



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

August 22, 2025

**REGIONAL MEMORANDUM**

No. **1040** s. 2025

**UPDATES ON THE COMPOSITION OF THE REGIONAL PROFESSIONAL DEVELOPMENT (PD) PROGRAM EVALUATION COMMITTEE**

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

- Pursuant to **Memorandum DM-OUHROD-2024-0427**, requiring the Regional Offices to organize a team of Professional Development (PD) Program Evaluators to review and quality assure the PD Programs developed by the SDOs, this Office, through the National Educators Academy of the Philippines Region VIII (NEAP-RVIII), establishes the Composition of the Regional PD Program Evaluation Committee.
- The Regional PD Program Evaluators shall be composed of the following:

<b>Approving Committee</b>	
Dr. Ronelo Al K. Firmo	Chairman Assistant Regional Director OIC, Office of the Regional Director
Dr. Harvie D. Villamor	Co-Chairman Chief, HRDD
<b>Lead Evaluators</b>	
Dr. Elena S. De Luna	Assistant Schools Division Superintendent Head, NEAP-RVIII
Dr. Gertrudes E. Mabutin	OIC-Chief, CLMD
<b>Program Content Evaluators</b>	
Dr. Dandy G. Acuin	EPS, CLMD
Dr. Amenia C. Aspa	EPS, CLMD
Dr. Nova P. Jorge	EPS, CLMD
Dr. Ryan R. Tiu	EPS, CLMD
Dr. Ernani S. Fernandez	EPS, CLMD
Mr. Dean Ric M. Endriano	EPS, CLMD
Ms. Glendale B. Lamiseria	EPS, CLMD
Mr. Joy B. Bihag	EPS, CLMD
Mr. Alfredo P. Café	EPS, CLMD
<b>Program Design Evaluators</b>	
Dr. Dina S. Superable	EPS, HRDD
Dr. Rowena T. Vacal	EPS, HRDD
Mr. Rodel V. Rosales	EPS, HRDD
<b>Secretariat</b>	
Mr. Clark Dave P. Arante	SEPS, NEAP-RVIII
Mr. Israel Gilvani D. Malaca	EPS II, NEAP-RVIII

3. The Regional PD Program Evaluators shall perform the following tasks:

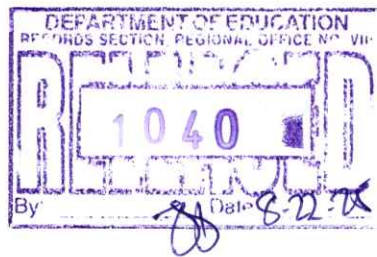
<p><b>Approving Committee</b></p> <ul style="list-style-type: none"> <li>• Approves the PD Program Proposals forwarded by the Lead Evaluators.</li> <li>• Signs the Quality Assurance Certificate if PD Program Proposal is approved.</li> <li>• Signs the Certificate of Fund Allocation covering the approved programs.</li> </ul>
<p><b>Lead Evaluators</b></p> <ul style="list-style-type: none"> <li>• Validate the QA recommendation endorsed by PD Program Content and Design Evaluators</li> <li>• Approve or disapprove the endorsed QA recommendations from the PD Program Content and Design Evaluators</li> <li>• Forward the approved QA recommendation certification to the Approving Committee.</li> </ul>
<p><b>Program Content Evaluators</b></p> <ul style="list-style-type: none"> <li>• Evaluate the proposal based on the alignment of the objectives, content, methodology, and output with the Philippine Professional Standards for Teachers (PPST), Philippine Professional Standards for School Heads (PPSSH), or Philippine Standards for Supervisors (PPSS).</li> <li>• Evaluate the appropriateness, accuracy and adequacy of the content based on the identified developmental needs of the target participants.</li> <li>• Evaluate the structure and sequence of the content areas.</li> <li>• Evaluate the alignment of the content areas with the curriculum standards.</li> <li>• Assure the quality of the resource package (session guides, slide decks and participant's hand-outs) based on the appropriateness, accuracy and adequacy of content to support the attainment of the learning objectives.</li> <li>• Consolidate the result of evaluation through the Quality Assurance Recommendation Form.</li> <li>• Prepare clearly articulated recommendations for PD programs/courses that failed to meet the QA Standards, for compliance of the PD program owners.</li> <li>• Endorse the QA Recommendation to the Lead Evaluators.</li> </ul>
<p><b>Program Design Evaluators</b></p> <ul style="list-style-type: none"> <li>• Review and evaluate each element in the detailed PD program designed based on the quality standards set.</li> <li>• Evaluate the evidence of each quality standard in the relevant section of the detailed PD program design.</li> <li>• Evaluate the alignment of the objectives with the session content, methodology/activities, output and intended learning outcomes.</li> <li>• Ensure the alignment of the proposal to the Philippine Professional Standards for teachers and school leaders.</li> <li>• Check individual attachment for consistency, accuracy and compliance with the requirements.</li> <li>• Consolidate the result of evaluation through the Quality Assurance Recommendation Form.</li> <li>• Prepare clearly articulated recommendations for PD programs that failed to meet the QA standards, for compliance of the PD program owner.</li> <li>• Endorse the QA recommendation to the Lead Evaluators.</li> </ul>
<p><b>Secretariat</b></p> <ul style="list-style-type: none"> <li>• Receives and pre-screens the completeness of PD Program Proposals of SDOS.</li> <li>• Prepares QA Standards Checklists and QA Recommendation forms.</li> </ul>

- Endorses PD Program Proposals to the Program Content & Design Evaluators.
- Prepares and issues Quality Assurance Certificate and Certificate of Fund Allocation covering the approved programs.
- Communicates with the SDO-HRDS, informing them of the partial or outright disapproval of specific proposals.

4. These assignments, which are in addition to your current functions, do not entail additional compensation and shall remain in effect until further notice from this Office.

5. In the event that Regional Office (RO) Evaluators are unavailable at the time their services are required—particularly due to time-sensitive demands related to the processing of PRC Accreditation for Professional Development (PD) Programs—the NEAP Secretariat may endorse the PD proposals to NEAP-trained evaluators from the Schools Division Office (SDO) to ensure timely evaluation and continued compliance with accreditation requirements.

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



**RONALO K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Enclosures: None

References: As stated

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

COMMITTEE  
PROFESSIONAL DEVELOPMENT PROGRAMS  
QUALITY ASSURANCE

HRDD-CDPA