to inform and improve the planning and execution of future programs.
3. Enclosed are the list of participants and the activity matrix. The schools division superintendents must ensure the full attendance of their participants.
4. Expenses incurred during the conduct of this activity, such as training materials, kits, and board and lodging for the participants shall be charged against the HRD program support fund downloaded to the Schools Division of Ormoc City. Transportation, per diem, and other incidental expenses shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: As stated

References: HRD WFP

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

HRD PERSONNEL      NEAP CORE PROGRAMS      PROGRAM IMPLEMENTATION REVIEW

NEAPR-CDPA



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Enclosure 1 of Regional Memorandum No 1409, series of 2024**LIST OF PARTICIPANTS**

Office	Position/Designation				Number of Pax
	HRD SEPS	HRD EPS II	SGOD EPS	SGOD Chief	
Schools Division Office					Subtotal
Baybay City	1	1	1	1	4
Biliran	1	1	1	1	4
Borongan City	1	1	1	1	4
Calbayog City	1	1	1	1	4
Catbalogan City	1	1	1	1	4
Eastern Samar	1	1	1	1	4
Leyte	1	1	1	1	4
Maasin City	1	1	1	1	4
Northern Samar	1	1	1	1	4
Ormoc City	1	1	1	1	4
Samar	1	1	1	1	4
Southern Leyte	1	1	1	1	4
Tacloban City	1	1	1	1	4
Regional Office	HRDD Chief, EPS, EPS II	Dr. Elena S. De Luna	NEAPR SEPS, EPS II	HRD/NEAPR Staffs	Subtotal
	6	1	2	2	11
Program Management Team (SDO Ormoc City)					3
<b>Total</b>					<b>65</b>

Enclosure 2 of Regional Memorandum No 1409, series of 2024

**YEAR-END PROGRAM IMPLEMENTATION REVIEW OF HRD  
AND NEAP CORE PROGRAMS**

December 4-6, 2024  
Venue: within Ormoc City


ACTIVITY MATRIX

Day/ Time	December 4	December 5	December 6
8:30a.m. -9:00a.m.	Travel Time	Preliminaries	Preliminaries
9:00a.m. - 12:00p.m.		Presentation of FY2024 Accomplishment Report (SDO HRDS)	Presentation of FY2025 Plan for HRD and OPDNTF Fund
12:00p.m. - 1:00p.m.		Lunch	Lunch
1:00p.m. - 2:00p.m.	Arrival of Participants and Opening Program	Continuation of the Presentation of FY2024 Accomplishment Report (SDO HRDS)	Closing Program
2:00p.m. - 5:00p.m.	Presentation of HRDD and NEAPR Implemented Programs	Issues/ Challenges Encountered during the Implementation of HRD/NEAP Programs	Home Bound

Prepared by:

  
**CLARK DAVE P. ARANTE**  
SEPS

Noted by:

  
**ELENA S. DE LUNA PhD**  
NEAP-RVIII Head  
Assistant Schools Division Superintendent