

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



26 August 2022

**Regional Memorandum**

**RE-ORIENTATION CUM TECHNICAL ASSISTANCE  
PROVISION FOR RECOGNITION EVALUATION COMMITTEE  
(REC) MEMBERS AND PROFESSIONAL DEVELOPMENT (PD)  
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 to this, this Office through the HRDD-NEAPR will conduct the **Re-orientation cum Technical Assistance Provision for the REC Members and PD Program Proponents on September 27-30, 2022** at NEAP Malvar, Batangas.
3. This activity aims to:
  - a) re-orient the participants on the standards in the recognition process, PRC accreditation process and relevant policies;
  - b) discuss the NEAP recognition forms in the evaluation of PD programs; and,
  - c) use the NEAP recognition forms in evaluating the PD programs.
4. Participants in this activity are the REC Members for Batch 2. They are required to bring laptop and extension cord.
5. 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.
6. Participants in this activity are requested to register and confirm their attendance through **bit.ly/RECNEW22** on or before **September 9, 2022, 5:00 pm**. Please see Enclosure A for the List of Participants (Batch 2) and Program Management Team, Enclosure B for the Terms of Reference of REC Members and Enclosure C for the Activity Matrix.



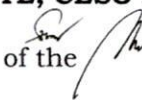
Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph

7. Travel expenses relative to the conduct of this activity are chargeable against local funds/ MOOE subject to usual accounting and auditing rules and regulations. Meals and accommodation of the participants shall be charged to downloaded HRD Program Support Funds of the Regional Office.
8. 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).
9. Immediate dissemination of this Memorandum is desired



**ATTY. ALBERTO T. ESCOBARTE, CESO II**

Assistant Secretary  
Officer-in-Charge, Office of the  
Regional Director



[neapr/mark/alvin](mailto:neapr/mark/alvin)





**Enclosure A:**

**LIST OF PARTICIPANTS - (BATCH 2)**  
*(Based on the previous data)*

FULL NAME (CAPS)	DIVISION/UNIT	SEX
1. GAYLE J. MALIBIRAN	ANTIPOLO CITY	FEMALE
2. NOVA U. SILGUERA	ANTIPOLO CITY	FEMALE
3. ARLENE L. TAYONA	ANTIPOLO CITY	FEMALE
4. MERVIN C. TORTOZA	ANTIPOLO CITY	MALE
5. MAGIELYN R. BABAO	BATANGAS CITY	FEMALE
6. CONIE M. BALSE	BATANGAS CITY	FEMALE
7. NIDA C. SANTOS	BATANGAS CITY	FEMALE
8. MOVITA O. CRUZAT	BATANGAS PROVINCE	FEMALE
9. EVELYN C. DE SAGUN	BATANGAS PROVINCE	FEMALE
10. MARY JANE M. GONZALES	BATANGAS PROVINCE	FEMALE
11. ERICKSON T. GUTIERREZ	BATANGAS PROVINCE	MALE
12. ELEAZAR C. MAGSINO	BATANGAS PROVINCE	MALE
13. ROSALINDA A. MENDOZA	BATANGAS PROVINCE	FEMALE
14. ELIZABETH R. TOLENTINO	BATANGAS PROVINCE	FEMALE
15. MIGUEL B. ULARTE	BATANGAS PROVINCE	MALE
16. EDNA F. AGUSTIN	BINAN CITY	FEMALE
17. LANI A. ALONTE	BINAN CITY	FEMALE
18. FERDINAND R. ARBO	BINAN CITY	MALE
19. RONALDO P. BAGO	BINAN CITY	MALE
20. MARY JOY L. CABILES	BINAN CITY	FEMALE
21. EVELYN P. DE CASTRO	BINAN CITY	FEMALE
22. ISIDRA I. GALMAN	BINAN CITY	FEMALE
23. LEILANI J. MIRANDA	BINAN CITY	FEMALE
24. ANGELA A. MORANDO	BINAN CITY	FEMALE
25. JACKIE LOU A. ALMIRA	CABUYAO CITY	FEMALE
26. REYARR L. CRUZ	CABUYAO CITY	MALE
27. TOMAS B. DORADO	CABUYAO CITY	MALE
28. MARIBETH G. HERRERO	CABUYAO CITY	FEMALE
29. JONATHAN H. MARQUEZ	CABUYAO CITY	MALE
30. MICHAEL O. PANTALEON	CABUYAO CITY	MALE
31. MARVIN R. VICENTE	CABUYAO CITY	MALE
32. MA. FE LORELEI E. AMON	CALAMBA CITY	FEMALE
33. CRISTETA M. ARCOS	CALAMBA CITY	FEMALE
34. ENELYN T. BADILLO	CALAMBA CITY	FEMALE

FULL NAME (CAPS)	DIVISION/UNIT	SEX
35. FLORETTE LAARNI C. BAUTISTA	CALAMBA CITY	FEMALE
36. DOLOROSA S. DE CASTRO	CALAMBA CITY	FEMALE
37. MINARIZA M. GILLACO	CALAMBA CITY	FEMALE
38. ROLANDO B. MANALO	CALAMBA CITY	MALE
39. PAMELA D. RODELAS	CALAMBA CITY	FEMALE
40. CLARIZA G. TERONES	CALAMBA CITY	FEMALE
41. CHARLENE LEI O. ESGUERRA	CAVITE CITY	FEMALE
42. ESTRELLA G. GONZALES	CAVITE CITY	FEMALE
43. JUSTIN VIC R. LAMPAS	CAVITE CITY	MALE
44. JESTER C. NICODEMUS	CAVITE CITY	MALE
45. ANNA MARIE S. ARANZANZO	CAVITE PROVINCE	FEMALE
46. KRISTINE G. DELA ROSA	CAVITE PROVINCE	FEMALE
47. WENIFREDA S. DIQUIT	CAVITE PROVINCE	FEMALE
48. ROMEO E. ENDRACA	CAVITE PROVINCE	MALE
49. MARIA BELEN C. MOJICA	CAVITE PROVINCE	FEMALE
50. JOSEPHINE M. MONZAGA	CAVITE PROVINCE	FEMALE
51. EMILY R. QUINTOS	CAVITE PROVINCE	FEMALE
52. MARIBETH C. RIETA	CAVITE PROVINCE	FEMALE
53. RONALYN P. SALAZAR	CAVITE PROVINCE	FEMALE
54. VANESSA R. BARCARSE	DASMARINAS CITY	FEMALE
55. MELANIE P. CRUZ	GENERAL TRIAS CITY	FEMALE
56. CIPRIANO JR. A. DINGLASAN	GENERAL TRIAS CITY	MALE
57. HAIDI M. MORALES	GENERAL TRIAS CITY	FEMALE
58. VIRGIE T. TACCAD	GENERAL TRIAS CITY	FEMALE
59. RICARDO R. DAVID III	IMUS CITY	MALE
60. RIZA C. GARCIA	IMUS CITY	FEMALE
61. LEAH J. GUILLANG	IMUS CITY	FEMALE
62. CHRISTIAN MESPHER A. HERNANDEZ	IMUS CITY	MALE
63. JENIELYN A. SADANG	IMUS CITY	FEMALE
64. FELIZ A. TAYAO	IMUS CITY	FEMALE
65. BENILOU A. VIRATA	IMUS CITY	FEMALE
66. FRENIE V. AQUINO	LAGUNA	FEMALE
67. PAULINO S. CASTRO	LAGUNA	MALE
68. EVELYN P. NAVIA	LAGUNA	FEMALE
69. ENRICO G. ORTEGA	LAGUNA	MALE
70. ERMA S. VALENZUELA	LAGUNA	FEMALE
71. JERSON T. VOLPANE	LAGUNA	MALE
72. MARIA FE C. BAUTISTA	LIPA CITY	FEMALE



FULL NAME (CAPS)	DIVISION/UNIT	SEX
73. THERESA G. EXCONDE	LIPA CITY	FEMALE
74. ARIEL D. GARCIA	LIPA CITY	MALE
75. ELVIE M. MALALUAN	LIPA CITY	FEMALE
76. MARIFE T. MORCILLA	LIPA CITY	FEMALE
77. EDITA T. OLAN	LIPA CITY	FEMALE
78. JOSEPH CHRISTIAN C. TAPIRE	LIPA CITY	MALE
79. KARINA R. BAUTISTA	LUCENA CITY	FEMALE
80. HERMOGENES M. PANGANIBAN	LUCENA CITY	MALE
81. HERMOGENES M. PANGANIBAN	LUCENA CITY	MALE
82. CHINITA A. TOLENTINO	LUCENA CITY	FEMALE
83. GREGORIO T. MUECO	QUEZON	MALE
84. ELINO S. GARCIA	REGIONAL OFFICE	MALE
85. NADINA G. GATON	REGIONAL OFFICE	FEMALE
86. DONNA L. LAGO	REGIONAL OFFICE	FEMALE
87. ELENA L. LOPEZ	REGIONAL OFFICE	FEMALE
88. MARK ANTHONY R. MALONZO	REGIONAL OFFICE	MALE
89. BUENALYN M. MANUEL	REGIONAL OFFICE	FEMALE
90. ALVIN P. METRILLO	REGIONAL OFFICE	MALE
91. MARICRIS R. TADIOAN	REGIONAL OFFICE	FEMALE
92. JISELA N. ULPINA	REGIONAL OFFICE	FEMALE
93. MARITA L. GONZALES	RIZAL	FEMALE
94. MARLON S. MARQUEZ	RIZAL	MALE
95. LERMA M. BALDONADO	SAN PABLO CITY	FEMALE
96. HENRY P. CONTEMPLACION	SAN PABLO CITY	MALE
97. VICTORIA P. GABIANO	SAN PABLO CITY	FEMALE
98. GENEROSSJOSE I. SILVA	SAN PABLO CITY	MALE
99. DANIELA DC. HERNANDEZ	SAN PABLO CITY	FEMALE
100. MARIA LUCIA AILEEN L. JUANEZA	SAN PABLO CITY	FEMALE
101. LAILA R. MALOLES	SAN PABLO CITY	FEMALE
102. CHERRILYN T. NABOR	STA ROSA CITY	FEMALE
103. VICTORIA B. BURGOS	TANAUAN CITY	FEMALE
104. GERLIE C. LOPEZ	TANAUAN CITY	FEMALE
105. BLADEMER O. MANALO	TANAUAN CITY	MALE
106. DENNIS B. MASANGCAY	TANAUAN CITY	MALE
107. VIVIAN L. PETRASANTA	TANAUAN CITY	FEMALE
108. JULIUS RHYAN M. QUINE	TANAUAN CITY	MALE
109. RONALDO V. RAMILO	TANAUAN CITY	MALE
110. MA. TERESA M. URAYAN	TANAUAN CITY	FEMALE

<b>FULL NAME (CAPS)</b>	<b>DIVISION/UNIT</b>	<b>SEX</b>
111. CHRISTIAN J. BABLES	TAYABAS CITY	MALE
112. MARIA CORAZON A. BORBON	TAYABAS CITY	FEMALE
113. JOAN KATHLEEN T. BRIZUELA	TAYABAS CITY	FEMALE
114. MARY GRACE M. CABILI	TAYABAS CITY	FEMALE
115. JEROME A. CHAVEZ	TAYABAS CITY	MALE
116. SHERWIN C. QUESEA	TAYABAS CITY	MALE
117. LUZVIMINDA E. SALUDARES	TAYABAS CITY	FEMALE
118. GENEROSA F. ZUBIETA	TAYABAS CITY	FEMALE



**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.

**PROGRAM MANAGEMENT TEAM**

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



**Enclosure C:****Enclosure C: ACTIVITY MATRIX**

TIME	Day 1	Day 2	Day 3	Day 4
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; and Its Milestones (Jisela N. Ulpina)	Continuation: Discussion of the Evaluation Process using R.1 and R.2	<b>Activity 3:</b> Workshop on Evaluation Process using R.3  (Breakout by Learning Area/Expertise)	Sharing of Data on Reflections and Evaluation Result  (RO-QAD)  Next Steps (Luz E. Osmeña)
9:30 am – 9:45 am	HEALTH BREAK			
9:45 am – 11: 00 am	Review of the following: DO 42 s. 2017; DO 24, s. 2020; DO 25, s. 2020 DO 2, s. 2015 (Bryan A. Pobe)	<b>Activity 1:</b> Workshop on the Evaluation Process using R.1 & R.2	<b>Continuation:</b> Workshop on Evaluation Process using R.3  (Evaluation and Submission)	CPD Accreditation Process (Jonalyn B. Pattalitan)
11:00 am – 12:00 pm	Recognition Procedures (ARTA- Citizen’s Charter) and Terms of References (Jonalyn B. Pattalitan)	Continuation: Workshop on the Evaluation Process using R.1 & R.2	Discussion of the Evaluation Process using R.4 (Mark Anthony R. Malonzo)	<b>CLOSING PROGRAM</b> <ul style="list-style-type: none"> <li>• Impression</li> <li>• Challenge</li> <li>• Awarding of Certificates</li> </ul>
12:00 pm – 1:00 pm	LUNCH BREAK			
1:00 pm – 1:15 pm	Ice Breaker			
1:15 pm – 2:30 pm	Recognition Forms/Tools and Updates (Alvin P. Metrilillo)	<b>Activity 2:</b> Reporting of Output using R.2	<b>Activity 4:</b> Workshop on Evaluation Process using R.4	Departure
2:30 pm – 2:45 pm	HEALTH BREAK			
2:45 pm – 4:30 pm	Discussion of the Evaluation Process using R.1 and R.2 (Luz E. Osmeña)	Discussion on how to use R.3 (Nadina G. Gaton)	Sharing of Reflections on the Deliberation Experience  (Success, Challenge and Potential)	Home Sweet Home
4:30 pm – 4:45 pm	Q and A Reminders			
4:45 pm – 5:15 pm	Debriefing			