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

October 08, 2024
In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
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VENUE OF CAPACITY BUILDING ON QUALITY ASSURANCE OF PROFESSIONAL DEVELOPMENT PROGRAM PROPOSALS FOR TEACHERS AND SCHOOL LEADERS

Relative to Regional Memorandum No. 490, s. 2024 titled *Capacity Building Activities on the Development and Quality Assurance of Professional Development Programs for Teachers and School Leaders*, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAP R), informs the concerned that the **Capacity Building on Quality Assurance of Professional Development Programs for Teachers and School Leaders** scheduled on October 9-11, 2024 will be held at Hotel Dreamworld, North Edsa, Quezon City.

Other provisions and details stated in RM 490, s. 2024 are still in effect.

06/ROH5

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Certificate No. PHP QMS
22 93 0085

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

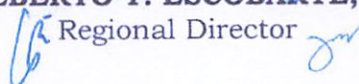|		
Capacity Building on the Quality Assurance of Professional Development Programs for Teachers and School	October 9-11, 2024 (face-to-face)	*To be determined*

4. Specifically, the activities aim to:

Development Phase	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.
Quality Assurance Phase	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 *Interim Guidelines for Quality Assurance, Monitoring, and Evaluation of NEAP Core Programs*	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 • 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 • 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** • Insights • Challenge • Acceptance of Challenge • Awarding of Certificates • Closing Remarks	PMT	
4:01 p.m. - onwards	**Travel Time**		

**Capacity Building on Quality Assurance of Professional Development Programs
for Teachers and School Leaders**
October 9-11, 2024 / Hotel Dreamworld, North Edsa, Quezon City.

LIST OF PROGRAM MANAGEMENT TEAM MEMBERS

No.	Name	Sex	Position	Office
1	Jisela N. Ulpina	Female	OIC-Chief	Regional Office
2	Bryan A. Pobe	Male	Education Program Supervisor	
3	Mark Anthony R. Malonzo	Male	Senior Education Program Specialist	
4	Colleen Marhey Lacuesta	Female	Education Program Specialist II	
5	Glenda E. Dela Torre	Female	Education Program Specialist II	
6	Joseph C. Damian	Male	Administrative Assistant III	
7	*To be determined*	--	Education Program Supervisor -QAD	
8	*To be determined*	--	Nurse II	SDO Rizal
9	*To be determined*	--	Nurse II	

**Capacity Building on Quality Assurance of Professional Development Programs
for Teachers and School Leaders**
October 9-11, 2024 / Hotel Dreamworld, North Edsa, Quezon City.

LIST OF PARTICIPANTS

Last Name	First Name	Middle Initial	Sex	Schools Division Office	Position
Tayona	Arlene	L.	Female	Antipolo City	Senior Education Program Specialist
Bargo	Darwin	D	Male	Antipolo City	Education Program Supervisor
Joyosa	Gilbert	G	Male	Antipolo City	Education Program Supervisor
Dianco	Vernel	E.	Female	Bacoor City	Senior Education Program Specialist
Mojica	Cesar	M.	Male	Bacoor City	Chief Education Supervisor
Malinis	Nereus	V.	Male	Bacoor City	Education Program Supervisor
Seco	Leila	M	Female	Batangas City	Education Program Supervisor
Asi	Lorna	M	Female	Batangas City	Public Schools District Supervisor
Metrillo	Alvin	P	Male	Batangas City	Senior Education Program Specialist
De Sagun	Evelyn	C.	Female	Batangas Province	Senior Education Program Specialist
Lubis	Nancy	D.	Female	Batangas Province	Public Schools District Supervisor
Carandang	Macaria Carina	C.	Female	Batangas Province	Education Program Supervisor
Cabiles	Mary Joy	L.	Female	Biñan City	Senior Education Program Specialist
Enriquez	Bayani	V.	Male	Biñan City	Chief Education Supervisor
Tatlongmaria	Mary Ann	L.	Female	Biñan City	Chief Education Supervisor
Aloquin	Jose Charlie	S	Male	Cabuyao City	Chief Education Supervisor
Herrero	Maribeth	D	Female	Cabuyao City	Education Program Supervisor
Dorado	Tomas		Male	Cabuyao City	Senior Education Program Specialist
Domingo	Kevin	A	Male	Calamba City	Senior Education Program Specialist
Espada	Mariliza	T	Female	Calamba City	Chief Education Supervisor
De Castro	Dolorosa	S.	Female	Calamba City	Chief Education Supervisor
Lee	Sheila	D.	Female	Cavite City	Education Program Supervisor
Capulong	Ma. Honeylet	A	Female	Cavite City	Education Program Supervisor

Attachment to Regional Memorandum No. 711, s. 2024

Last Name	First Name	Middle Initial	Sex	Schools Division Office	Position
Nicodemus	Jester	C.	Male	Cavite City	Senior Education Program Specialist
Salazar	Ronalyn	P	Female	Cavite Province	Senior Education Program Specialist
Ortilla	Camille	R	Female	Cavite Province	Education Program Specialist II
Aranzanzo	Anna Marie	S.	Female	Cavite Province	Education Program Supervisor
Salimbao	Renante	O.	Male	Dasmariñas City	Senior Education Program Specialist
Barcarse	Vanessa	R.	Female	Dasmariñas City	Public Schools District Supervisor
Sucgang	Jennifer	R.	Female	Dasmariñas City	Education Program Specialist II
Rue	Lynette	P	Female	General Trias City	Education Program Supervisor
Columna	Ma. Glecita	C.	Female	General Trias City	Education Program Supervisor
Dinglasan	Cipriano Jr	A	Male	General Trias City	Senior Education Program Specialist
Garcia	Riza	C.	Female	Imus City	Senior Education Program Specialist
Pagtakhan	Ma. Rosalyn	M	Female	Imus City	Education Program Supervisor
Balete	Rochelle	S.	Female	Imus City	Education Program Supervisor
Pagalanan	Lucia	F.	Female	Laguna	Education Program Supervisor
Reblora	Ana	R	Female	Laguna	Public Schools District Supervisor
Ortega	Enrico	G.	Male	Laguna	Senior Education Program Specialist
Enriquez	Fernando		Male	Lipa City	Education Program Supervisor
Sambayan	Glenda	A	Female	Lipa City	Senior Education Program Specialist
Palestina	Randy		Male	Lipa City	Education Program Supervisor
Gloria	Sorina	P.	Female	Lucena City	Public Schools District Supervisor
Catapang	Rolan	B	Male	Lucena City	Senior Education Program Specialist
Mendiola	Myla	K.	Female	Lucena City	Education Program Supervisor
Galarosa	Walter	F	Male	Quezon	Education Program Supervisor
Marino	Regina	V.	Female	Quezon	Senior Education Program Specialist
Pureza	Abner	L.	Male	Quezon	Education Program Supervisor
Gonzales	Marita	L.	Female	Rizal	Senior Education Program Specialist
Baylon	Jay	B	Male	Rizal	Public Schools District Supervisor
Faltado III	Ruben	E	Male	Rizal	Public Schools District Supervisor
Moresca	Criselda	D	Female	San Pablo City	Education Program Supervisor

Attachment to Regional Memorandum No. 711, s. 2024

Last Name	First Name	Middle Initial	Sex	Schools Division Office	Position
Contemplacion	Henry	P.	Male	San Pablo City	Education Program Supervisor
Juaneza	Maria Lucia Aileen	L.	Female	San Pablo City	Senior Education Program Specialist
Guab	Orimar	M.	Female	San Pedro City	Senior Education Program Specialist
Valenzuela	Erma	S.	Female	San Pedro City	Chief Education Supervisor
Petrasanta	Vivian	L.	Female	San Pedro City	Education Program Supervisor
Sangalang	Jeanne Elaine	T	Female	Sta. Rosa City	Senior Education Program Specialist
Kingat	Jessie James	E	Male	Sta. Rosa City	Chief Education Supervisor
Leosala	Marigen	N	Female	Sta. Rosa City	Education Program Supervisor
Gonzales	Wennie	C	Female	Sto. Tomas City	Public Schools District Supervisor
De La Cerna	Rose Lyn	E.	Female	Sto. Tomas City	Senior Education Program Specialist
Lara	Florentino	A.	Male	Sto. Tomas City	Education Program Supervisor
Brinas	Edgar Marshall	M	Male	Tanauan City	Senior Education Program Specialist
Icasiano	Lawrence	B.	Male	Tanauan City	Public Schools District Supervisor
Masangcay	Dennis	B	Male	Tanauan City	Education Program Supervisor
Borbon	Maria Corazon	A	Female	Tayabas City	Education Program Supervisor
Saludares	Luzviminda	E	Female	Tayabas City	Senior Education Program Specialist
Lubiano	Michael Leonard	D	Male	Tayabas City	Education Program Supervisor

**Capacity Building on Quality Assurance of Professional Development Programs
for Teachers and School Leaders**
October 9-11, 2024 / Hotel Dreamworld, North Edsa, Quezon City.

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 Quality 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 • 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		

Time	Sessions/Activities	Persons-in-charge	Expected Outputs
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
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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 • Nationalistic Song • Prayer • Attendance Check • Energizer • Clearinghouse Session	PMT	

Time	Activity	In-charge	Output
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. – 2:50 p.m.	**Presentation of Sample Finalized QA Recommendations**	Facilitator-in-charge	Presented Sample Finalized QA Recommendations
2:51 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** • Insights • Challenge • Acceptance of Challenge • Awarding of Certificates • Closing Remarks	PMT	
4:01 p.m. - onwards	**Travel Time**		