



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

July 9, 2026

REGIONAL MEMORANDUM

No. **866** s. 2026

**CAPACITY-BUILDING WORKSHOP ON THE DEVELOPMENT AND
QUALITY ASSURANCE OF PROFESSIONAL DEVELOPMENT
PROGRAMS (PHASES 1 AND 2)**

To: Schools Division Superintendents
Regional Office Division Chiefs
Unit and Section Heads
All Others Concerned

1. In reference to Regional Memorandum No. 747, s. 2026, this Office, through the Human Resource Development Division (HRDD), announces that the title of the activity has been updated to "Capacity-Building Workshop on the Development and Quality Assurance of Professional Development Programs (Phases 1 and 2)" and will be held on August 10–14, 2026 (Phase 1) and October 5–9, 2026 (Phase 2) at a venue to be announced in a separate issuance.

2. Below is the list of participants in this activity.

Office/Participant	No. of Participant/s
Schools Division Office	
Baybay City Division	7
Biliran Division	7
Borongan City Division	7
Calbayog City Division	7
Catbalogan City Division	7
Eastern Samar Division	8
Leyte Division	8
Maasin City Division	7
Northern Samar Division	8
Ormoc City Division	7
Samar Division	8
Southern Leyte Division	7
Tacloban City Division	7
Regional Office (RO) Functional Division	
Curriculum Learning Management Division	3
Education Support Services Division	1
Field Technical Assistance Division	1

Human Research Development Division and NEAP R	8
HRDD Administrative Support	1
Policy, Planning, and Research Division	1
Quality Assurance Division	1
RO Unit and Section	
Nutritionist-Dietitian, Health and Nutrition Section	1
Librarian, Learning Resource Management Section	1
Special Programs and Projects Section	1
NEAP Central Office	
Resource Person	1
Total	115

3. The SDO Human Resource Development (HRD) SEPS/EPS II and RO Chiefs are requested to confirm the attendance of the identified participants by accomplishing the online confirmation form on or before **July 31, 2026**, through the following link: **<https://bit.ly/confirmation-of-paxs>**.
4. For RO Functional Divisions, priority shall be given to newly appointed and untrained supervisors and specialists. Meanwhile, participants from the Schools Division Offices shall comprise the HRD and Curriculum Implementation Division (CID) supervisors and specialists who will serve as PD Program Designers, PD Design Evaluators, and Learning Resource Evaluators at the division level.
5. In turn, the SDOs are expected to capacitate school leaders and master teachers to serve as PD Program Designers for district- and school-based professional development programs.
6. Participants are expected to bring their laptops and extension cords for use during the workshop.
7. Attached is the Activity Matrix for reference.
8. Expenses for the lease of venue, including participants' meals and accommodation, as well as the airfare of the resource person, shall be charged against the HRD Program Support Fund (PSF), while expenses for the transportation and other expenses of SDO participants shall be charged against their respective SDO Local Funds, subject to existing accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum are desired.

for
SALUSTIANO T. JIMENEZ JD, EdD, CESO III
 Regional Director



Enclosure: As stated
Reference: As stated

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

CAPACITY-BUILDING

PD DEVELOPMENT

QUALITY ASSURANCE

HRDD-DSS



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Enclosure to Regional Memorandum No. **866** s, 2026

**CAPACITY-BUILDING WORKSHOP ON THE DEVELOPMENT AND QUALITY ASSURANCE OF
 PROFESSIONAL DEVELOPMENT PROGRAMS (PHASE 1)**

August 10–14, 2026

TIME/DATE	August 10, 2026	August 11, 2026	August 12, 2026	August 13, 2026	August 14, 2026
08:00–08:30 a.m.	Travel to the Training Venue	Preliminaries	Preliminaries	Preliminaries	Preliminaries
08:30–09:00 a.m.		Planning the PD Program (PPS Mapping, defining target participants, delivery modality, timeline, and resources)	Development of Learning Resources and Session Guides	Designing Assessment and Evaluation Tools (Pre-/Post- tests, reaction and workplace application tools)	Presentation of Group Outputs and Panel Feedback
09:00–09:30 a.m.			Workshop 4: Preparation of Session Guides and Learning Resources		
09:30–10:00 a.m.					
10:00–10:15 a.m.	Arrival and Registration of Participants	HEALTH BREAK			
10:15–10:30 a.m.		Writing Workplace Development Objectives (WDOs)	Continuation of Workshop 4	Workshop 5: Development of Assessment and Evaluation Instruments	Application of PD Programs for Continuing Professional Development (CPD) Accreditation
10:30–11:00 a.m.		Workshop 2: Formulating WDOs			
11:00–11:30 a.m.					
11:30 a.m.–12:00					
12:00–01:00 p.m.		LUNCH BREAK			

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01:00-01:30 p.m.	Opening Program	Designing the PD	Continuation of	Processing and	Closing Program
01:30-02:00 p.m.	Overview of the PD Program Development Framework	Program Structure (Modules, sessions, learning activities, instructional strategies, and duration)	Workshop 4	Synthesis	
02:00-02:30 p.m.	Prioritizing and Learning and Development Needs	Workshop 3: Development of the PD Program Design		Presentation of Group Outputs and Panel Feedback	
02:30-03:00 p.m.					
03:00-03:15 p.m.	HEALTH BREAK				Departure and Travel Time
03:15-03:30 p.m.	Workshop 1: Prioritization of Learning Needs	Continuation of Workshop 3	Continuation of Workshop 4	Presentation of Group Outputs and Panel Feedback	
03:30-04:00 p.m.	Processing and Synthesis	Processing and Synthesis	Processing and Synthesis	End-of-Day Evaluation	
04:00-04:30 p.m.	End-of-Day Evaluation	End-of-Day Evaluation	End-of-Day Evaluation		
04:30-05:00 p.m.					

Prepared by:


DINA S. SUPERABLE
 EPS, HRDD

Noted by:


HARVIE D. VILLAMOR EDD
 Chief, HRDD

**CAPACITY-BUILDING WORKSHOP ON THE DEVELOPMENT AND QUALITY ASSURANCE OF
PROFESSIONAL DEVELOPMENT PROGRAMS (PHASE 2)**

October 5-9, 2026

TIME/DATE	October 5, 2026	October 6, 2026	October 7, 2026	October 8, 2026	October 9, 2026
08:00–08:30 a.m.	Travel to the Training Venue	Preliminaries	Preliminaries	Preliminaries	Preliminaries
08:30–09:00 a.m.		Duties and Responsibilities of Evaluators The Evaluation Process Effective Formulation of Remarks and Recommendation The Confidentiality Agreement	Continuation of Workshop 1: Review and Evaluation of PD Programs	Continuation of Workshop 1: Review and Evaluation of PD Programs	Workshop 3: Finalization and submission of PD program resource packages QA recommendations
09:00–09:30 a.m.					
09:30–10:00 a.m.					
10:00–10:15 a.m.	HEALTH BREAK				Workshop 2: Deliberation of Individual QA Recommendations
10:15–10:30 a.m.	Workshop 1: Review and Evaluation of PD Programs				
10:30–11:00 a.m.					
11:00–11:30 a.m.					
11:30 a.m.–12:00					
12:00–01:00 p.m.	LUNCH BREAK				
01:00–01:30 p.m.	Opening Program	Continuation of Workshop 1: Review and	Continuation of Workshop 1: Review and	Continuation of Workshop 2: Deliberation of	Closing Program
01:30–02:00 p.m.					
02:00–02:30 p.m.					
02:30–03:00 p.m.					

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Assurance Standards/Criteria	Evaluation of PD Programs	Evaluation of PD Programs	Individual QA Recommendations	Departure and Travel Time
03:00-03:15 p.m.	HEALTH BREAK			
03:15-03:30 p.m.	Continuation of PD Design and LRM Quality Assurance Standards/Criteria	Continuation of Workshop 1: Review and Evaluation of PD Programs	Continuation of Workshop 2: Deliberation of Individual QA Recommendations	
03:30-04:00 p.m.		End-of-Day Evaluation	End-of-Day Evaluation	
04:00-04:30 p.m.				
04:30-05:00 p.m.	Synthesis End-of-Day Evaluation			

Prepared by:


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EPS, HRDD

Noted by:


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