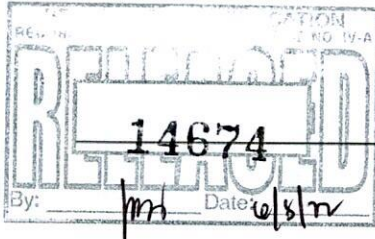




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



June 06, 2022

Regional Memorandum

**FINALIZATION OF LEARNING RESOURCE PACKAGE FOR
PROFICIENT TEACHERS AND SUPERVISORS
PROFESSIONAL DEVELOPMENT PROGRAMS**

To **Schools Division Superintendents**

1. This Office, through the Human Resource Development Division – National Educators’ Academy of the Philippines in the Region (HRDD-NEAP R), will conduct the finalization of learning resource package for proficient teachers and supervisors professional development programs on **June 22 - 24, 2022** at a venue to be disseminated in a separate memorandum.
2. This activity aims to:
 - a. consolidate the comments and suggestions given by the evaluators during the vetting stage;
 - b. finalize the session guides and slide decks based on the comments and suggestions of the evaluators; and
 - c. accomplish NEAP R.1 or Program Recognition Form and prepare the necessary attachments for submission to NEAP Central Office.
3. Attached are the list of contributing writers, the program management team, and the activity matrix. They are advised to bring their laptops, extension cords, face masks, alcohol, travel authority, and vaccination cards.
4. Board and lodging and other incidental expenses relative to the conduct of this activity shall be charged against the HRTD Fund while the travel expenses of PMT and participants shall be charged to respective local funds subject to the usual accounting and auditing rules and regulations.
5. Should there be queries or other concerns, kindly coordinate with **Mr. Bryan A. Pobe** or **Mr. Mark Anthony R. Malonzo** through hrd.calabarzon@deped.gov.ph.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

6. Immediate dissemination of this memorandum is desired.

neap-r/pobe


FRANCIS CESAR B. BRINGAS
Regional Director



Attachment: List of Contributing Writers

Finalization of Learning Resource Package for Proficient Teachers and Supervisors Professional Development Programs

June 22-24, 2022

Venue: To be announced

List of Contributing Writers

Proficient Teachers PDP

No.	Name	Designation	Division
1.	Gayle J. Malibiran	Principal I	Antipolo City
2.	Mervin C. Tortoza	Principal IV	
3.	Esteban B. Casauay	Principal III	
4.	Angelo D. Uy	Principal II	Biñan City
5.	Leslie V. Denosta	Principal II	San Pablo City
6.	Ireneo V. Padilla, Jr.	Principal II	
7.	Christian Mespher A. Hernandez	Education Program Specialist II	Imus City
8.	Paulino S. Castro	Senior Education Program Specialist	Laguna
9.	Vanessa R. Barcarse	Senior Education Program Specialist	Dasmariñas City
10.	Nimpha L. Reyes	Principal II	Quezon Province
11.	Jennifer M. Rojo	Principal II	Cavite Province
12.	Gina B. Dulce	Public Schools District Supervisor	
13.	Erma S. Valenzuela	Education Program Supervisor	Laguna
14.	Evelyn P. Navia	Principal III	
15.	Benjie M. Buendicho	Principal II	

Supervisors PDP

No.	Name	Designation	Division/Office
1.	Virgilio O. Guevarra, Jr.	Education Program Supervisor	RO - CLMD
2.	Dolorosa S. De Castro	Chief Education Supervisor	Calamba City
3.	Noel S. Ortega	Education Program Supervisor	Cavite Province
4.	Shiela B. Peñano	Public Schools District Supervisor	Rizal
5.	Marigen N. Leosala	Education Program Supervisor	Sta. Rosa City
6.	Cherrilyn T. Nabor	Education Program Supervisor	
7.	Ronaldo P. Bago	Education Program Supervisor	Biñan City
8.	Rejulios M. Villenes	Public Schools District Supervisor	Quezon Province
9.	Marife T. Morcilla	Education Program Supervisor	Lipa City
10.	Ma. Glecita C. Columna	Education Program Supervisor	Gen. Trias City

Attachment: Program Management Team

Finalization of Learning Resource Package for Proficient Teachers and Supervisors Professional Development Programs

June 22-24, 2022

Venue: To be announced

Program Management Team

No.	Name	Designation	Office
1.	Luz E. Osmeña	Chief	HRDD – NEAP R
2.	Bryan A. Pobe	Education Program Supervisor	
3.	Mark Anthony R. Malonzo	Senior Education Program Specialist	
4.	To be determined	Nurse	SDO Gen. Trias City

Attachment: Activity Matrix

Finalization of Learning Resource Package for Proficient Teachers and Supervisors Professional Development Programs

June 22-24, 2022

Venue: To be announced

Activity Matrix

Day 1 (June 22, 2022)

Time	Activity/Topic	Persons Involved /In-charge	Resources/Materials Needed
7:00 AM - 9:00 AM	Arrival & Registration	PMT	Registration Forms
9:00 AM - 10:30 AM	OPENING PROGRAM Preliminaries Overview of the Activity Check in	PMT	AVP
10:30 AM - 10:45 AM	AM BREAK		
10:45 AM - 12:00 NN	Sharing of Evaluators' Comments and Suggestions/Recommendations	PMT & Writers	Slide Decks & Evaluators' Comments and Suggestions
12:00 NN - 1:00 PM	LUNCH BREAK		
1:00 PM - 1:15 PM	Energizer	PMT	Slide Decks/ AVP
1:15 PM - 2:45 PM	Start of Finalization of Learning Resource Package	Writers	Developed Session Guides and Slide Decks, Evaluators' Comments and Suggestions
2:45 PM - 3:00 PM	PM BREAK		
3:00 PM - 4:45 PM	Continuation of Finalization of Learning Resource Package	Writers	Developed Session Guides and Slide Decks, Evaluators' Comments and Suggestions
4:45 PM - 5:00 PM	Check out Important Reminders Closing Prayer	PMT	Slide Decks, Video, Google Meet

Day 2 (June 23, 2022)

Time	Activity/Topic	Persons Involved /In-charge	Resources/Materials Needed
8:00 AM – 8:30 AM	MANAGEMENT OF LEARNING Energizer Recap of Day 1 Activities Check in	PMT	AVP
8:30 AM - 10:00 AM	Continuation of Finalization of Learning Resource Package	Writers	Developed Session Guides and Slide Decks Evaluators' Comments and Suggestions
10:30 AM - 10:45 AM	AM BREAK		
10:45 AM - 12:00 NN	Continuation of Finalization of Learning Resource Package	Writers	Developed Session Guides and Slide Decks, Evaluators' Comments and Suggestions
12:00 NN - 1:00 PM	LUNCH BREAK		
1:00 PM - 1:15 PM	Energizer	PMT	Slide Decks/ Video
1:15 PM - 2:45 PM	Checking of Finalized Learning Resource Package	PMT & Writers	Finalized Session Guides and Slide Decks
2:45 PM - 3:00 PM	PM BREAK		
3:00 PM - 4:45 PM	Continuation of Checking of Finalized Learning Resource Package	PMT & Writers	Finalized Session Guides and Slide Decks
4:45 PM – 5:00 PM	Check out Important Reminders Closing Prayer	PMT	Slide Decks, AVP

Day 3 (June 24, 2022)

Time	Activity/Topic	Persons Involved /In-charge	Resources Needed
8:00 AM – 8:30 AM	MANAGEMENT OF LEARNING Energizer Recap of Day 2 Activities Check in	PMT	Slide Decks, AVP
8:30 AM – 10:30 AM	Preparation of R.1 and Necessary Attachments	PMT & Writers	NEAP R.1 Template, Curriculum Vitae
10:30 AM – 10:45 AM	AM BREAK		
10:45 AM – 12:00 NN	Continuation of Preparation of R.1 and Necessary Attachments	PMT & Writers	NEAP R.1 Template, Curriculum Vitae
12:00 NN – 1:00 PM	LUNCH BREAK		
1:00 PM – 2:30 PM	CLOSING PROGRAM Awarding of Certificates Sharing of Insights Next Steps/Ways Forward Vote of Thanks	PMT & Writers/LFs	Certificates, AVP
2:30 PM – onwards	HOME SWEET HOME	PMT & Writers/LFs	Trip Ticket