

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

02 October 2024

**Regional Memorandum**  
No. 711 s. 2024

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

To: **Schools Division Superintendents**


1. 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**.
2. The lists of participants and members of the Program Management Team and the activity matrix are attached to this Memorandum. Senior Education Program Specialists of HRDS are required to attend since they will lead the management of quality assurance of PD programs in the division level per DM-OUHROD-2024-0427. Furthermore, all are advised to bring their laptops, chargers, pocket WiFi or any source of internet connection, and maintenance medicine (if applicable).
3. Opening program will start at exactly 9:00 a.m. First meal to be served is breakfast on Day 1 (October 9, 2024) and the last meal is afternoon snacks on Day 3 (October 11, 2024). Check-in time is at 2:00 p.m. of Day 1 and check-out time is at 12:00 p.m. of Day 5.



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4. Board and lodging of the participants and Regional Program Management Team members shall be charged against the Regional HRD Fund while their travel expenses and other incidental expenses shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
5. For relevant queries, please contact Jisela N. Ulpina, OIC-Chief, or Bryan A. Pobe, Education Program Supervisor, through email at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph).
6. Immediate dissemination of this Memorandum to all concerned is instructed.

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

06/ROH5/ROH1

**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**

<b>No.</b>	<b>Name</b>	<b>Sex</b>	<b>Position</b>	<b>Office</b>
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	<i>To be determined</i>	--	Education Program Supervisor -QAD	SDO Rizal
8	<i>To be determined</i>	--	Nurse II	
9	<i>To be determined</i>	--	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



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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)**

<b>Time</b>	<b>Sessions/Activities</b>	<b>Persons-in-charge</b>	<b>Expected Outputs</b>
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.	<b>Session 1:</b> 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.	<b>Session 2:</b> 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.	<b>Session 3:</b> PD Program QA Tool and Recommendation Form	Resource Person	Insights Gained from the Session
4:46 p.m. – 5:00 p.m.	<b>End-of-Day Evaluation Reminders</b>	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"> <li>• Nationalistic Song</li> <li>• Prayer</li> <li>• Attendance Check</li> <li>• Energizer</li> <li>• Clearinghouse Session</li> </ul>	PMT	
8:31 a.m. – 9:45 a.m.	<b>Workshop 1:</b> 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.	<b>Workshop 1 (Continuation):</b> 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.	<b>Workshop 1 (Continuation):</b> 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.	<b>Workshop 2:</b> Deliberation of Individual QA Recommendations	Facilitator-in-charge	Deliberated Individual QA Recommendations
4:46 p.m. – 5:00 p.m.	<b>End-of-Day Evaluation Reminders</b>	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"> <li>• Nationalistic Song</li> <li>• Prayer</li> <li>• Attendance Check</li> <li>• Energizer</li> <li>• Clearinghouse Session</li> </ul>	PMT	

8:31 a.m. – 9:45 a.m.	<b>Workshop 2 (Continuation):</b> 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.	<b>Workshop 3:</b> 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.	<b>Presentation of Sample Finalized QA Recommendations</b>	Facilitator-in-charge	Presented Sample Finalized QA Recommendations
2:51 p.m. – 3:00 p.m.	<b>Next Steps/ Ways Forward</b>	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.	<b>Closing Program</b> <ul style="list-style-type: none"> <li>• Insights</li> <li>• Challenge</li> <li>• Acceptance of Challenge</li> <li>• Awarding of Certificates</li> <li>• Closing Remarks</li> </ul>	PMT	
4:01 p.m. - onwards	<b>Travel Time</b>		