

HRDD-URM-2023-166

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

05 October 2023

**Unnumbered Memorandum**

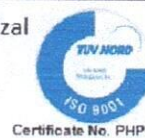
**LIST OF PARTICIPANTS IN THE REVIEW AND EVALUATION  
OF PROFESSIONAL DEVELOPMENT PROGRAM PROPOSALS**

To: **Chief Education Supervisors, HRDD & QAD**  
**Schools Division Superintendents**  
(Batangas City, Quezon, San Pablo City, and Santa Rosa City)

1. In reference to DM-OUHROD-2023-1403 from Office of the Undersecretary, Human Resource and Organizational Development, this Office disseminates the list of participants in the **Review and Evaluation of Professional Development (PD) Program Proposals – 3<sup>rd</sup> Batch** on **November 6-10, 2023** at **Crown Regency Residences, Guadalupe, Cebu City**.
2. The activity aims to inform and guide the PD program evaluators on the quality assurance and monitoring and evaluation of PD programs. Specifically, the participants are expected to:
  - a. identify the standards, requirements, and procedures in the design, development, delivery, and evaluation of PD programs;
  - b. review and evaluate PD program proposals pursuant to DM No. 44, s. 2023; and
  - c. prepare and finalize PD program recommendations.
3. Attached is the list of participants. For confirmation of attendance, they are directed to register through **[bit.ly/PDProgramReviewNEAP2023](https://bit.ly/PDProgramReviewNEAP2023)** on or before **October 16, 2023**.
4. Check-in is at 12:00 n.n. on November 6, 2023 (Monday) and first meal to be served is lunch. Check-out is at 12:00 n.n. on November 10, 2023 (Friday) and last meal to be served is AM snacks. For other details of the activity, please see the attached indicative program of activities.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085

5. Board and lodging of the participants shall be charged against FY 2023 HRD Funds of NEAP-QAD, while their travel expenses shall be charged against their HRD Funds/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 R through email at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph)
7. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

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

06/ROH5/ROH1

**List of Participants in the Review and Evaluation of Professional Development  
(PD) Program Proposals – 3<sup>rd</sup> Batch**

November 6-10, 2023

Crown Regency Residences, Guadalupe, Cebu City

| No. | Name                       | Sex    | Position                                        | Office/SDO      |
|-----|----------------------------|--------|-------------------------------------------------|-----------------|
| 1   | Eduarda M. Zapanta         | Female | Chief Education<br>Supervisor                   | RO – HRDD-NEAPR |
| 2   | Luz E. Osmeña              | Female |                                                 | RO - QAD        |
| 3   | Bryan A. Pobe              | Male   | Education Program<br>Supervisor                 | RO – HRDD-NEAPR |
| 4   | Mark Anthony R.<br>Malonzo | Male   | Senior Education<br>Program Specialist          |                 |
| 5   | Edward Garcia              | Male   | OIC-Asst. Schools<br>Division<br>Superintendent | Quezon          |
| 6   | Henry P.<br>Contemplacion  | Male   | Education Program<br>Supervisor                 | San Pablo City  |
| 7   | Alvin P. Metrillo          | Male   | Senior Education<br>Program Specialist          | Batangas City   |
| 8   | Mouller Lumague            | Male   | Education Program<br>Specialist II              | Santa Rosa City |

## Enclosure 2. INDICATIVE PROGRAM OF ACTIVITIES

### REVIEW AND EVALUATION OF PD PROGRAM PROPOSALS DepEd Ecotech Center, Cebu City, Philippines

| TIME              | ACTIVITY                                                                                                                                                                                                                                                                                                   | OUTPUT                                                                      | PERSON-IN-CHARGE                                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| DAY 1<br>Monday   | <b>ARRIVAL, REGISTRATION, &amp; OPENING PROGRAM</b><br><br>Participants are expected before 1:00 p.m. at the venue (EcoTech)                                                                                                                                                                               |                                                                             | Officer of the Day<br>- Mr. Mark Alvin Cruz                                                                                     |
| 1:00 - 3:00 p.m.  | <b>REGISTRATION<br/>OPENING PROGRAM</b><br>- Prayer<br>- National Anthem<br>- Presentation of activity objectives and Program Flow<br>- Welcome Message                                                                                                                                                    |                                                                             | RD Salustiano Jimenez                                                                                                           |
| 3:00 - 3:30 p.m.  | Health Break                                                                                                                                                                                                                                                                                               |                                                                             |                                                                                                                                 |
| 3:30 - 4:30 p.m.  | I. TEAMBUILDING<br>II. DAY CLEARING & END-OF-DAY EVALUATION                                                                                                                                                                                                                                                |                                                                             |                                                                                                                                 |
| DAY 2<br>Tuesday  | <b>DISCUSSION of DM 044 S.2023</b>                                                                                                                                                                                                                                                                         |                                                                             | Officer of the Day<br>- Mr. Alvin Fulgencio                                                                                     |
| 8:00 - 8:30 a.m.  | Preliminaries/ MOL                                                                                                                                                                                                                                                                                         |                                                                             |                                                                                                                                 |
| 8:30 - 10:00 a.m. | I. Discussion of DM 044 s. 2023 (Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs)<br>A. Background, Scope of the policy, and QAME Framework<br>B. The NEAP Core Programs<br>C. Standards and Procedures for the design and development of PD programs | Clear understanding and capacitated PD program evaluators in DM 044 s. 2023 | Dir. Leah Apao/<br>Mr. Ariel Dagar<br>MS: Nida Caramat EDUCATION<br>Mr. Alvin Fulgencio<br><br>CRF-REVIEWED<br>Code # 2023-0321 |

r Juhaira M. Date:

|                         |                                                                                                                                                                                                                                                                                                             |                                                                 |                                                                                                                                        |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 10:00 - 10:30 a.m.      | Health Break                                                                                                                                                                                                                                                                                                |                                                                 |                                                                                                                                        |
| 10:30 a.m. - 12:00 p.m. | D. Requirements and Procedures for the QA of PD program proposals                                                                                                                                                                                                                                           |                                                                 | Mr. Alvin Fulgencio<br>Mr. Mark Alvin Cruz                                                                                             |
| 12:00 - 1:00 p.m.       | E. Standards for PD LR Materials<br>Lunch                                                                                                                                                                                                                                                                   |                                                                 |                                                                                                                                        |
| 1:00 - 2:30 p.m.        | F. Standards and procedures for End-of-PD-program evaluation<br>G. Standards and procedures for awarding of certificates for PD program engagements<br>H. Requirements and procedures for PRC Accreditation of PD programs<br>I. Standards and procedures for End-of-PD-program evaluation (Levels 1 and 2) |                                                                 | Mr. Lee Macalisang<br>Mr. Edmer Constantino / Ms. Sarah Jane Atienza                                                                   |
| 2:30 - 3:00 p.m.        | Health Break                                                                                                                                                                                                                                                                                                |                                                                 |                                                                                                                                        |
| 3:00 - 4:30 p.m.        | J. Standards and procedures on PD program delivery PMT Roles and TOR<br>K. Standards, requirements, and procedures for Monitoring and Evaluation of PD program implementation<br>II. Open Forum<br>III. End-of-Day Evaluation                                                                               |                                                                 | Mr. Mark Alvin Cruz<br>Mr. Edmer Constantino / Ms. Sarah Jane Atienza                                                                  |
| Day 3<br>Wednesday      | <b>WORKSHOP</b>                                                                                                                                                                                                                                                                                             |                                                                 | Officer of the Day<br>- Mr. Edmer Constantino / Ms. Sarah Jane Atienza                                                                 |
| 8:00 - 8:30 a.m.        | Preliminaries/ MOL                                                                                                                                                                                                                                                                                          |                                                                 |                                                                                                                                        |
| 8:30 a.m. - 12:00 p.m.  | Review and Evaluation of PD Program Proposals submitted by DepEd CO and ROs                                                                                                                                                                                                                                 | Pre-assessed PD Program Proposals submitted by DepEd CO and ROs | Ms. Nida Caramat<br>Mr. Alvin Fulgencio<br>Mr. Mark Alvin Cruz<br>Mr. Lee Macalisang<br>Mr. Edmer Constantino / Ms. Sarah Jane Atienza |
| 12:00 - 1:00 p.m.       | <b>DEPARTMENT OF EDUCATION<br/>BUREAU OF EDUCATION</b>                                                                                                                                                                                                                                                      |                                                                 |                                                                                                                                        |
| 1:00 - 5:00 p.m.        | Review and Evaluation of PD Program Proposals submitted by DepEd CO and ROs<br>Code # <u>1023-0521</u>                                                                                                                                                                                                      | Pre-assessed PD Program Proposals submitted by DepEd CO and ROs | Ms. Nida Caramat<br>Mr. Alvin Fulgencio<br>Mr. Mark Alvin Cruz<br>Mr. Lee Macalisang                                                   |

By: Jubiana M. Date: \_\_\_\_\_

|                         |                                                                                                                   |                                                                          |                                                                                                                                        |
|-------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
|                         | Day Clearing & End-of-Day Evaluation                                                                              |                                                                          | Mr. Edmer Constantino / Ms. Sarah Jane Atienza                                                                                         |
| Day 4<br>Thursday       | <b>WORKSHOP</b>                                                                                                   |                                                                          | Officer of the Day<br>- Mr. Lee Macalisang                                                                                             |
| 8:00 - 8:30 a.m.        | Preliminaries/ MOL                                                                                                |                                                                          |                                                                                                                                        |
| 8:30 a.m. - 12:00 p.m.  | Review and Evaluation of PD Program Proposals submitted by DepEd CO and ROs                                       | Pre-assessed PD Program Proposals submitted by DepEd CO and ROs          | Ms. Nida Caramat<br>Mr. Alvin Fulgencio<br>Mr. Mark Alvin Cruz<br>Mr. Lee Macalisang<br>Mr. Edmer Constantino / Ms. Sarah Jane Atienza |
| 12:00 - 1:00 p.m.       | Lunch                                                                                                             |                                                                          |                                                                                                                                        |
| 1:00 - 5:00 p.m.        | Review and Evaluation of PD Program Proposals submitted by DepEd CO and ROs                                       | Pre-assessed PD Program Proposals submitted by DepEd CO and ROs          | Ms. Nida Caramat<br>Mr. Alvin Fulgencio<br>Mr. Mark Alvin Cruz<br>Mr. Lee Macalisang<br>Mr. Edmer Constantino / Ms. Sarah Jane Atienza |
| Day 5<br>Friday         | Day Clearing & End-of-Day Evaluation                                                                              |                                                                          | Officer of the Day<br>- Ms. Ma. Nida Caramat                                                                                           |
| 8:00 - 10:00 a.m.       | <b>PRESENTATION OF OUTPUTS AND CLOSING PROGRAM</b>                                                                |                                                                          |                                                                                                                                        |
|                         | I. Preliminaries<br>II. Presentation of all Outputs                                                               | Vetted PD program QA results/ recommendations for implementation in 2024 |                                                                                                                                        |
| 10:01 - 11:00 a.m.      | III. Closing Program<br>- Synthesis<br>- Awarding of Certificates<br>- Closing Message<br>- End-of-Day Evaluation |                                                                          |                                                                                                                                        |
| 11:00 a.m. - 12:00 p.m. | Health Break and Check Out                                                                                        |                                                                          | DEPARTMENT OF EDUCATION<br>BANGAL-REDO                                                                                                 |
| 12:00 ONWARDS           | Travel Back                                                                                                       |                                                                          | CHECKED REVIEWED                                                                                                                       |

Code # 2023-0321

F. Subaira M. Date: \_\_\_\_\_



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



ORD-UM01-2023-338

**MEMORANDUM**

**DM-OUHROD-2023-1409**

**TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

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

**SUBJECT : REVIEW AND EVALUATION OF PD PROGRAM PROPOSALS**

**DATE : September 13, 2023**

1. The National Educators Academy of the Philippines-Quality Assurance Division (NEAP-QAD) shall conduct a series of the activities on the review and evaluation of PD program proposals in line with the implementation of DepEd Memorandum No. 44, s. 2023 titled **"Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs."**
2. The activity aims to inform and guide the PD program evaluators on the quality assurance and monitoring and evaluation of PD programs. Specifically, the participants are expected to:
  - a. identify the:
    - i. standards, requirements, and procedures in the design, development, delivery, and evaluation of PD programs; and
    - ii. quality assurance and monitoring and evaluation requirements and procedures.
  - b. review and evaluate PD program proposals pursuant to DM No. 044, s. 2023; and
  - c. prepare and finalize PD program Q recommendations.
3. The list of PD Program Evaluators (Enclosure 1) and details of the activities (Enclosure 2) are attached for reference.

DEPARTMENT OF EDUCATION  
BHROD-HRDD

CRF-REVIEWED

Code # 2023-0921

By: Jehaira M. Date: 9/19/23

| Activity                                                                          | Date                                               | Venue                                             | Participants          | Pax       |
|-----------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------|-----------------------|-----------|
| 1. Review and Evaluation of PD Program Proposals<br><b>(1<sup>st</sup> Batch)</b> | October 9-13, 2023<br>(inclusive of travel time)   | Crown Regency Residences<br>Guadalupe, Cebu City  | NEAP-CO               | 10        |
|                                                                                   |                                                    |                                                   | PD Program Evaluators | 37        |
|                                                                                   |                                                    |                                                   | <b>TOTAL</b>          | <b>47</b> |
| 2. Review and Evaluation of PD Program Proposals<br><b>(2<sup>nd</sup> Batch)</b> | October 16-20, 2023<br>(inclusive of travel time)  | Crown Regency Residences<br>Guadalupe, Cebu City  | NEAP-CO               | 11        |
|                                                                                   |                                                    |                                                   | PD Program Evaluators | 42        |
|                                                                                   |                                                    |                                                   | <b>TOTAL</b>          | <b>53</b> |
| 3. Review and Evaluation of PD Program Proposals<br><b>(3<sup>rd</sup> Batch)</b> | November 06-10, 2023<br>(inclusive of travel time) | Crown Regency Residences,<br>Guadalupe, Cebu City | NEAP-CO               | 10        |
|                                                                                   |                                                    |                                                   | PD Program Evaluators | 38        |
|                                                                                   |                                                    |                                                   | <b>TOTAL</b>          | <b>48</b> |

- Travel expenses and board and lodging of the program management team, board and lodging of participants, contingency, supplies and materials, and other miscellaneous expenses to be incurred shall be charged against the FY 2023 HRD Funds. Travel expenses and per diem of field participants (RO/SDO/School) shall be charged to HRD support fund/local funds subject to the usual accounting, budgeting, and auditing rules and regulations.
- Participants are advised to check in at 12:00 PM, on Monday and check out at 12:00 PM, Friday during the said activities. The proposed meals are as follows:

| MEALS     | MON | TUE | WED | THUR | FRI |
|-----------|-----|-----|-----|------|-----|
| Breakfast |     | /   | /   | /    | /   |
| AM Snack  |     | /   | /   | /    | /   |
| Lunch     | /   | /   | /   | /    |     |
| PM Snack  | /   | /   | /   | /    |     |
| Dinner    | /   | /   | /   | /    |     |

- For more information, kindly contact **Mr. Alvin Fulgencio, Jr. and/ or Mr. Lee Macalisang, Senior Education Program Specialists (SEPS)**, of the National Educators Academy of the Philippines (NEAP), Department of Education, Room 214, 2<sup>nd</sup> Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telefax no. (02) 8633 7207 or email at [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph).
- Immediate dissemination of and compliance with this Memorandum is desired.

Copy furnished:  
**REVSEE A. ESCOBEDO**  
 Undersecretary for Operations

[NEAP/Fulgencio/Macalisang]

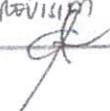
DEPARTMENT OF EDUCATION  
 BHROD-HRDD

CRF-REVIEWED

Code # 2023-0321

\* NO OF PAX  
 (REVISIT)

SEP 29 2023

By:  Date: \_\_\_\_\_

**Continuation of BATCH 2**

| No. | NAME                  | POSITION/DESIGNATION                | REGION    | OFFICE/STATION        |
|-----|-----------------------|-------------------------------------|-----------|-----------------------|
| 31  | Marietta R. Anhaw     | HRDD Chief / NEAP Focal Person      | Region IX | HRDD                  |
| 32  | Antonia B. Tayag      | EPS / NEAP-R Focal Person           | Region IX | NEAP-R                |
| 33  | Ermah Sheila L. Roble | Senior Education Specialist         | Region IX | NEAP-R                |
| 34  | Alma Carbonilla       | Education Program Supervisor        | Region IX | SDO Zamboanga del Sur |
| 35  | Rainerio Salomes      | Education Program Supervisor        | Region IX | CLMD                  |
| 36  | Mario Jala            | Education Program Supervisor        | Region IX | QAD                   |
| 37  | Rebecca Postrano      | Education Program Supervisor        | Region X  | HRDD / NEAP-R         |
| 38  | Enerio E. Ebisa       | HRDD Chief / NEAP-R Focal Person    | Region X  | HRDD / NEAP-R         |
| 39  | Ranie Livero Villamin | Senior Education Program Specialist | Region X  | HRDD / NEAP-R         |
| 40  | Omar Q. Hussien       | Education Program Supervisor        | Region X  | SDO Iligan City       |
| 41  | Dindo Gabales         | Education Program Supervisor        | Region X  | SDO Malaybalay        |
| 42  | Marivic Labitad       | Education Program Supervisor        | Region X  | QAD                   |

**BATCH 3**

| No. | NAME                    | POSITION/DESIGNATION                      | REGION      | OFFICE/STATION     |
|-----|-------------------------|-------------------------------------------|-------------|--------------------|
| 1   | Laureen Likagan         | Senior Education Program Specialist       | CAR         | HRDD / NEAP-R      |
| 2   | Dexter Andres           | Education Program Supervisor              | CAR         | HRDD               |
| 3   | Elvernice S. Fanged     | Education Program Specialist II           | CAR         | HRDD / NEAP-R      |
| 4   | Jennifer Ande           | Chief Education Program Supervisor        | CAR         | RFTAD              |
| 5   | Maksim Botilas          | Education Program Supervisor              | CAR         | QAD                |
| 6   | Rosita Agnasi           | Chief Education Program Supervisor        | CAR         | HRDD / NEAP-R      |
| 7   | Ginadine L. Balagso     | Assistant Schools Division Superintendent | CAR         | SDO Kalinga        |
| 8   | Eduarda M. Zapanta      | HRDD Chief / NEAP-R Focal Person          | Region IV-A | HRDD / NEAP-R      |
| 9   | Bryan Pobe              | Education Program Supervisor              | Region IV-A | HRDD / NEAP-R      |
| 10  | Edward Garcia           | Assistant Schools Division Superintendent | Region IV-A | SDO Quezon         |
| 11  | Mark Anthony R. Malonzo | Senior Education Program Specialist       | Region IV-A | HRDD / NEAP-R      |
| 12  | Mouller Lumague         | Education Program Specialist II           | Region IV-A | SDO Sta. Rosa City |
| 13  | Henry Contemplacion     | Education Program Supervisor              | Region IV-A | HRDD / NEAP-R      |
| 14  | Alvin Metrillo          | Senior Education Program Specialist       | Region IV-A | SDO Batangas City  |
| 15  | Luz Osmeña              | Chief Education Program Supervisor        | Region IV-A | QAD                |
| 16  | Joven Madera            | Education Program Supervisor              | Region VI   | HRDD / NEAP-R      |
| 17  | Susan Severino          | HRDD Chief / NEAP Focal Person            | Region VI   | HRDD / NEAP-R      |
| 18  | Rolly Ben M. Madera     | Senior Education Program Specialist       | Region VI   | HRDD / NEAP-R      |
| 19  | Leonerico Barredo       | Education Program Supervisor              | Region VI   | HRDD / NEAP-R      |
| 20  | Rowena Carillo          | Chief Education Program Supervisor        | Region VI   | CID                |
| 21  | Alan Bautista           | Senior Education Program Specialist       | Region VI   | HRDD               |
| 22  | Joan D. Sandoval        | Education Program Supervisor              | Region VI   | HRDD               |
| 23  | Leilanie F. Sindigan    | Education Program Supervisor              | Region VI   | QAD                |

Code # 2023-0321

By: Juhair M. Date: 7/12/23