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

September 22, 2025

REGIONAL MEMORANDUM

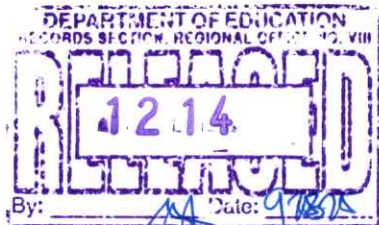
No. **1214** s. 2025

**PROFESSIONAL DEVELOPMENT PROGRAMS MONITORING SYSTEM
DEVELOPMENT AND/OR IMPLEMENTATION**

To: Schools Division Superintendents
Regional Office 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, HRDD will develop and/or implement starting September 2025 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 roles and responsibilities.
5. Expenses incurred in this activity shall be charged against HRD/HRTD continuing fund or OSEC-8-24-1736, subject to the usual accounting and auditing rules and regulations.

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



RONELO AL K. FIRMO CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosures: As stated

References: None

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

MONITORING PROFESSIONAL DEVELOPMENT PROGRAMS SYSTEM

HRDD-RVR

Enclosure to Regional Memorandum No. _____, s. 2025

Project Management Team

Role	Name	Position
Institutional Partner	Dr. Ronelo Al K. Firmo, CESO IV	Assistant Regional Director Officer-in-Charge Office of the Regional Director
Alternate Institutional Partner	Dr. Harvie D. Villamor	Chief Education Supervisor, HRDD
Project Team Leader	Rodel V. Rosales	Education Program Supervisor
Assistant Project Team Leader	Clark Dave P. Arante	Senior Education Program Specialist
Project Team Members	Marlou D. Camposano	Education Program Supervisor
	Jimmy G. Gula	Education Program Supervisor
	Dina S. Superable	Education Program Supervisor
	Ted Juan C. Peleño	Education Program Specialist II
	Israel Gilvani D. Malaca	Education Program Specialist II
	Jim Albert A. Lagado	Information Technology Officer I
	Mikko S. Duero	Computer Programmer II
	Earl Gie S. Campay	SST I, Kapuso Village Integrated School, Tacloban City
	Feigi Louie D. Pedrera	T III, Cirilo Roy Montejo National High School, Tacloban City
	Jessie M. Caber	T II, Ormoc City Senior High School, Ormoc City

Project Management Team (PMT) Responsibilities

1. Strategic Planning & Oversight

- ❖ Define the scope, objectives, and success metrics of the monitoring system.
- ❖ Align system goals with institutional professional development strategies.
- ❖ Develop a comprehensive project roadmap with timelines, milestones, and deliverables.

2. Stakeholder Engagement

- ❖ Identify and engage key stakeholders.
- ❖ Facilitate regular consultations to gather requirements and feedback.
- ❖ Ensure stakeholder needs are reflected in system design and functionality.

3. System Design & Development Coordination

- ❖ Oversee the selection or development of the software platform.
- ❖ Coordinate with developers, UX designers, and data analysts to ensure system usability and functionality.
- ❖ Approve wireframes, prototypes, and final design iterations.

4. Data Management & Integration

- ❖ Establish data standards for tracking professional development activities.
- ❖ Ensure integration with existing HR, LMS, or performance management systems.
- ❖ Monitor data privacy and security compliance throughout development.

5. Quality Assurance & Testing

- ❖ Develop testing protocols for system functionality, performance, and user experience.
- ❖ Supervise pilot testing and user acceptance testing (UAT).
- ❖ Address bugs, usability issues, and performance gaps before full deployment.

6. Training & Capacity Building

- ❖ Organize training sessions for system users.
- ❖ Develop user manuals, FAQs, and support materials.
- ❖ Ensure ongoing technical support and helpdesk availability.

7. Implementation & Rollout

- ❖ Manage phased rollout of the system across divisions.
- ❖ Monitor adoption rates and troubleshoot implementation challenges.
- ❖ Ensure smooth transition from legacy systems, if applicable.

8. Monitoring & Evaluation

- ❖ Track system performance and user engagement post-launch.
- ❖ Collect feedback for continuous improvement.
- ❖ Generate reports on professional development participation, outcomes, and impact.

9. Continuous Improvement & Maintenance

- ❖ Schedule regular system updates and feature enhancements.
- ❖ Monitor evolving professional development needs and adapt system accordingly.
- ❖ Maintain vendor or developer relationships for long-term support.

10. Documentation & Reporting

- ❖ Maintain comprehensive documentation of project decisions, changes, and outcomes.
- ❖ Provide regular progress reports to Top Management.
- ❖ Archive lessons learned for future system development initiatives.