

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

28 September 2023

REGIONAL MEMORANDUM

€ No. 984, s. 2023

**To: Schools Division Superintendents
 Chief, Human Resource Development Division-NEAP R
 All Others Concerned**

**PARTICIPANTS IN THE CONDUCT OF CAPACITY BUILDING OF NEAP-R AND
 SDO HRDS SEPS IN MANAGING AND IMPLEMENTING NEAP PROGRAMS**

1. In reference to Memorandum DM-OUHROD-2022-1393, dated September 25, 2023, titled “*Conduct of Capacity Building of NEAP-R and SDO HRDS SEPS in Managing and Implementing NEAP Programs*” from the Office of Undersecretary for Human Resource and Organizational Development, Hon. Gloria Jumamil-Mercado, this Office informs the field of the above-captioned subject to be conducted on **October 16 to 20, 2023** for Cluster 1 (Luzon Cluster) at National Educators Academy of the Philippines, Baguio City.
2. This activity aims to:
 - a. capacitate NEAP counterparts in terms of Program Management and implementation;
 - b. update the NEAP counterparts about 2024 NEAP CO strategic plans and programs; and
 - c. streamline NEAP processes across governance levels.
3. Participants in this activity are the following:

	Name	Position	Division
1.	Christian T. Español	EPS	HRDD
2.	Don Ray V. Salvador	EPS-II	HRDD
3.	Jennifer G. Medina	EPS-II	NEAP-R
4.	Alma M. Escobia	SEPS	Valenzuela
5.	Noemi A. Velario	SEPS	Marikina
6.	Ernesto D. Ylasco	SEPS	Pasig
7.	Mary Antonette Buñag	SEPS	Manila
8.	Rina Angeles		San Juan
9.	Ronalyn G. Sorongon	SEPS	TAPAT
10.	Christina P. Santos	SEPS	Makati






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11.	Leah E. Sudsakorn	SEPS	Parañaque
12.	Noel Miranda	SEPS	Pasay
13.	Cryzl L. Yu	SEPS	Las Piñas
14.	Johnlord Mendoza		Mandaluyong
15.	Richell G. Cordevilla	SEPS	Malabon
16.	Christian Joshua B. Gonzales	OIC-SEPS	Caloocan
17.	Angelyn B. Malabanan	SEPS	Quezon City
18.	Eleanor R. Cansino	SEPS	Navotas
19.	Andress F. Sicam	EPS-II	Muntinlupa

- Participants shall register at <https://forms.gle/eBeCsQDRDYkjyeES9> on or before **October 9, 2023**.
- Please see Annex B of the said memorandum for the indicative program of activities.
- Participants' board and lodging shall be charged to the HRD funds, while travel expenses shall be charged against local funds subject to accounting and auditing rules and regulations.
- For information and strict compliance.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated






Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-1393

TO : REGIONAL DIRECTORS
HUMAN RESOURCE DEVELOPMENT DIVISION CHIEFS
NEAP-R FOCAL PERSONS
ALL OTHERS CONCERNED

FROM :  **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **CONDUCT OF CAPACITY BUILDING OF NEAP-R AND SDO HRDS SEPS IN MANAGING AND IMPLEMENTING NEAP PROGRAMS**

DATE : September 25, 2023

1. Pursuant to RA 11713, also known as *Excellence in Teacher Education Act of 2021*, the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) is mandated to provide quality professional development programs to teachers, school leaders, and teaching-related personnel. Consistent with DepEd Order No. 011 s. 2019 or the Implementation of the NEAP Transformation which aims to streamline professional development, make training activities programmatic and accountable, effectively link professional development with career progression, generate efficient use of resources, and ultimately realize NEAP's mandate of providing the learning and development needs of the increasing number of teachers and school leaders. To achieve this transformation, NEAP personnel shall be equipped with appropriate competencies to perform the Academy's mandate and provide effective and efficient services to stakeholders.
2. In this light, the NEAP Central Office will conduct a **Capacity Building of NEAP-R and SDO HRDS SEPS in Managing and Implementing NEAP Programs** on **October 16-20, 2023**, and **November 13-17, 2023** at **NEAP Baguio City**.
3. The activity aims to:
 - a.) capacitate NEAP counterparts in terms of Program Management and Implementation;

- b.) update the NEAP counterparts about 2024 NEAP CO strategic plans and programs
 - c.) streamline NEAP processes across governance levels
4. The expected participants in this activity are Education Program Supervisors (EPS), Senior Education Program Specialists (SEPS), and Education Program Specialists (EPS) of NEAP in the Regions and SDO HRDS Senior Education Program Specialists (SEPS). The breakdown of participants shall be as follows:

Cluster	Date	Participants	No. of Participants
1 (Luzon Cluster)	October 16-20, 2023	• R1, R2, R3, CALABARZON, MIMAROPA, R5, CAR and NCR (NEAP-R and SDOs)	• NEAP-R- 24 (3 representatives * 8 regions) • SDO- 110 (1 representative per SDO of C1 regions)
2 (Visayas and Mindanao Cluster)	November 13-17, 2023	• R6, R7, R8, R9, R10, R11, R12 and CARAGA (NEAP-R and SDOs)	• NEAP-R- 24 (3 representatives * 8 regions) • SDO- 107 (1 representative per SDO of C2 regions)

5. For confirmation of attendance, the participants are directed to register through this link: <https://forms.gle/eBeCsQDRDYkijeES9> or may scan the QR code below on or before October 09, 2023.



- 6. Participants' board and lodging shall be charged to the HRD funds, while travel expenses shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.
- 7. Relative to this, the List of Participants (Annex A) and Schedule of Activities (Annex B) are attached for your reference.
- 8. For inquiries and clarifications, please contact Ms. Jessica Kristel Abeleda or Ms. Ma. Carmila Clave of NEAP-EPDD at telefax no. (02) 8715 9919 or via email at jessica.abeleda@deped.gov.ph or ma.clave@deped.gov.ph with the subject line "CapBuild for NEAP-R and SDO HRD SEPS personnel".
- 9. Immediate dissemination of and appropriate action on this memorandum is earnestly desired.

[NEAP/Abeleda&Clave]

Annex A.1 List of Participants for Batch 1

October 16-20, 2023

NEAP-Baguio City

	NAME	OFFICE	DESIGNATION
1	Jennifer E. Lopez	NEAP	OIC-Director IV
2	Leah B. Apao	NEAP	Director III
3	<i>To be determined</i>	NEAP-R1	EPS
4	Kathleen May M. Bautista		SEPS
5	<i>To be determined</i>		EPS II
6	Daisy M. Doral	NEAP-R2	EPS
7	<i>To be determined</i>		SEPS
8	Isidra L. Nicolas		EPS II
9	<i>To be determined</i>	NEAP-R3	EPS
10	John Carlo S. Magtoto		SEPS
11	Oliver Arevalo		EPS II
12	<i>To be determined</i>	CALABARZON	EPS
13	Mark Anthony R. Malonzo		SEPS
14	Alvin P. Mextrillo		EPS II
15	<i>To be determined</i>	MIMAROPA	EPS
16	Robert B. Trajano		SEPS
17	<i>To be determined</i>		EPS II
18	<i>To be determined</i>	NEAP-R5	EPS
19	Paraluman Torregoza		SEPS
20	Jeremy Atad		EPS II
21	Dexter Andres	CAR	EPS
22	<i>To be determined</i>		SEPS
23	Elvernice Fanged		EPS II
24	<i>To be determined</i>	NCR	EPS
25	<i>To be determined</i>		SEPS
26	Jennifer Medina		EPS II
110 SDO HRDS SEPS			
137	Marife T. Morcilla	PMT	
138	Jessica Kristel Abeleda		
139	Ma. Carmila Clave		
140	Eric T. Sarmiento		
141	Edmer Constantino		
142	Richie Carla Vesagas	NEAP CO Resource Speakers/Facilitators	
143	Guillermo Nikus Telan		
144	Rizza Pereyra		
145	Daniel Mabini		
146	Dustin Troy Joson		
147	Millie Jane Fudolig		
148	Sarah Jane Atienza		
149	Learning Service Provider (LSP)	Resource Speakers/ Facilitators	
150	Learning Service Provider (LSP)		
151	Learning Service Provider (LSP)		

Annex A.2 List of Participants for Batch 2

November 13-17, 2023
NEAP-Bagulo City

	NAME	OFFICE	DESIGNATION
1	Jennifer E. Lopez	NEAP	OIC-Director IV
2	Leah B. Apao	NEAP	Director III
3	<i>To be determined</i>	NEAP-R6	EPS
4	Rolly Ben Madera		SEPS
5	Lilibeth Gange-Sanchez		EPS II
6	Rosa Cabotaje	NEAP-R7	EPS
7	<i>To be determined</i>		SEPS
8	<i>To be determined</i>		EPS II
9	<i>To be determined</i>	NEAP-R8	EPS
10	Dina Superable		SEPS
11	<i>To be determined</i>		EPS II
12	Antonia Tayag	NEAP-R9	EPS
13	Ermah Sheila Roble		SEPS
14	<i>To be determined</i>		EPS II
15	Arnel Genita	NEAP-R10	EPS
16	Ranie Livero Villamin		SEPS
17	<i>To be determined</i>		EPS II
18	<i>To be determined</i>	NEAP-R11	EPS
19	Jeoffrey Bernabe		SEPS
20	Maureen Ava Acuna		EPS II
21	<i>To be determined</i>	NEAP-R12	EPS
22	Henry Fritz Diaz		SEPS
23	Maricel Dignadice		EPS II
24	Maria Ruth Edradan	CARAGA	EPS
25	Roy Rele		SEPS
26	<i>To be determined</i>		EPS II
107 SDO HRDS SEPS			
134	Marife T. Morcilla		PMT
135	Jessica Kristel Abeleda		
136	Ma. Carmilla Clave		
137	Eric T. Sarmiento		
138	Edmer Constantino		
139	Richie Carla Vesagas	NEAP CO Resource Speakers/Facilitators	
140	Guillermo Nikus Telan		
141	Rizza Pereyra		
142	Daniel Mabini		
143	Dustin Troy Joson		
144	Millie Jane Fudolig		
145	Sarah Jane Atienza	Resource Speakers/ Facilitators	
146	Learning Service Provider (LSP)		
147	Learning Service Provider (LSP)		
148	Learning Service Provider (LSP)		

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Annex B

INDICATIVE PROGRAM OF ACTIVITIES

CAPACITY BUILDING OF NEAP-R AND SDO HRDS SEPS IN MANAGING AND IMPLEMENTING NEAP PROGRAMS

NEAP-NCR, Marikina City; October 16-20, 2023 and November 13-17, 2023

TIME	ACTIVITY	PERSON IN- CHARGE
DAY 1 October 16, 2023/November 17, 2023		
DAY 1 AM	Arrival of Participants	
DAY 1 PM	Participants are expected to arrive before 12:00NN at the venue	
12:00 – 2:00PM	Lunch and Registration	Registration Committee
2:00 - 2:30PM	Preliminaries - Prayer - National Anthem - Presentation of Activity Objectives and Program Flow - Welcome Message - Inspirational Message	Program Management Team NEAP Management Team
2:30 – 2:45 PM	HEALTH BREAK	
2:45 – 4:45 PM	Session 1: Program Management (PM) 101 • Nature of Program Management • Differentiation of Programs, Projects, and Portfolio	Resource Speaker
4:45 – 5:00 PM	Wrap-Up	
DAY 2 October 17, 2023/November 14, 2023		
TIME	SESSION	PERSON-IN- CHARGE
8:00 – 8:15 AM	Preliminaries	
8:15 – 10:15 AM	Session 2: Becoming an Effective Program Manager	Resource Speaker
10:15 – 10:30 PM	Health Break	
10:30 – 12:00 PM	Session 3: Program Planning	Resource Speakers
12:00 – 1:00 PM	Lunch Break	
1:00 – 3:00 PM	<i>continuation</i>	

	Program Planning	Resource Speakers
3:00 – 3:15 PM	Health Break	
3:15 – 4:00 PM	<i>continuation</i> Program Planning	Resource Speakers
4:00 – 5:00 PM	Wrap-up Assessment of Learning (Simulation)	Resource Speakers
DAY 3 October 18, 2023/November 15, 2023		
TIME	SESSION	PERSON-IN- CHARGE
8:00 – 8:15 AM	Preliminaries	
8:15 – 10:00 AM	Session 4: Program Implementation	Resource Speakers
10:00 – 10:15 AM	Health Break	
10:15 – 12:00 PM	Session 5: Program Monitoring & Evaluation (M&E)	Resource Speakers
12:00 – 1:00 PM	Lunch Break	
1:00-2:00 PM	Wrap-up Assessment of Learning (Simulation)	Resource Speakers
2:00 – 3:00 PM	Session 6 GROUP 1: M&E Standards GROUP 2: Scholarship Process GROUP 3: PD Requirements	NEAP CO
3:00 – 3:15 PM	Health Break	
3:00 – 5:00 PM	Session 7 GROUP 1: PD Requirements GROUP 2: NEAP PD Programs GROUP 3: M&E Standards	NEAP CO
DAY 4 October 19, 2023/November 16, 2023		
DAY 4	SESSION	PERSON-IN- CHARGE
8:00 – 8:15 AM	Preliminaries	
8:15 – 10:00 AM	Session 8 GROUP 1: Scholarship Process	NEAP CO

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	GROUP 2: M&E Standards GROUP 3: NEAP PD Programs	
10:00 – 10:15 PM	Health Break	
10:15 – 12:00 PM	Session 9 GROUP 1: NEAP PD Programs GROUP 2: PD requirements GROUP 3: Scholarship process	NEAP CO
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:30 PM	Induction Programs	NEAP CO
2:30 – 3:30 PM	LAC & INSET Policy updates	NEAP CO
3:00 – 3:15 PM	Health Break	
3:15 – 5:00 PM	Preparation of Program Management Plan	NEAP CO
DAY 5 October 20, 2023/November 17, 2023		
DAY 5	SESSION	PERSON-IN- CHARGE
8:00 – 8:15 AM	Preliminaries	
8:15 – 10:00 AM	Presentation of Program Management Plan	Participants
10:00 – 10:15 PM	Health Break	
10:15 – 11:30 PM	Finalization of Program Management Plans based on comments and suggestions	
11:30-12:00	Closing Program End of the Activity Evaluation	Program Management Team (PMT)

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