



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

14 November 2023

REGIONAL MEMORANDUM

No. **1200**, s. 2023

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

CONDUCT OF REGIONAL INTERFACE WORKSHOP OF RO HRDD-NEAP AND SDO SGOD CHIEFS, HRD, M&E, AND BUDGET OFFICERS ON PROGRAM MANAGEMENT AND DELIVERY OF PROFESSIONAL DEVELOPMENT PROGRAMS FOR TEACHERS AND SCHOOL LEADERS

1. This has reference to Memorandum DM-OUHROD-2023-0851, dated June 22, 2023, titled “List of Priority Professional Development (PD) Programs for Teachers and School Leaders with Activities to be charged against HRD Funds in ROs and SDOs”, this Office informs the field of the above-captioned subject to be conducted on **November 20 to 24, 2023** in a venue to be announced in a separate advisory.
2. The activity aims to harmonize regional and division activities to be implemented for FY 2024 with SDO to ensure alignment and 100% efficiency on budget utilization. Specifically, participants are expected to:
 - a. enhance skills to influence decision-making, create efficient processes, and empower teams to be at their best vis-a-vis learning best practices for effective program management, making decisions that accomplish strategic objectives, and managing change and risks;
 - b. promote seamless implementation of different initiatives; target bottlenecks and problems encountered on pre-, during, and post-delivery of NEAP-related PPAs, and deliver the expected outputs; and
 - c. present the HRDD-NEAP’s status and directions on program implementation for professional and learning development programs for teachers and school leaders, human resource core systems and programs, and other updates.
3. Participants in this activity are the following:
 - a. RO HRDD-NEAP-R personnel (12)
 - b. CO and RO Budget Officers (2)
 - c. SGOD Chiefs (16)
 - d. SEPS HRD (16)
 - e. EPS-II HRD (16)
 - f. SEPS or EPS-II SMME(16)
 - g. SDO Budget Officer (16)



Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

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4. Participants shall register through HRDD's Learning and Development Information System (LDIS) using the link <https://tinyurl.com/RO-Interface-Workshop> or scan QR



5. Please see the attached enclosures for the activity matrix and list of participants.
6. Participants' board and lodging, materials, supplies, and contingency expenses shall be charged to the 2023 HRTD funds, while travel expenses and per diem shall be charged against local funds/MOOE subject to accounting and auditing rules and regulations.
7. For questions and clarification, please contact **Christian T. Español, Education Program Supervisor**, through christian.espanol@deped.gov.ph or 09171148130.
8. For information and strict compliance.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl. as stated



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Department of Education
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Enclosure No. 1

LIST OF PARTICIPANTS

Regional Office

1.	HAJJI R. PALMERO	Chief, HRDD-NEAP R
2.	CHRISTIAN T. ESPAÑOL	Education Program Supervisor, HRDD
3.	RODOLFO J. COLOCAR	Education Program Supervisor, HRDD
4.	RHEA B. EDEN	Education Program Supervisor, HRDD
5.	LEAH AILAH C. VICENCIO	Education Program Specialist-II, HRDD
6.	DON RAY V. SALVADOR	Education Program Specialist-II, HRDD
7.	JENNIFER G. MEDINA	Education Program Specialist-II, NEAP-R
8.	DENISSE DANDAN	Dormitory Manager II, NEAP Marikina
9.	CYNTHIA PAZ	Dormitory Manager I, NEAP Marikina
10.	RICARDO MATAN	ADA-I, NEAP Marikina
11.	JEROL C. DE LIRA	ADAS-III, NEAP-R
12.	EMELINA BARRERA	AO V, Budget Officer
13.	MINERVA GENEROSO	AO II, Budget Officer

NEAP Central Office

1.	Eric T. Sarmiento	AO V
2.	Dustin R. Joson	SEPS PDD

Schools Division Offices

Caloocan

1.	IVEE C. PEREZ	Chief, SGOD
2.	CHRISTIAN JOSHUA B. GONZALES	SEPS HRD
3.	LEANDRO C. BALCON	EPS-II HRD
4.	MELISSA R. SALUDES	SEPS SMME
5.	MOONYEN A. DE ASIS	Budget Officer

Las Pinas

1.	ALDRIN G. CORPIN	Chief, SGOD
2.	CRYZL YU	SEPS HRD
3.	EDSEL FAJARDO	SEPS SMME
4.	GEORGE G. GOZUN	EPS-II SMME
5.	VIRGIE M. PAEZ	Budget Officer



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Makati

1.	ROSALIE A. TRONGCO	Chief, SGOD
2.	CHRISTINA P. SANTOS	SEPS HRD
3.	JUDY RUELLIN B. CERVANTES	EPS-II HRD
4.	MARIA THERESA M. RUIZ	SEPS SMME
5.	VILMA P. GUINGAYAN	Budget Officer

Malabon

1.	ELISEO B. RAYMUNDO	Chief, SGOD
2.	RICHELL G. CORDEVILLA	SEPS HRD
3.	ERWIN I. RICAFORT	EPS-II HRD
4.	HELENA C. CALDERON	EPS-II, SMME
5.	EVERLYN N. MIRANDA	Budget Officer

Manila

1.	MARY ANTONETTE T. BUÑAG	SEPS HRD
2.	LEA M. YEE	EPS-II HRD
3.	JONATHAN T. DIANO	SEPS SMME
4.	ANN S. QUEJA	EPS-II SMME
5.		

Mandaluyong

1.	REX A. ADO	Chief, SGOD
2.	JOHN LORD S. MENDOZA	SEPS HRD
3.	JEMELLE T. MEDINA	EPS-II HRD
4.	CRISPIN A. MEJICA	SEPS SMME
5.	MA. CECILIA Z. TRIA	Budget Officer

Marikina

1.	ELIZALDE Q. CENA	Chief, SGOD
2.	NOEMI A. VELARIO	SEPS HRD
3.	DORIS R. JASME	SEPS SMME
4.	ELISHA DAWN D. MAZON	EPS-II SMME
5.		



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Muntinlupa

1.	NERISSA ROXAS LOMEDA	ASDS and Chief, SGOD
2.	IVY M. ROMANO	SEPS HRD
3.	ZOREN PEPITO L. GUBALANE	SEPS or EPS-II, SMME
4.	VIRMA A. AMISTOSO	Budget Officer
5.		

Navotas

1.	GEMMA C. VILLALUNA	Chief, SGOD
2.	ELENOR R. CANSINO	SEPS HRD
3.	LEONILA O. DE OCAMPO	EPS-II HRD
4.	MARICEL C. BASAY	SEPS or EPS-II, SMME
5.	JOHN TERRY E. VALDEZ	Budget Officer

Pasig

1.	VICTOR M. JAVEÑA	Chief, SGOD
2.	ERNESTO D. YLASCO	SEPS HRD
3.	JUDITH JENEA R. RETAGA	EPS-II HRD
4.	RUTH P. DELA CRUZ	SEPS SMME
5.	RAYMOND B. VENEGAS	Budget Officer

Pasay

1.	SEVERO A. BAJADO	Chief, SGOD
2.	NOEL P. MIRANDA	SEPS HRD
3.	MARVIN DJ. VILLAFUERTE	EPS-II HRD
4.	FATIMA P. FAJARDO	SEPS SMME
5.	LOIDA C. DASCO	Budget Officer

Paranaque

1.	THELMA F. MONTIEL	Chief, SGOD
2.	LEAH EBORDA-SUDSAKORN	SEPS HRD
3.	ROSALYN TAGUD	EPS-II HRD
4.	ANN MARGARET SANTOS	SEPS or EPS-II, SMME
5.	ADELINA DE LA CRUZ VILALCORTA	Budget Officer



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Quezon City

1.	MARIA TERESA A. NAMORO	Chief, SGOD
2.	ANGELYN B. MALABANAN	SEPS HRD
3.	NERISA M. BELTRAN	EPS-II HRD
4.	MA. JESUSA U. CONANAN	SEPS SMME
5.	CECILLE DIAZ	Budget Officer

San Juan

1.	DOMINIQUE T. RIVERA	Chief, SGOD
2.	RINA A. ANGELES	SEPS HRD
3.	DANICA MAE D. RIVERA	EPS-II HRD
4.	ORLANDO C. CLAOR	SEPS SMME
5.	MARY ANNE THERESA C. CAINGAT	Budget Officer

TAPAT

1.	ROLDAN R. JAMINDANG	Chief, SGOD
2.	RONALYN G. SORONGON	SEPS HRD
3.	LORILYN M. LEA	EPS-II HRD
4.	JELYN B. DIU	EPS-II SMME
5.	REBECCA S. BALAQUIT	Budget Officer

Valenzuela

1.	BALTAZAR M. GAYEM	Chief, SGOD
2.	ALMA M. ESCOBIA	SEPS HRD
3.	EDWIN C. PINEDA	EPS-II, SMME
4.	LANI D. AGMATA	Budget Officer
5.	JAN LEMER LINDAYAG	EPS-II SocMob



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Enclosure No. 2

ACTIVITY MATRIX

November 20-24, 2023

Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
	OD: Christian T. Español	OD: Jennifer G. Medina	OD: Rodolfo J. Colocar	OD: Don Ray V. Salvador	OD: Hajji R. Palmero
	Emcee: Leah Ailah Vicencio	Emcee: Don Ray V. Salvador	Emcee: Jennifer G. Medina	Emcee: Leah Ailah C. Vicencio	Emcee: Jennifer Medina
6:00 - 7:30	Travel Time	Breakfast	Breakfast	Breakfast	Breakfast
8:00 - 8:30		Management of Learning	Management of Learning	Management of Learning	Management of Learning
8:30 - 9:00		Session 1: Program Management 101 Becoming an Effective Program Manager Stages of PM Facilitator: Christian Español	Workshop 1 Facilitators: SEPS HRD	NEAP Marikina Facility, NEAP-PD Programs, Budget Allocation and Utilization Updates Facilitator: Jennifer Medina	Presentation of Outputs (8 SDOs)
9:00 - 9:30					
9:30 - 10:00					
10:00 - 10:30	AM Snacks	AM Break	AM Break	AM Break	AM Break
10:30 - 11:00	Arrival and Registration Meeting with Facilitators	Session 2: Program Initiation Stakeholder Matrix SWOT Analysis Facilitator: Rina Angeles	Session 4: Program Execution/Implementation, Program M&E, and Close Facilitator: Christian Español	Discussion on the Alignment and Harmonization of PPAs (L&D for Teachers and School Heads) Facilitator: Hajji R. Palmero	Presentation of Outputs (8 SDOs)
11:00 - 11:30					
11:00 - 12:00					
12:00 NN - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch and Check-out



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Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)				
1:00-2:00	Check-in	Session 3: Program Planning Time Management and Decision Matrices Gantt Chart Facilitator: Noemi Velario	Presentation of Outputs per cluster Facilitators: SEPS HRD	Open Forum	Ways Forward and Agreements				
2:00 -2:30				Workshop per SDO	Closing and Distribution of Certificates				
2:30 - 3:00	Preliminaries and PM Snacks	Continuation of Session 3 RACI Program Organization Facilitator: Angeline Malabanan	Updates from RO Focal: 1. Performance Management 2. Rewards and Recognition 3. L&D/LDIS 4. Employee Welfare & GAD 6. Scholarships	Workshop per SDO (continuation)	Travel Time				
3:00 - 3:30						PM Break	PM Break	PM Break	PM Snacks
3:30 - 4:00						Debriefing	Debriefing	Debriefing	Debriefing
4:00 - 4:30	Dinner	Dinner	Dinner	Dinner					
4:30 - 5:00									
6:00 - 7:30 PM									



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