



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

17 September 2024

Regional Memorandum
No. 647 s. 2024

**SUBMISSION OF PROFESSIONAL DEVELOPMENT PROGRAM
PROPOSALS FOR TEACHERS AND SCHOOL LEADERS**

To: **Schools Division Superintendents**

1. As an offshoot of the *Capacity Building on Development of Professional Development Program Proposals for Teachers and School Leaders* conducted on August 8-9, 2024 via Microsoft Teams, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAP R), requests the Schools Division Offices (SDOs) to submit professional development (PD) program proposals for teachers and school leaders.
2. PD program proposals must be Results-based Performance Management System (RPMS)-linked, needs-based, and supportive of the implementation of MATATAG curriculum. Other priorities include capacity-building activities related to the National Learning Recovery Program such as the National Learning Camp, Catch-up Friday, National Reading Program, National Mathematics Program, and others.
3. The complete PD Program proposals to be submitted shall include the following materials based on DepEd Memorandum No. 044, s. 2023 or Interim *Guidelines for Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs*:
 - a. Detailed PD Program Design;
 - b. PD Program Monitoring and Evaluation (M&E) Plan;
 - c. Curriculum Vitae of Resources Speakers/Subject-Matter Experts;
 - d. Assessment Tools (formative and summative tools and rubrics);
 - e. Workplace Application Plan Template;
 - f. PD Learning Resource (LR) Materials (session guides, slide deck, worksheets, etc.); and
 - g. Budget Estimate.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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4. Templates can be accessed through **bit.ly/IGEnclosures**. Submission of the complete PD program proposal and other materials is until **October 4, 2024** through **tinyurl.com/4ASubmissionPD**. Quality assurance of the submitted PD program proposals will be conducted on October 9-11, 2024.
5. SDO-led PD programs which are quality assured by the Regional Office shall be funded by FY 2024 HRD Program Support Funds per DM-OUHROD-2024-0427 titled *Guidelines on the Utilization of FY 2024 HRD Funds*. The budget estimate of the PD program proposals must be within the FY 2024 HRD Program Support Fund. See the attachment to this memorandum. Once the PD program is quality assured, approved budget estimate will be downloaded to the SDO.
6. For queries and assistance, 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 or neap.calabarzon@deped.gov.ph.
7. Immediate compliance with this Memorandum is instructed.

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

Attachment to Regional Memorandum No. 647 s. 2024

FY 2024 HRD PROGRAM SUPPORT FUND

| DIVISION | PSF Allocation |
|--------------------|-----------------------|
| Antipolo City | 1,000,000.00 |
| Bacoor City | 750,000.00 |
| Batangas Province | 1,250,000.00 |
| Batangas City | 1,000,000.00 |
| Binan City | 1,000,000.00 |
| Cabuyao City | 1,000,000.00 |
| Calamba City | 1,000,000.00 |
| Cavite Province | 1,250,000.00 |
| Cavite City | 750,000.00 |
| Dasmaringas City | 1,000,000.00 |
| General Trias City | 1,000,000.00 |
| Imus City | 750,000.00 |
| Laguna | 1,250,000.00 |
| Lipa City | 1,000,000.00 |
| Lucena City | 1,000,000.00 |
| Quezon | 1,500,000.00 |
| Rizal | 1,250,000.00 |
| San Pablo City | 1,000,000.00 |
| San Pedro City | 1,000,000.00 |
| Sto. Tomas City | 1,000,000.00 |
| Sta. Rosa City | 1,000,000.00 |
| Tanauan City | 1,000,000.00 |
| Tayabas City | 750,000.00 |