

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



HRDD-RM-2024-490

15 June 2024

Regional Memorandum
No. 490 s. 2024

**CAPACITY BUILDING ACTIVITIES ON THE DEVELOPMENT
AND QUALITY ASSURANCE OF PROFESSIONAL
DEVELOPMENT PROGRAMS FOR TEACHERS
AND SCHOOL LEADERS**

To: **Schools Division Superintendents**

1. DepEd Memorandum No. 44, s. 2023 titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs* emphasizes that field offices shall prioritize the implementation of professional development (PD) programs aligned with NEAP and Curriculum and Teaching Strand collaborative priorities such as those that are supportive to MATATAG Curriculum, National Learning Camp, Catch-up Friday, Literacy and Numeracy, National Reading Program, National Mathematics Program, Higher-order Thinking Skills, and Content Knowledge and Pedagogy.
2. DM 44, s. 2023 also emphasizes that only priority PD programs that satisfactorily comply with the quality assurance standards and procedures shall be implemented, monitored, and evaluated as officially part of the DepEd's PD program.
3. Anent these, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), will conduct the following activities:

Activity	Schedule & Modality	Venue/Platform
Capacity Building on the Development of Professional Development Programs for Teachers and School	August 8-9, 2024 (virtual)	Microsoft Teams



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Certificate No. PHP QMS
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<p><i>Capacity Building on the Quality Assurance of Professional Development Programs for Teachers and School</i></p>	<p>October 9-11, 2024 (face-to-face)</p>	<p><i>To be determined</i></p>
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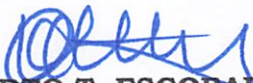


4. Specifically, the activities aim to:

<p>Development Phase</p>	<ul style="list-style-type: none"> a. revisit the guidelines and processes for PD program development stipulated in DM 44, s. 2023; b. discuss the quality standards for PD program proposal and learning resource materials; and, c. prepare a PD program proposal for teachers and/or school leaders aligned with NEAP priorities and adherent to DM 44, s. 2023.
<p>Quality Assurance Phase</p>	<ul style="list-style-type: none"> a. revisit salient points about DM 44, s. 2023; b. discuss quality assurance standards for PD program proposals and learning resource materials; c. evaluate the PD program proposals and learning resource materials using the prescribed QA tools; and, d. provide comments and recommendations for the refinement of the PD program proposals, if necessary.

5. For the *Capacity Building on the Development of Professional Development Programs for Teachers and School*, participants are CLMD Chief and Education Program Supervisors, CID and SGOD Chiefs and/or Education Program Supervisors or Public School District Supervisors who are in-charge of NEAP core programs, Senior Education Program Specialists, and Education Program Specialists II of HRD Section, and Budget Officers. Meeting link will be sent to their DepEd email addresses upon confirmation of attendance.
6. For the *Capacity Building on the Quality Assurance of Professional Development Programs for Teachers and School*, participants are CLMD Chief and two (2) CLMD Education Program Supervisors. Also, each Schools Division Office shall send **two (2)** PD program evaluators preferably CID or SGOD Chief or Education Program Supervisors or Public District Supervisors who have strong background and experience in program evaluation and recognition (DO 001, s. 2020) and **one (1)** Senior Education Program Specialist of HRD Section. List of participants will be disseminated in a separate memorandum.
7. Identified participants in the above-mentioned activities are requested to confirm their attendance through **tinyurl.com/4ADevQAPD** on or before July 24, 2024.
8. Board and lodging expenses of the PMT members and participants shall be charged against Regional HRD Fund while travel expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

9. For further queries, please contact Jisela N. Ulpina, OIC-Chief or Bryan A. Pobe, Education Program Supervisor of HRDD-NEAP R through email at hrd.calabarzon@deped.gov.ph.

10. Immediate dissemination of this Memorandum to all concerned is instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director  

06/ROH5/ROH1

**Capacity Building on the Development of Professional Development Programs
for Teachers and School**

August 8-9, 2024 via MS Teams

Activity Matrix

Day 1 (August 8, 2024)

Time	Sessions/Activities	Persons-in-charge	Expected Outputs
10:00 a.m. – 10:30 a.m.	Preliminaries	PMT	
10:31 a.m. – 12:00 p.m.	Session 1: Overview of DM 44, s. 2023 titled <i>Interim Guidelines for Quality Assurance, Monitoring, and Evaluation of NEAP Core Programs</i>	Resource Person	Insights Gained from the Session
12:01 p.m. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 3:00 p.m.	Session 2: Preparing Professional Development Program Proposal	Resource Person	Insights Gained from the Session
3:00 p.m. – 3:15 p.m.	Afternoon Break		
3:15 p.m. – 4:45 p.m.	Session 3: Developing Learning Resource Materials	Resource Person	Insights Gained from the Session
4:46 p.m. – 5:00 p.m.	End-of-Day Evaluation & Reminders	PMT	Daily Evaluation Results

Day 2 (August 9, 2024)

Time	Sessions/Activities	Persons-in-charge	Expected Outputs
10:00 a.m. – 10:15 a.m.	Management of Learning	PMT	
10:15 a.m. – 10:45 a.m.	Session 4: Recap of the Guidelines on the Utilization of HRD Funds	Resource Person	
10:46 a.m. – 11:00 a.m.	Presentation of Instructions for the Workshop		
11:01 a.m. – 5:00 p.m.	Asynchronous Workshop: Preparing Professional Development Program Proposal & Learning Resource Materials	Resource Person	Developed PD Program Proposals and LRMs

**Capacity Building on the Quality Assurance of Professional Development
Programs for Teachers and School**

October 9-11, 2024

Activity Matrix

Day 1 (October 9, 2024)

Time	Sessions/Activities	Persons-in-charge	Expected Outputs
7:00 a.m. – 9:00 a.m.	- Arrival - Registration & Distribution of Kits	PMT	
9:00 a.m. – 9:30 a.m.	Opening Program - National Anthem - Prayer - CALABARZON March - Quality Policy Statement - Welcome Remarks - Introduction of Participants	PMT	
9:31 a.m.- 9:45 a.m.	- Leveling of Expectations - Discussion of Activity Objectives and Matrix - Activity Norms		Expectations and Insights
9:46 a.m. - 10:00 a.m.	Morning Break		
10:01 a.m. – 12:00 p.m.	Session 1 - Recap of the PD Program Design Assurance (QA) Standards/Criteria	Resource Person	Insights Gained from the Session
12:01 p.m. – 1:00 p.m.	Lunch Break		
1:01 p.m. – 3:00 p.m.	Session 2: Recap of the LRM Quality Assurance (QA) Standards/Criteria	Resource Person	Insights Gained from the Session
3:01 p.m. – 3:15 p.m.	Afternoon Break		
3:16 p.m. – 4:45 p.m.	Session 3: PD Program QA Tool and Recommendation Form	Resource Person	Insights Gained from the Session
4:46 p.m. – 5:00 p.m.	End-of-Day Evaluation Reminders	PMT	Daily Evaluation Results

Day 2 (October 10, 2024)

Time	Sessions/Activities	Persons-in-charge	Expected Outputs
8:00 a.m. – 8:30 a.m.	Management of Learning <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Attendance Check • Energizer • Clearinghouse Session 	PMT	
8:31 a.m. – 9:45 a.m.	Workshop 1: Individual Review and Evaluation of PD Program Proposals and LR Materials	Facilitator-in-charge	Reviewed and Evaluated PD Program Proposals and LR Materials
9:46 a.m. - 10:00 a.m.	Morning Break		
10:01 a.m. – 12:00 p.m.	Workshop 1 (Continuation): Individual Review and Evaluation of PD Program Proposals and LR Materials	Facilitator-in-charge	Reviewed and Evaluated PD Program Proposals and LR Materials
12:01 p.m. – 1:00 p.m.	Lunch Break		
1:01 p.m. – 3:00 p.m.	Workshop 1 (Continuation): Individual Review and Evaluation of PD Program Proposals and LR Materials	Facilitator-in-charge	Reviewed and Evaluated PD Program Proposals and LR Materials
3:01 p.m. – 3:15 p.m.	Afternoon Break		
3:16 p.m. – 4:45 p.m.	Workshop 2: Deliberation of Individual QA Recommendations	Facilitator-in-charge	Deliberated Individual QA Recommendations
4:46 p.m. – 5:00 p.m.	End-of-Day Evaluation Reminders	PMT	Daily Evaluation Results

Day 3 (October 11, 2024)

Time	Sessions/Activities	Persons-in-charge	Expected Outputs
8:00 a.m. – 8:30 a.m.	Management of Learning <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Attendance Check • Energizer • Clearinghouse Session 	PMT	
8:31 a.m. – 9:45 a.m.	Workshop 2 (Continuation): Deliberation of Individual QA Recommendations	Facilitator-in-charge	Deliberated Individual QA Recommendations
9:46 a.m. – 10:00 a.m.	Morning Break		
10:01 a.m. – 12:00 p.m.	Workshop 3: Finalization and Submission of QA Recommendations	Facilitator-in-charge	Finalized and submitted QA Recommendation Form
12:01 p.m. – 1:00 p.m.	Lunch Break		
1:01 p.m. – 2:45 p.m.	Presentation of Sample Finalized QA Recommendations	Facilitator-in-charge	Presented Sample Finalized QA Recommendations
2:46 p.m. – 3:00 p.m.	Next Steps/ Ways Forward	Facilitator-in-charge	Next Steps or Activities related to PD Program Development & Quality Assurance
3:01 p.m. – 3:15 p.m.	Afternoon Break		
3:15 p.m. – 4:00 p.m.	Closing Program <ul style="list-style-type: none"> • Insights • Challenge • Acceptance of Challenge • Awarding of Certificates • Closing Remarks 	PMT	
4:01 p.m. – onwards	Travel Time		