

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



27 June 2022

**Regional Memorandum**

**ORIENTATION CUM TECHNICAL ASSISTANCE PROVISION  
FOR RECOGNITION EVALUATION COMMITTEE (REC)  
MEMBERS AND PROFESSIONAL DEVELOPMENT PROGRAM  
PROponents**

To **Schools Division Superintendents**


1. The implementation of DepEd Order 01, s. 2020 or the Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders ensures quality implementation of professional development programs and courses for teachers and school leaders by providing standards for the Learning Service Providers (LSPs).
2. Anent this, this Office through the NEAP-R/HRDD will conduct the **Orientation cum Technical Assistance Provision for the REC Members and PD Program Proponents on July 26-29, 2022**, at the venue which shall be communicated via registered email.
3. This activity aims to a.) organize pool of regional recognition evaluators and secretariat; b.) provide technical guidance to REC members; and c.) utilize the NEAP recognition forms in designing, developing, implementing, monitoring, and evaluating professional development programs/ courses for teachers and school leaders.
4. Learning Area Supervisors who will attend this activity are required to bring laptop, extension cord, and one (1) SDO initiated Professional Development Program Proposal (R.1) for recognition.
5. Participants to this activity are the nominees recommended by SDOs to be members of the NEAP Regional Recognition Evaluation Committee (REC).
6. The first meal to be served is breakfast and the last meal is PM snacks of the last scheduled day. Thus, participants are expected to be at the venue before 7:00 am of Day 1.



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
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**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph

7. Participants in this activity are requested to register and confirm their attendance through **bit.ly/RECNEW22** on or before **July 22, 2022, 5:00 pm**. Please see Enclosure A for the List of Participants (Batch 1) and Program Management Team, Enclosure B for the Terms of Reference of REC Members and Enclosure C for the Activity Matrix.
8. Travel expenses relative to the conduct of this activity are chargeable against local funds/ MOOE subject to usual accounting and auditing rules and regulations. ~~While~~ meals and accommodation of the participants shall be charged to downloaded HRD Program Support Funds of the Regional Office.
9. For more information about this activity, contact **Mr. Mark Anthony R. Malonzo** or **Mr. Alvin P. Metrillo**, Program Recognition Focal Persons on [neap.calabarzon@deped.gov.ph](mailto:neap.calabarzon@deped.gov.ph).
10. Immediate dissemination of this Memorandum is desired.

  
**FRANCIS CESAR B. BRINGAS**

Regional Director 

hrdd/neapr/mark/alvin



**TARGET MEMBERS FOR RECOGNITION EVALUATION COMMITTEE (BATCH 1)**

<b>OFFICE</b>	<b>NAME OF EDUCATION PROGRAM SUPERVISOR</b>	<b>AREA/ CONTENT EXPERTISE</b>
<b>CLMD (FOR CONFIRMATION)</b>	JOB S. ZAPE, JR.	CHIEF ES
	MARVELINO NIEM	EPS
	VIRGILIO GUEVARRA	EPS
	EUGENE RAY SANTOS	EPS
<b>QAD (FOR CONFIRMATION)</b>	ELINO GARCIA	EPS
	ALLAIN ALVAREZ	EPS
	EMILIA AYTONA	EPS
<b>Antipolo City</b>	DARWIN D. BARGO	ESP, ENGLISH
	GILBERT G. JOYOSA	FILIPINO
	GIRLIE D. NOMBRES	MATHEMATICS
<b>Bacoor City</b>	JULIETA R. DE JESUS	EPS - ENGLISH
	LEONORA M. MEDINA	EPS - FILIPINO, MOTHER TONGUE
	NEREUS V. MALINIS	EPS - AP, ESP
	MARILYN R. BAROJA, EPS	EPS - SCIENCE
<b>Batangas</b>	LUCKY MAY L. PASIA	P II / DIVISION MATHEMATICS COOR.
	AGRIFINA A. DIRAIN	PSDS
	NANCY D. LUBIS	PSDS
	JULITA E. ILAGAN	PSDS
<b>Batangas City</b>	AUREA P. OCON	EPS – EPP/TLE
	FE M. FALLURIN	EPS-LRMDS
	GENERIEGO O. JAVIER	EPS-ESP
	HERMAN A. CATAPANG	EPS - MATH
<b>Biñan City</b>	JOEL J. VALENZUELA	ARALING PANLIPUNAN
	VIOLETA M. UMEL	MATHEMATICS
	RHEA DM. BILBES	KINDERGARTEN
<b>Cabuyao City</b>	GRACE C. ENDAYA	EPS – TLE
	BUENA G. VILLANUEVA	EPS - KINDERGARTEN
	MA. LEONORA M. NATIVIDAD	EPS – SCIENCE
	IRENE P. PANTONIAL	PSDS - SCIENCE
<b>Calamba City</b>	MARILIZA T. ESPADA	EPS-MATH/ ENGLISH
	ANDREA C. SENADOZA	EPS- ENGLISH
	INOCENCIA M. OPEÑA	PSDS
	IRENE L. MACALINTAL	PSDS
<b>Cavite Province</b>	WENIFREDA DIQUIT	EPS-ENGLISH
	EMILY R. QUINTOS	EPS- ARALING PANLIPUNAN
	NOEL ORTEGA	EPS-LRMDS
	GREGORIA S. ATAS	EPS - SGOD
<b>Cavite City</b>	RICARDO P. MAKABENTA	EPS- ARALING PANLIPUNAN
	SHEILA D. LEE	EPS- KINDERGARTEN/ SPED
	MADELAINE F. GATCHALIAN	EPS- SCIENCE
<b>Dasmariñas City</b>	ALEJO S. FIB, JR.	EPS
	NOEL D. ANCIADO	EPS
	EMILY L. BELANIO	PSDS
	JHONIE JEFF I. MARQUEZ	PSDS



OFFICE	NAME OF EDUCATION PROGRAM SUPERVISOR	AREA/ CONTENT EXPERTISE
<b>General Trias City</b>	YOLANDA DC LUMANOG	EPS – AP
	RIZAL M. VIDALLO	EPS – ESP
	MA. GLECITA C. COLUMNA	EPS – ENGLISH
	LYNETTE P. RUE	EPS - MATH
<b>Imus City</b>	RICARDO R. DAVID III	EPS
	ROCHELLE S. BALETE	SCIENCE COORDINATOR
<b>Laguna</b>	GODOFREDO C. MERCADO	EPS – ENGLISH
	CRISTINA S. TALAMBAYAN	EPS – TLE
	RODERICA R. CAMACHO	EPS – SPED/CI/IE
	ZARINA LLARENA	EPS - FILIPINO
<b>Lipa City</b>	KRISTINE P. CINCO	EPS – MAPEH
	FERNANDO B. ENRIQUEZ	EPS – FILIPINO
	RANDY L. PALESTINA	EPS – TLE
	FRANCIA C, SILVA	EPS - SCIENCE
<b>Lucena City</b>	ROSELYN Q. GOLFO	EPS – SCIENCE
	MYLA K. MENDIOLA	EPS – AP
	ROWELA M. CAPERIÑA	EPS – KINDERGARTEN/ SPED
	DEXTER M. VALLE	EPS - MATH
<b>Quezon</b>	JUANITO A. MERLE	EPS – SHS
	ABNER L. PUREZA	EPS – ENGLISH
	CARMELA EZCEL A. OROGO	EPS – SCIENCE
	RAUL R. AGARAN	EPS - TESTING
<b>Rizal</b>	NEDIA E. LAGUSTAN	EPS – ENGLISH
	MELLODINE A. ANTONIO	EPS -FILIPINO
	SHEILA B. PEÑANO	PSDS
	JEFFREY C. ERNI	EPS – EPP/ TLE/ TVL
<b>San Pablo City</b>	ROSZIEL S. ROSALES	EPS – SCIENCE
	LAILA R. MALOLES	EPS – ENGLISH
	MARLYN A. CABRERA	EPS – FILIPINO
	MA. FILIPINA M. DRIO	EPS - MATH
<b>San Pedro City</b>	LAILYN C. VINZON	OIC CID CHIEF
	AGUSTIN OWEN V. PEÑA	OIC SCIENCE COORDINATOR
	SHERYLL ANN M. DADAL	OIC FILIPINO COORDINATOR
	RENANTE R. SORIANO	OIC PSDS
<b>Sta. Rosa City</b>	MARIGEN N. LEOSALA	EPS - LRMDs
	CHERRILYN T. NABOR	EPS - ENGLISH
	EDWINA C. NABO	EPS - TLE
<b>Tanauan City</b>	FLORINDA C. GAGASA	EPS- EPP/TLE
	NERRISA A. AUSTRIA	EPS- AP
	JUN A. ROBLES	EPS- ESP
	ADELIO B. BALBIN	EPS - MATH
<b>Tayabas City</b>	SANCHO C. CALATRAVA	EPS- AP
	GEORGIA P. TALABONG	EPS- SCIENCE
	LOUIE L. FULLEDO	EPS- TLE
	LUZVIMINDA CYNTHIA RICHELLE F. QUINTERO	EPS - ENGLISH



**PROGRAM MANAGEMENT TEAM**

<b>LUZ E OSMENA</b>	Overall Chair
<b>JISELA N. ULPINA</b>	Co-chair
<b>NADINA G. GATON</b>	Member
<b>BRYAN A. POBE</b>	Member
<b>DONNA L. LAGO</b>	Member
<b>MARK ANTHONY R. MALONZO</b>	Member
<b>ALVIN P. METRILLO</b>	Member
<b>JONALYN B. PATTALITAN</b>	Member
<b>GLENDA E. DE LA TORRE</b>	Member
<b>MARICRIS R. TADIOAN</b>	Member
<b>RAGINNE A. YAÑEZ</b>	Member
<b>JOSEPH C. DAMIAN</b>	Member – Technical Assistant
<b>EFREN V. CLAVELES</b>	Member – Technical Assistant

**Enclosure B:**  
**Terms of Reference of REC Members**  
**(per Regional Order 6, s. 2021)**

The composition of the REC allows flexibility to cater to the demands of the proposed PDP. REC has the following roles and functions in the Recognition Process:

1. Ensures the following criteria are satisfied:
  - a. Alignment with the NEAP Professional Development Priorities
  - b. Mapping to the PPST, PPSSH and PPSS
  - c. Articulation of objectives/ outcomes
  - d. Alignment of the objectives/ Intended Learning Outcomes (ILOs), Content and, if applicable, Assessment with the professional standards for teachers or school leaders
  - e. Soundness of methodology
  - f. Mechanisms to determine whether the Objectives/ ILOs have been met.
  - g. Strength of research base
  - h. Use of principles of adult learning
  - i. Use of recognized best practice.
  - j. Intended classroom level application and innovation.
  - k. Credentials/ expertise of resource person(s) and learning facilitator(s)
  - l. Budget and costing
  - m. Appropriateness of Monitoring and Evaluation Plan
2. Observes time frame to evaluate the proposed PDPs.
3. Participates in the evaluation, validation/ consolidation, and deliberation of ratings of the REC
4. Recommends appropriate actions to be taken by the proponent after evaluation is done.
5. Endorses to RAC for approval or disapproval.



**Enclosure C: ACTIVITY MATRIX**

<b>TIME</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>
8:00 am-8:15 am	Preliminaries Setting of Expectation	MOL		
8:15 am - 9:30 am	Review of the following policies: DO No. 001 s. 2020 DO 30, s. 2021; DO 42 s. 2017 and Its Milestones (Jisela N. Ulpina)	<b>Activity 1:</b> Workshop on the Evaluation Process using R.1 & R.2	Continuation of Activity 4	Discussion on how to Use R.3, R.4, R.5 & R.6 (Bryan A. Pobe & Mark Anthony R. Malonzo)
9:30 am –9:45 am	HEALTH BREAK			
9:45 am – 11: 00 am	Review of the following: DO 24, s. 2020; DO 25, s. 2020 DO 2, s. 2015 (Mark Anthony R. Malonzo)	Continuation of Workshop	Continuation of Activity 4	CPD Accreditation Process (Jonalyn B. Pattalitan)
11:00 am – 12:00 pm	Recognition Procedures and Terms of References (Citizen's Charter) (Jonalyn B. Pattalitan)	<b>Activity 2:</b> Conduct of Deliberation Process thru Simulation (F2F and Virtual) (Donna L. Lago & Maricris R. Tadioan)	Presentation of Accomplish R.1 (Random Selection through Wheel of Names)	<b>CLOSING PROGRAM</b> <ul style="list-style-type: none"> <li>• Takeaways</li> <li>• Challenge</li> </ul>
12:00 pm –1:00 pm	LUNCH BREAK			
1:00 pm – 1:15 pm	Ice Breaker			
1:00 pm – 2:30 pm	Recognition Forms/Tools and Recognition Roadmap  (Alvin P. Metrillo)	<b>Activity 3:</b> Rose, Thorn and Bud (Success, Challenge, Potential) <b>Activity 4:</b> Drafting R.1 – PD Program/Course Recognition & Preparation of the needed Attachments	Evaluation and Submission	Departure
2:30 pm – 2:45 pm	HEALTH BREAK			

TIME	Day 1	Day 2	Day 3	Day 4
2:45 pm – 4:30 pm	Discussion of the Evaluation Process focus on R.2 indicators (Luz E. Osmeña)	Continuation of Activity 4	Feedback Giving	Home Sweet Home
4:30 pm – 4:45 pm	Q and A Reminders			
4:45 pm – 5:15 pm	Debriefing			