



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



01 October 2024

Regional Memorandum
No. 705 s. 2024

REGIONAL PROFESSIONAL DEVELOPMENT PROGRAM FOR SUPERVISORS

To: **Assistant Regional Director**
Chief, Curriculum and Learning Management Division (CLMD)
Chief, Quality Assurance Division (QAD)
Chief, Policy, Planning and Research Division (PPRD)
Schools Division Superintendents

1. In pursuit of continuous reskilling and upskilling of supervisors, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAP R), will conduct the **Professional Development Program for Supervisors** titled *Supervisors at the Core of Supporting Curriculum Implementation and Ensuring Safe Schools and Learning Center* on **November 4-8, 2024 (Batch 1)** and **November 18-22, 2024 (Batch 2)** at a venue to be disseminated in a separate memorandum.
2. By the end of the PD program, supervisors shall be able to develop a Workplace Application Plan/Job-embedded Learning Plan on supporting curriculum implementation and ensuring a safe learning environment in schools and learning centers. Specifically, they should be able to:
 - a. discuss the roles and functions of supervisors vis-a-vis one's competency and curriculum implementation support through management of programs and activities aligned with curriculum standards;
 - b. demonstrate understanding by reflecting on their performance in supporting curriculum implementation through management of programs, projects, and activities (PPAs) and of the preparation of context-based curriculum implementation support plan;
 - c. develop an action plan to support the management of disaster preparedness, mitigation and resiliency in the division/district/schools/learning centers to ensure delivery of basic education;


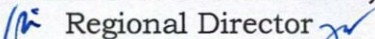


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Certificate No. PHP QMS
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- d. design communities of practice (CoP) to support continuous improvement of the delivery of basic education services in the division, schools, and learning centers;
 - e. develop technical assistance (TA) plan in the implementation of communities of practice (CoP) to strengthen continuous improvement at the grassroots level; and
 - f. plan for one's own personal and professional goals based on Philippine Professional Standards for Supervisors
3. Target participants in the PD program are Education Program Supervisors (CID & SGOD) and Public Schools District Supervisors (CID), preferably with **0-3 years of experience** as a supervisor. Each SDO shall endorse participants based on the number allocation attached to this memorandum. Signed endorsement shall be uploaded through **tinyurl.com/4APDPSupervisorsEndorsement** on or before **October 25, 2024**.
 4. List of Participants, Program Matrix, including the venue will be disseminated in a separate memorandum,
 5. Board and lodging of Program Management Team members and participants shall be charged against the Regional HRD Fund while transportation and other expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
 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. _____s. 2024

Endorsement Letter Template

October xx, 2024

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director
DepEd Region IV-A CALABARZON

Through: **JISELA N. ULPINA**
OIC-Chief, HRDD-NEAPR

Dear **RD Escobarte:**

This is to respectfully submit the list of participants who will attend the **Professional Development Program for Supervisors** on November 4-8, 2024 (Batch 1) and November 18-22, 2024 (Batch 2).

No.	Name	Sex	Position	No. of Years of Experience as a Supervisor	DepEd Email

Thank you very much.

Sincerely yours,

Schools Division Superintendent

Attachment to Regional Memorandum No. _____ s. 2024

**Number of Participants per SDO
Batch 1 (November 4-8, 2024)**

SDO	CID-PSDS	CLMD/QAD/PPRD /CID-EPS	SGOD-EPS
Regional Office	0	5	0
Antipolo City	1	1	0
Bacoor City	0	2	1
Batangas City	1	1	0
Batangas Province	4	1	0
Biñan City	2	1	0
Cabuyao City	1	0	0
Calamba City	3	1	1
Cavite City	0	2	0
Cavite Province	3	1	1
Dasmariñas City	2	0	0
Gen. Trias City	0	1	1
Imus City	0	4	1
Laguna	2	2	0
Lipa City	2	2	0
Lucena City	1	0	0
Rizal	3	2	0
Quezon	4	1	0
Sta. Rosa City	2	1	0
Sto. Tomas City	4	4	0
San Pablo City	1	0	0
San Pedro City	5	5	1
Tanauan City	1	1	0
Tayabas City	0	1	1
TOTAL	42	39	7

Attachment to Regional Memorandum No. _____s. 2024

**Number of Participants per SDO
Batch 2 (November 14-18, 2024)**

SDO	CID-PSDS	CLMD/CID- EPS	SGOD-EPS
Regional Office	0	6	0
Antipolo City	1	1	0
Bacoor City	0	1	1
Batangas City	2	0	0
Batangas Province	3	0	0
Biñan City	1	1	0
Cabuyao City	0	0	0
Calamba City	3	1	0
Cavite City	0	2	0
Cavite Province	3	1	1
Dasmariñas City	2	0	0
Gen. Trias City	1	0	0
Imus City	0	5	1
Laguna	1	2	0
Lipa City	2	1	1
Lucena City	0	1	0
Rizal	4	2	0
Quezon	4	0	0
Sta. Rosa City	3	0	1
Sto. Tomas City	5	5	1
San Pablo City	0	0	0
San Pedro City	6	5	0
Tanauan City	1	1	0
Tayabas City	0	1	0
TOTAL	42	36	6

GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE

Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: **Human Resource Development Division -NEAP R**

Charged to Downloaded HRTD Fund

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	TOTAL	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES													
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec		
	Procurement of Board and Lodging for the conduct of Professional Development Program for Supervisors (Batches 1 and 2)	116 (Batch 1) 116 (Batch 2)	2,320,000.00	Small Value Procurement												✓		
	Procurement of Supplies and Materials for the conduct of the Professional Development Program for Supervisors (Batches 1 and 2)	116 (Batch 1) 116 (Batch 2)	69,600.00	Small Value Procurement												✓		
TOTAL BUDGET:			2,389,600.00															
+ 10% Provision for Inflation			238,960.00															
+ 10% Contingency			238,960.00															
TOTAL ESTIMATED BUDGET:			2,867,520.00															

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted By:

Glenda E. Dela Torre
GLEND E. DELA TORRE
Education Program Specialist II - HRDD

Jisela N. Ulpina
JISELA N. ULPINA
OIC-Chief, HRDD/NEAP-R