Regional Memorandum  
No. 612 s. 2023

CAPACITY BUILDING OF NEAP-R AND SDO HRDS SENIOR EDUCATION PROGRAM SPECIALISTS IN MANAGING AND IMPLEMENTING NEAP PROGRAMS

To: Schools Division Superintendents

1. In reference to DM-OUHROD-2023-1393 from Office of the Undersecretary, Human Resource and Organizational Development, this Office informs the Schools Division Offices (SDOs) on the conduct of Capacity Building of National Educators Academy of the Philippines in the Region (NEAP-R) and SDO Human Resource Development Section (HRDS) Senior Education Program Specialists (SEPSs) in Managing and Implementing NEAP Programs on October 16-20, 2023 at NEAP Baguio City.

2. The activity aims to:
   a. capacitate NEAP counterparts in terms of program management and implementation;
   b. update the NEAP counterparts about 2024 NEAP Central Office’s strategic plans and programs; and
   c. streamline NEAP processes across governance levels.

3. The participants in the said activity are Education Program Supervisor, SEPS, and Education Program Specialist II of NEAP -R and SDO HRDS SEPSs. Please see the attached list. For confirmation of attendance, they are directed to register through https://forms.gle/eBeCsQDRDYkjyeES9 on or before October 09, 2023.

4. First meal to be served is lunch of October 16, 2023 (Monday) and the Opening Program is at 2:00 p.m. of October 16, 2023. Check-out time is at 12:00 n.m. of October 20, 2023 (Friday). For other details of the activity, please see the attached indicative program of activities.
5. Board and lodging of the participants shall be charged against FY 2023 HRD Funds of NEAP-PDD, while the travel expenses shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.

6. For inquiries and clarifications, please contact Dr. Eduarda M. Zapanta, Chief Education Supervisor or Mr. Bryan A. Pobe, Education Program Supervisor of HRDD-NEAP through email at hrd.calabarzon@deped.gov.ph

7. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

\[\text{Signature}\]

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

\[\text{06/ROH5/ROH1}\]
**List of Participants in the Capacity Building of NEAP-R and SDO HRDS Senior Education Program Specialists in Managing and Implementing NEAP Program**

*October 16-20, 2023 / NEAP Baguio City*

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Sex</th>
<th>Position</th>
<th>Office/SDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bryan A. Pobe</td>
<td>Male</td>
<td>Education Program Supervisor</td>
<td>Regional Office-HRDD-NEAP</td>
</tr>
<tr>
<td>2</td>
<td>Mark Anthony R. Malonzo</td>
<td>Male</td>
<td>Senior Education Program Specialist (SEPS)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Glenda E. Dela Torre</td>
<td>Female</td>
<td>Education Program Specialist II</td>
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<tr>
<td>4</td>
<td>Evelyn De Sagun</td>
<td>Female</td>
<td>SEPS</td>
<td>Batangas Province</td>
</tr>
<tr>
<td>5</td>
<td>Ronalyn Salazar</td>
<td>Female</td>
<td>SEPS</td>
<td>Cavite Province</td>
</tr>
<tr>
<td>6</td>
<td>Paulino S. Castro</td>
<td>Male</td>
<td>SEPS</td>
<td>Laguna</td>
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<tr>
<td>7</td>
<td>Marita L. Gonzales</td>
<td>Female</td>
<td>SEPS</td>
<td>Rizal</td>
</tr>
<tr>
<td>8</td>
<td>Regina Marino</td>
<td>Female</td>
<td>SEPS</td>
<td>Quezon</td>
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<tr>
<td>9</td>
<td>Arlene L. Tayona</td>
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<tr>
<td>10</td>
<td>Vernel E. Dionco</td>
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<td>11</td>
<td>Alvin P. Metrillo</td>
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<td>12</td>
<td>Mary Joy L. Cabiles</td>
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<td>13</td>
<td>Michael O. Pantaleon</td>
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<td>14</td>
<td>Kevin A. Domingo</td>
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<td>15</td>
<td>Jester Nicodemus</td>
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<td>16</td>
<td>Renante O. Salimbao</td>
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<tr>
<td>17</td>
<td>Cipriano A. Dinglasan Jr.</td>
<td>Male</td>
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<td>Riza Garcia</td>
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<tr>
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<td>Ma. Lucia Aileen L. Juaneza</td>
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<td>Orimar M. Guab-Dagandan</td>
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<td>Rose Lyn E. De La Cerna</td>
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<tr>
<td>25</td>
<td>Edgar Marshall M. Briñas</td>
<td>Male</td>
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<td>26</td>
<td>Luzviminda E. Saludares</td>
<td>Female</td>
<td>SEPS</td>
<td>Tayabas City</td>
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Annex B

INDICATIVE PROGRAM OF ACTIVITIES

CAPACITY BUILDING OF NEAP-R AND SDO HRDS SEPS IN MANAGING AND IMPLEMENTING NEAP PROGRAMS

NEAP-NCR, Marikina City; October 16-20, 2023 and November 13-17, 2023

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>PERSON IN- CHARGE</th>
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</thead>
<tbody>
<tr>
<td>DAY 1</td>
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<tr>
<td>AM</td>
<td>Arrival of Participants</td>
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<tr>
<td>PM</td>
<td>Participants are expected to arrive before 12:00NN at the venue</td>
<td>Registration Committee</td>
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<tr>
<td>12:00 – 2:00PM</td>
<td>Lunch and Registration</td>
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<tr>
<td>2:00 - 2:30PM</td>
<td>Preliminaries</td>
<td>Program Management Team</td>
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<td>- Prayer</td>
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<td></td>
<td>- National Anthem</td>
<td>NEAP Management Team</td>
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<tr>
<td></td>
<td>- Presentation of Activity Objectives and Program Flow</td>
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<td>- Welcome Message</td>
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<tr>
<td></td>
<td>- Inspirational Message</td>
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<tr>
<td>2:30 – 2:45 PM</td>
<td>HEALTH BREAK</td>
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<tr>
<td>2:45 – 4:45 PM</td>
<td>Session 1: Program Management (PM) 101</td>
<td>Resource Speaker</td>
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<tr>
<td></td>
<td>• Nature of Program Management</td>
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<tr>
<td></td>
<td>• Differentiation of Programs, Projects, and Portfolio</td>
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<td>4:45 – 5:00 PM</td>
<td>Wrap-Up</td>
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<tr>
<td>TIME</td>
<td>SESSION</td>
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<tr>
<td>8:00 – 8:15 AM</td>
<td>Preliminaries</td>
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<td>Session 2: Becoming an Effective Program Manager</td>
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<td>10:15 – 10:30 PM</td>
<td>Health Break</td>
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<tr>
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<td>Session 3: Program Planning</td>
<td>Resource Speakers</td>
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<tr>
<td>12:00 – 1:00 PM</td>
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<tr>
<td>1:00 – 3:00 PM</td>
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Room 102, Rial Building, Deped Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86318949, (+632) 86318894, (+632) 86318900
Email Address: usechd@deped.gov.ph | Website: www.deped.gov.ph
<table>
<thead>
<tr>
<th>TIME</th>
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<tbody>
<tr>
<td>3:00 – 3:15 PM</td>
<td>Health Break</td>
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<td>3:15 – 4:00 PM</td>
<td>continuation</td>
<td>Resource Speakers</td>
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<tr>
<td>4:00 – 5:00 PM</td>
<td>Program Planning</td>
<td>Resource Speakers</td>
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<td></td>
<td>Wrap-up</td>
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<td></td>
<td>Assessment of Learning (Simulation)</td>
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**DAY 3**  
October 18, 2023/November 15, 2023

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<tr>
<td>8:00 – 8:15 AM</td>
<td>Preliminaries</td>
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<tr>
<td>8:15 – 10:00 AM</td>
<td>Session 4: Program Implementation</td>
<td>Resource Speakers</td>
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<tr>
<td>10:00 – 10:15 AM</td>
<td>Health Break</td>
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<tr>
<td>10:15 – 12:00 PM</td>
<td>Session 5: Program Monitoring &amp; Evaluation (M&amp;E)</td>
<td>Resource Speakers</td>
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<tr>
<td>12:00 – 1:00 PM</td>
<td>Lunch Break</td>
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<tr>
<td>1:00-2:00 PM</td>
<td>Wrap-up</td>
<td>Resource Speakers</td>
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<td>Assessment of Learning (Simulation)</td>
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<td>2:00 – 3:00 PM</td>
<td>Session 6</td>
<td>NEAP CO</td>
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<td>GROUP 1: M&amp;E Standards</td>
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<td></td>
<td>GROUP 2: Scholarship Process</td>
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<td>GROUP 3: PD Requirements</td>
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<td>3:00 – 3:15 PM</td>
<td>Health Break</td>
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<td>3:00 – 5:00 PM</td>
<td>Session 7</td>
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<td>GROUP 1: PD Requirements</td>
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<td>GROUP 2: NEAP PD Programs</td>
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<td>GROUP 3: M&amp;E Standards</td>
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**DAY 4**  
October 19, 2023/November 16, 2023

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<td>8:00 – 8:15 AM</td>
<td>Preliminaries</td>
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<tr>
<td>8:15 – 10:00 AM</td>
<td>Session 8</td>
<td>NEAP CO</td>
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<td></td>
<td>GROUP 1: Scholarship Process</td>
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<tr>
<td>Time</td>
<td>Session Description</td>
<td>Person-in-Charge</td>
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<tr>
<td>--------------</td>
<td>---------------------------------------------------------</td>
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<tr>
<td>10:00 - 10:15 PM</td>
<td>Health Break</td>
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</table>
| 10:15 - 12:00 PM | Session 9  
GROUP 1: NEAP PD Programs  
GROUP 2: PD requirements  
GROUP 3: Scholarship process | NEAP CO          |
| 12:00 - 1:00 PM | Lunch Break                                              |                    |
| 1:00 - 2:30 PM | Induction Programs                                       | NEAP CO           |
| 2:30 - 3:30 PM | LAC & INSET Policy updates                              | NEAP CO           |
| 3:00 - 3:15 PM | Health Break                                             |                    |
| 3:15 - 5:00 PM | Preparation of Program Management Plan                  | NEAP CO           |

**DAY 5**  
October 20, 2023/November 17, 2023

<table>
<thead>
<tr>
<th>Time</th>
<th>Session Description</th>
<th>Person-in-Charge</th>
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<tr>
<td>8:00 - 8:15 AM</td>
<td>Preliminaries</td>
<td></td>
</tr>
<tr>
<td>8:15 - 10:00 AM</td>
<td>Presentation of Program Management Plan</td>
<td>Participants</td>
</tr>
<tr>
<td>10:00 - 10:15 PM</td>
<td>Health Break</td>
<td></td>
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<tr>
<td>10:15 - 11:30 PM</td>
<td>Finalization of Program Management Plans based on comments and suggestions</td>
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| 11:30-12:00 | Closing Program  
End of the Activity Evaluation                        | Program Management Team (PMT) |
MEMORANDUM
DM-OUHROD-2023-/973

TO : REGIONAL DIRECTORS
     HUMAN RESOURCE DEVELOPMENT DIVISION CHIEFS
     NEAP-R FOCAL PERSONS
     ALL OTHERS CONCERNED

FROM : GLORIA YUNAMIL-MERCADO
       Undersecretary for Human Resource and Organizational Development

SUBJECT : CONDUCT OF CAPACITY BUILDING OF NEAP-R AND SDO HRDS
          SEPS IN MANAGING AND IMPLEMENTING NEAP PROGRAMS

DATE : September 25, 2023

1. Pursuant to RA 11713, also known as Excellence in Teacher Education Act of 2021,
   the Department of Education (DepEd) through the National Educators Academy
   of the Philippines (NEAP) is mandated to provide quality professional development
   programs to teachers, school leaders, and teaching-related personnel. Consistent
   with DepEd Order No. 011 s. 2019 or the Implementation of the NEAP
   Transformation which aims to streamline professional development, make training
   activities programmatic and accountable, effectively link professional development
   with career progression, generate efficient use of resources, and ultimately realize
   NEAP's mandate of providing the learning and development needs of the increasing
   number of teachers and school leaders. To achieve this transformation, NEAP
   personnel shall be equipped with appropriate competencies to perform the
   Academy's mandate and provide effective and efficient services to stakeholders.

2. In this light, the NEAP Central Office will conduct a Capacity Building of NEAP-
   R and SDO HRDS SEPS in Managing and Implementing NEAP Programs on
   October 16-20, 2023, and November 13-17, 2023 at NEAP Baguio City.

3. The activity aims to:

   a.) capacitate NEAP counterparts in terms of Program Management and
       Implementation;
b.) update the NEAP counterparts about 2024 NEAP CO strategic plans and programs

c.) streamline NEAP processes across governance levels

4. The expected participants in this activity are Education Program Supervisors (EPS), Senior Education Program Specialists (SEPS), and Education Program Specialists (EPS) of NEAP in the Regions and SDO HRDS Senior Education Program Specialists (SEPS). The breakdown of participants shall be as follows:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Date</th>
<th>Participants</th>
<th>No. of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (Luzon Cluster)</td>
<td>October 16-20, 2023</td>
<td>• R1, R2, R3, CALABARZON, MIMAROPA, R5, CAR and NCR (NEAP-R and SDOs)</td>
<td>• NEAP-R- 24 (3 representatives * 8 regions)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• SDO- 110 (1 representative per SDO of C1 regions)</td>
</tr>
<tr>
<td>2 (Visayas and Mindanao Cluster)</td>
<td>November 13-17, 2023</td>
<td>• R6, R7, R8, R9, R10, R11, R12 and CARAGA (NEAP-R and SDOs)</td>
<td>• NEAP-R- 24 (3 representatives * 8 regions)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• SDO- 107 (1 representative per SDO of C2 regions)</td>
</tr>
</tbody>
</table>

5. For confirmation of attendance, the participants are directed to register through this link: https://forms.gle/eBeCsQDfRy7j4veES9 or may scan the QR code below on or before October 09, 2023.

6. Participants’ board and lodging shall be charged to the HRD funds, while travel expenses shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.

7. Relative to this, the List of Participants (Annex A) and Schedule of Activities (Annex B) are attached for your reference.

8. For inquiries and clarifications, please contact Ms. Jessica Kristel Abeleda or Ms. Ma. Carmila Clave of NEAP-EPDD at telephone no. (02) 8715 9919 or via email at jessica.abeleda@deped.gov.ph or ma.clave@deped.gov.ph with the subject line “CapBuild for NEAP-R and SDO HRD SEPS personnel”.

9. Immediate dissemination of and appropriate action on this memorandum is earnestly desired.

[NEAP/Abeleda&Clave]
## Annex A.1 List of Participants for Batch 1

**October 16-20, 2023**  
**NEAP-Baguio City**

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jennifer E. Lopez</td>
<td>NEAP</td>
<td>OIC-Director IV</td>
</tr>
<tr>
<td>2 Leah B. Apao</td>
<td>NEAP</td>
<td>Director III</td>
</tr>
<tr>
<td>3 To be determined</td>
<td>NEAP-R1</td>
<td>EPS</td>
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<tr>
<td>4 Kathleen May M. Bautista</td>
<td>NEAP-R1</td>
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<td>5 To be determined</td>
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<td>6 Daisy M. Doral</td>
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<td>8 Isidra L. Nicolas</td>
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<td>10 John Carlo S. Magtoto</td>
<td>NEAP-R3</td>
<td>SEPS</td>
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<tr>
<td>11 Oliver Arevalo</td>
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<tr>
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<td>CALABARZON</td>
<td>SEPS</td>
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<tr>
<td>13 Mark Anthony R. Malonzo</td>
<td>CALABARZON</td>
<td>SEPS</td>
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<tr>
<td>14 Alvin P. Metrillo</td>
<td>MIMAROPA</td>
<td>EPS II</td>
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<td>16 Robert B. Trajano</td>
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<td>SEPS</td>
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<td>19 Paraluman Torregoza</td>
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<td>20 Jeremy Atad</td>
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<td>26 Jennifer Medina</td>
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**110 SDG HRDS SEPS**

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<td>138 Jessica Kristel Abeledo</td>
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# Annex A.2  List of Participants for Batch 2

**November 13-17, 2023**  
NEAP-Baguio City

<table>
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<tr>
<th>NAME</th>
<th>OFFICE</th>
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<tbody>
<tr>
<td>1  Jennifer E. Lopez</td>
<td>NEAP</td>
<td>OIC-Director IV</td>
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<tr>
<td>2  Leah B. Apano</td>
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<td>Director III</td>
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**107 SDO HRDS SEPS**

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Room 102, Rical Building, DepED Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86317206, (+632) 86318494, (+632) 86366549  
Email Address: usec.hrdd@deped.gov.ph | Website: www.deped.gov.ph