



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



HRDD-RM-2023-653

24 October 2023

**Regional Memorandum**  
No. 653 s. 2023

**PROGRAM IMPLEMENTATION REVIEW AND TECHNICAL  
ASSISTANCE PROVISION ON THE DEVELOPMENT OF  
DIVISION STRATEGIC HUMAN RESOURCE DEVELOPMENT  
PLANS**

To: **Schools Division Superintendents**

1. DepEd Order No. 30, s. 2021 titled *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders* and DM-OUHROD-2023-0851 titled *List of Priority Professional Development (PD) Programs for Teachers and School Leaders with Activities to be charged against HRD Funds in RO and SDOs* directs Regional Office (RO) and Schools Division Offices (SDOs) to conduct program implementation review (PIR) including program planning which will help ensure effective and efficient implementation of priority professional development (PD) programs.
2. Anent this, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAP R), shall conduct the **Program Implementation Review and Technical Assistance Provision on the Development of Division Strategic HRD Plans** on **November 28-30, 2023** at a venue to be determined in a separate issuance.
3. The activity aims to:
  - a. review the PD programs and activities for teachers and school leaders funded using HRD Funds and for non-teaching personnel funded using OPDNTF;
  - b. discuss NEAP core programs and the interim guidelines on the quality assurance and monitoring and evaluation of NEAP core programs;
  - c. present the NEAP CO Priority PD Programs for 2024; and





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- d. provide technical assistance in the finalization of the 2024 Division Strategic HRD Plans for teachers, school leaders, and non-teaching personnel.
4. Participants in this activity are the Senior Education Program Specialists (SEPSs) of HRD Section, and SGOD and CID Chief Education Supervisors. To confirm their participation, they shall register through **bit.ly/PIRTAHRD2023** on or before **November 13, 2022**. They are also advised to bring their laptops and extension cords.
  5. Each SDO, through SEPS-HRDS in coordination with program focal persons from CID, shall update the FY 2023 PD programs and activities conducted using HRTD Fund and which are encoded in the Program Management Information System (PMIS) through **bit.ly/PIR\_Region4A**.
  6. First meal to be served is breakfast on Day 1 (November 28, 2022) and the last meal is lunch with packed PM snacks on Day 3 (November 30, 2022).
  7. Expenses relative to board and lodging shall be charged against Regional HRD Fund while transportation expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
  8. 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)
  9. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

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



**PROGRAM IMPLEMENTATION REVIEW AND TECHNICAL ASSISTANCE PROVISION ON  
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November 28-30, 2023

**Indicative Activity Matrix**

**Day 1 (November 28, 2023)**

Time	Activity	Persons In-charge	Materials Needed
8:00 – 9:00 a.m.	Arrival and Registration	PMT	Registration Forms
9:00 – 10:00 a.m.	Opening Program/Preliminaries	PMT	AVP
10:00 – 10:15 a.m.	AM BREAK		
10:15 – 11:30 a.m.	Presentation of Summary of Physical Accomplishments of RO and SDOs vis-à-vis PMIS and Fund Utilization Status	Eduarda M. Zapanta	Consolidated Reports, Slide Deck
11:30 a.m – 12:00 n.n.	Open Forum		
12:00 – 1:00 p.m.	LUNCH BREAK		
1:00 – 1:15 p.m.	Energizer	PMT	AVP
1:15 – 3:00 p.m.	1. DO 30, s. 2021 or <i>Multi-year Implementing Guidelines on the Allocation and Utilization of HRD Fund for Teachers and School Leaders</i> 2. DM 12, s. 2023 <i>Moratorium on the Implementation of DepEd Order No. 001, s. 2020</i> 3. DM-OUHROD-2023-0851 <i>List of Priority Professional Development (PD) Programs for Teachers and School Leaders with Activities to be charged against HRD Funds in RO and SDOs</i>	Bryan A. Pobe	Copies of DO 30, s. 2021, DM 12, s. 2023, and. DM-OUHROD-2023-0851 Slide Deck
3:00 – 3:15 p.m.	PM BREAK		
3:15 – 4:30 p.m.	DM 44, s. 2023 <i>Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs</i>	Mark Anthony R. Malonzo	Copy of DM 44, s. 2023, Slide Deck
4:30 – 5:00 p.m.	Important Reminders Closing Prayer	PMT	Slide Deck, AVP
End of Day 1			



**Day 2 (November 29, 2023)**

<b>Time</b>	<b>Activity</b>	<b>Persons In-charge</b>	<b>Materials Needed</b>
8:00 – 8:30 a.m.	Management of Learning (MOL)	PMT	AVP, Slide Decks
8:30 – 10:00 a.m.	Program and Learning Management Standards	Bryan A. Pobe	Slide Deck
10:00 – 10:15 a.m.	AM BREAK		
10:15 – 12:00 n.n.	Presentation of FY 2024 NEAP CO Priority PD Programs and RO-initiated PD Programs for Teachers and School Leaders	Bryan A. Pobe	Slide Deck
12:00 – 1:00 p.m.	LUNCH BREAK		
1:00 – 1:15 p.m.	Energizer	PMT	AVP
1:15 – 3:00 p.m.	Reorientation on the 1. <i>Utilization of Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund</i> 2. Monitoring of OPDNTP Fund 3. Preparation of 2024 Intervention Program Proposal for 30% of the Non-Teaching Personnel	Jisela N. Ulpina	Slide Deck
3:00 – 3:15 p.m.	PM BREAK		
3:15 – 4:45 p.m.	Development/Finalization of FY 2024 Division Strategic HRD Plans for Teachers, School Leaders, and Non-teaching Personnel	PMT & Participants	Template
4:45 – 5:00 p.m.	Important Reminders Closing Prayer	PMT	Slide Deck, AVP
<b>End of Day 2</b>			



**Day 3 (November 30, 2023)**

Time	Activity	Persons In-charge	Materials Needed
8:00 – 8:15 a.m.	Management of Learning	PMT	AVP, Slide Decks
8:15 – 9:15 a.m.	Continuation of Development/Finalization of FY 2024 Division Strategic HRD Plans for Teachers, School Leaders, and Non-teaching Personnel	Participants	HRD Plan Template
9:15 a.m - 10:15 a.m	Presentation of Outputs	Select SDOs	Developed HRD Plans
10:15 – 10:30 a.m.	AM BREAK		
10:30 a.m - 11:30 a.m	Updates on HRDD NEAP PPAs, Scholarships. etc.	PMT	AVP, Slide Decks
11:30 a.m- 12:30 pm	Closing Program	PMT	Certificates, AVP
12:30 – 1:00 p.m.	LUNCH BREAK		
1:00 p.m. – onward	Travel Back Home		
End of Day 3			



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November 28-30, 2023

**Program Management Team**

No.	Name	Sex	Designation	Office
1	Eduarda M. Zapanta	Female	Chief Education Supervisor	RO HRDD- NEAPR
2	Bryan A. Pobe	Male	Education Program Supervisor	
3	Jisela N. Ulpina	Female	Education Program Supervisor	
4	Mark Anthony R. Malonzo	Male	Senior Education Program Specialist	
5	Jonalyn B. Pattalitan	Female	Education Program Specialist II	
6	Maricris R. Tadioan	Female	Education Program Specialist II	
7	Glenda E. Dela Torre	Female	Education Program Specialist II	
8	Joseph C. Damian	Male	Administrative Assistant III	
9	Daryll De Jesus	Male	Administrative Officer II	