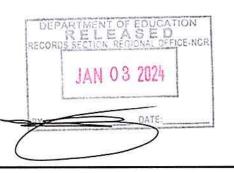


Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION



December 31, 2023

REGIONAL MEMORANDUM

€ Not 3 1 78, 2023

To:

Regional Office Functional Division Chiefs

Schools Division Superintendents

All Others Concerned

CONDUCT OF NEAP PERFORMANCE EVALUATION AND DEVELOPMENT PLANNING (QUALITY ASSURANCE OF THE MATATAG CURRICULUM TRAINING RESOURCE PACKAGES)

- In reference to Memorandum DM-OUHROD-2023-1968 from the Office of Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, dated December 22, 2023, the field is hereby informed regarding the captioned subject matter scheduled on 08 -12 January 2024 (inclusive of travel time) at DepEd EcoTech Center, Cebu City.
 - 2. The NCR participants identified in Enclosure 1 are requested to register and confirm their attendance on or before 31 December 2023 through this link:

http://tinyurl.com/MATATAGCTRPReviewNEAP

- Please refer to the attached Memorandum for the complete details.
- 4. The board and lodging of the participants shall be charged against NEAP CO HRD funds. Travel expenses and per diem of the Regional Office and Schools Division Office shall be charged against the HRD support fund/local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.
- 5. For questions and clarifications, please contact Hajji R. Palmero, Chief, HRDD-NEAP at hajji.palmero@deped.gov.ph .
- Immediate dissemination of and strict compliance with this memorandum is desired.

JOCELYN DR. ANDAYA Director IV







Misamis St., Bago Bantay, Quezon City Email Address: ncr@deped.gov.ph Website: http://www.depedncr.com.ph

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Republic of the Philippines

Department of Education NATIONAL CAPITAL REGION

Enclosure 1: Number of Participants

Name	Schools Division Office	Position
Melvin Willy II. B. Roque	Valenzuela City	Public School District Supervisor
Rhea B. Eden	Regional Office, HRDD - NEAP	Education Program Supervisor
Amaflor C. Alde	Caloocan City	Public School District Supervisor
Lea M. Lee	City of Manila	Education Program Specialist II
Jennifer G. Medina	Regional Office, NEAP - R	Education Program Specialist II
Lucky S. Carpio	City of Manila	Education Program Supervisor







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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2023-1968

TO

: Regional Directors

HRDD Chiefs/NEAP R Focal Persons Schools Division Superintendents

All Others Concerned

FROM

WILFREDO E. CABRAL

Regional Director

Officer-in-Charge, Office of the Undersecretary for Human Resource

and Organizational Development

SUBJECT

: CONDUCT OF NEAP PERFORMANCE EVALUATION AND DEVELOPMENT PLANNING (QUALITY ASSURANCE OF THE

MATATAG CURRICULUM TRAINING RESOURCE PACKAGES)

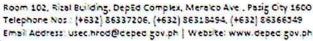
DATE

: 22 December 2023

- The National Educators Academy of the Philippines (NEAP) is committed to Give support to teachers to teach better through the provision of needs-responsive, standards-based, and results-driven professional development (PD) programs, towards the realization of the MATATAG Agenda.
- 2. Relative to this and pursuant to DepEd Memorandum No. 044, s. 2023 or the Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs, the NEAP-Quality Assurance and Monitoring and Evaluation Division (QAMED) will conduct the Performance Evaluation and Development Planning (Quality Assurance of the MATATAG Curriculum Training Resource Packages) on 08-12 January 2024 (inclusive of travel time) at DepEd Ecotech Center, Cebu City.
- 3. The activity aims to accomplish the following objectives:
 - Evaluate NEAP's FY 2023 performance;
 - Foster a culture of collaboration, experimentation, and innovation within NEAP; and
 - Review and evaluate the MATATAG Curriculum Training Resource Packages.
- The details of the activity (Enclosure 1) and the list of participating NEAP Internal PD Program Evaluators (Enclosure 2) are attached for your reference.







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Effectivity		Page	



5. Participants are advised to check in at 12:00p.m. on Monday and check out at 12:00p.m. on Friday. The meal schedule is as follows:

Meals	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		1	1	1	1
AM Snacks		1	1	· ·	1
Lunch	1	/	1	1	
PM Snacks	1	1	1	/	
Dinner	1	1	1	1	

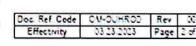
- Participants are likewise advised to bring their own laptop and charger for the workshop.
- Participants are requested to register and confirm their attendance through the link http://tinyurl.com/MATATAGCTRPReviewNEAP on or before 29 December 2023.
- 8. Travel expenses including board and lodging of the program management team and the participants, and other incidental expenses shall be charged against the HRD Funds/local funds while the travel expenses and per diem of field participants (Regional Office/Schools Division Office/School) shall be charged against the HRD support fund/local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.
- For further inquiries and concerns, please contact Mr. Alvin Fulgencio Jr. and/or Mr. Mark Alvin Cruz, NEAP Senior Education Program Specialists, through email neap.gad@deped.gov.ph or landline (02) 8633-7207.
- Immediate dissemination of and strict compliance with this Memorandum is instructed.

Copy furnished: Atty. Revsee A. Escobedo Undersecretary for Operations oureddeped soy ph

[NEAP/Arguelles]









Enclosure No. 1 Detailed Activity Matrix

Activity Title:	NEAP Performance Evaluation and Development Planning (Quality Assurance of t MATATAG Curriculum Training Resource Packages)		
Date/s of Implementation and Venue	January 8 – 12, 2024 DepEd Region VII - Ecotech, Lahug, Cebu City		
Participants	Selected NEAP Internal PD Program Evaluators from the Regions, SDOs, and Schools		
Activity Description	This 4-day workshop aims to quality review and evaluate the training resource packages of the Training on the MATATAG Curriculum following the quality assurance standards, procedures, and requirements set by DM No. 044, s. 2023.		
Terminal Objective	By the end of this 4-day workshop, the evaluators will be able to prepare PD program/course evaluation results and recommendations for the MATATAG Curriculum Training resource packages aligned with the PD program design and learning resources quality standards.		
Enabling Objectives	To completely attain the terminal objective, the evaluators, particularly, will be able to: a. evaluate training design and learning resource materials based on the quality standards and procedures b. formulate PD program quality assurance results and recommendations		
Pre-work Requirements	 Review DM No. 044, s. 2023 or the Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs 		
Materials	Training resource packages QA tools, templates, and forms Laptop (individual)		
Expected Outputs	Reviewed and evaluated MATATAG Curriculum training resource packages Quality Assurance (QA) recommendations		

Enclosure No. 1 Detailed Activity Matrix

Detailed Activity Matrix

	Learning Objectives				
Day/Time	At the end of the session, participants will be able to:	Activity/Topic	Responsible Person	Expected Outputs	
Day 1 January 8					
8:00 a.m 12:00 noon	Travel time				
12:00 noon - 1:30 p.m.		Registration and	d billeting		
1:30 p.m 1:50 p.m.		Opening Program National Anthem Prayer DepEd Quality Policy Statement Welcome Remarks Introduction of Participants	Officer of the day: Mr. Anabelle Laqui Education Program Specialist II		
1:50 p.m 2:10 p.m.	a map personal expectations to the objectives and expected outputs of the activity.	Leveling of Expectations Discussion of Activity Objectives and Matrix Activity Norms	Mr. Rogelio III O. Dian Education Program Specialist	Expectations/Insights	
2:10 p.m3:10 p.m.	a determine the PD Program Design and Learning Resource Materials (LRM) QA standards/criteria. b. utilize PD Program proposals quality assurance tools and forms appropriately.	Session 1: Plenary Discussion Recap of the PD Program Design and LRM Quality Assurance (QA) standards/criteria PD Program QA Tool and Recommendation Form *End-of-day evaluation			
3:10 p.m 3:30 p.m.		HEALTH BREA	IK/AM SNACKS		
3:30 p.m 4:30 p.m.	a. recognize duties and responsibilities expected from the	Session 2: Plenary Discussion Recall the duties and responsibilities of evaluators, the	Mr. Alun B. Fulgencio, Jr. Senior Education Program Specialist/Lead. PD Programs for Teachers		

Enclosure No. 1 Detailed Activity Matrix evaluators during the evaluation process and evaluation process. the effective formulation b. formulate effective of remarks and remarks and recommendation The Confidentiality recommendations c. rationalize the Agreement purpose of NEAP and *End-of-day evaluation Evaluators' Confidentiality Agreement. PMT Debriefing 4:30 p.m. -5:30 p.m. Day 2 | January 9 Officer of the day: Management of Learning Ms. Lourdes U. Arguelles Technical Assistant II Nationalistic Song Quality Assurance Unit 8:00 a.m.-8:30 a.m. Prayer Attendance Check Energizer MOL - Clodin S. Paiton, TA Cleaninghouse Session Session 3: Workshop A a individually review Review and evaluate the and evaluate the MATATAG Curriculum MATATAG training resource Curriculum training Mr. Mark Alvin M. Cruz Reviewed MATATAG packages 8:30 a.m.-10:00 resource packages Senior Education Program Specialist/Lead, PD Programs Curriculum training based on the quality a.m. resource packages standards and for Teachers procedures b. prepare individual MATATAG Curriculum training

resource packages

	QA results and recommendations.			
10:00 a.m10:25 a.m.		HEALTH BREAK/A	AM SNACKS	
10:25 a.m12:00 nn	a individually review and evaluate the MATATAG Curriculum training resource packages based on the quality standards and procedures. b prepare individual MATATAG Curriculum training resource packages QA results and recommendations.	Continuation of Session 3: Workshop A • Review and evaluate the MATATAG Curriculum training resource packages	QA Leads	Reviewed MATATAG Curriculum training resource packages
12:00 nn-1:00 p.m.	LUNCH BREAK			
1:00 p.m3:10 p.m.	a individually review and evaluate MATATAG Curriculum training resource packages based on the quality standards and procedures. b. prepare individual MATATAG Curriculum training resource packages QA results and recommendations.	Continuation of Session 3: Workshop A Review and evaluate the MATATAG Curriculum training resource packages	QA Leads	Reviewed and evaluated MATATAG Curriculum training resource packages
3:10 p.m 3:30 p.m.	HEALTH BREAK/PM SNACKS			

Enclosure No. 1 Detailed Activity Matrix individually review and evaluate MATATAG Continuation of Session 3: Curriculum training Workshop A resource packages Reviewed and based on the quality Review and evaluate the evaluated MATATAG Curriculum training QA Leads standards and MATATAG Curriculum 3:30 p.m. - 4:30 p.m. procedures. training resource prepare individual MATATAG resource packages packages Curriculum training *End of-day evaluation resource packages QA results and recommendations. PMT Debriefing 4:30 p.m.-5:00 p.m. Day 3 | January 10 Officer of the Day: Management of Learning Ms. Clodin Albert Patton Technical Assistant II Quality Assurance Unit Nationalistic Song 8:00 a.m. - 8:30 a.m. Prayer Attendance Check Energizer Clearinghouse Session MOL - Ms. Trisha Imare T. Lunar a. individually review and evaluate MATATAG Continuation of Session 3: Curriculum training Workshop A resource packages Reviewed MATATAG based on the quality Review and evaluate the 8:30 a m. - 12:00 nn OA Leads Curriculum training standards and MATATAG Curriculum resource packages procedures. training resource packages prepare individual MATATAG Curriculum training resource

	packages QA results and recommendations.			
12:00 nn-1:00 p.m.		LUNCH BRI	EAK	
1:00 p.m 4:30 p.m.	a. individually review and evaluate MATATAG Curriculum training resource packages based on the quality standards and procedures. b. prepare individual MATATAG Curriculum training resource packages QA results and recommendations.	Continuation of Session 3: Workshop A Review and evaluate the MATATAG Curriculum training resource packages *End-of-day evaluation	ÇA Leads	Reviewed MATATAG Curriculum training resource packages
4:30 pm-5:00 pm		PMT Debrie	fing	
Day 4 January 11				
8:00 a.m8:30 a.m.		Management of Learning Nationalistic Song Prayer Attendance Check Energizer	Officer of the day: Ms. Trisha Imare T. Lunar Technical Assistant II Quality Assurance Unit	
		Clearinghouse Session		
		Clearinghouse Session	MOL - Lourdes Arguelles	

	c. finalize MATATAG Curriculum training resource packages QA recommendations.			Accomplished QA Recommendation Forms
12:00 nn-1:00 p.m.		LUNCH BRI	EAK	
1:00 p.m 3:00 p.m.	a. deliberate individual recommendations. b. consolidate and refine committee's QA recommendations. c. finalize MATATAG Curriculum training resource packages QA recommendations.	Continuation of Session 4: Workshop B Deliberation of individual QA recommendations	QA Leads	Deliberated MATATAG Curriculum training resource packages QA Recommendations Accomplished QA Recommendation Form Finalized MATATAG Curriculum training resource packages QA Recommendation Forms
3:00 pm - 3:30 pm	HEALTH BREAK/PM SNACKS			
3:30 pm - 5:00 pm	a deliberate individual recommendations. b. consolidate and refine committee's QA recommendations. c. finalize MATATAG Curriculum training resource packages QA recommendations.	Continuation of Session 4: Workshop B Deliberation of MATATAG Curriculum training resource packages QA recommendations *End-of-day evaluation	QA Leads	Deliberated MATATAG Curriculum training resource packages QA Recommendations Accomplished QA Recommendation Form Finalized MATATAG Curriculum training resource packages QA Recommendation Form

:

5:00 pm-5:30 pm	PMT Debriefing					
Day 5 January 12						
8:00 a.m. – 8:05 a.m.		Management of Learning Nationalistic Song Prayer Attendance Check Energizer Clearing house Session	Officer of the day: Mr. Rogelio III O. Diæn Education Program Specialist II			
8:05 a.m 9:00 a.m.	a. finalize MATATAG Curriculum training resource packages QA recommendations. b. submit duly prepared QA recommendation forms	Continuation of Session 4: Workshop B • Finalization and submission of MATATAG Curriculum training resource packages QA recommendations	QA Leads	Finalized and submitted MATATAG Curriculum training resource packages QA Recommendation Form		
9:00 a.m10:00 a.m.		Closing Program National Anthem Insights Challenge Acceptance of Challenge Way Forward Awarding of Certificates Closing Remarks	Program Management Team			
11:00 am-5:00 pm	Travel time					
Program Management Team	Quality Assurance Unit, QAMED					
Advisers	Leah B. Apao, Director III Concurrent OIC, NEAP-QAMED Jennifer E. Lopez, Director III Officer-in-Charge, Officer of the Director IV					

Enclosure 2. List of Participants

No.	NAME	REGION	OFFICE/STATION
1	Albert Flores	External QA Repres	entative
2	Eduarda M. Zapanta	CALABARZON	ESSD
3	Mark Anthony R. Malonzo	CALABARZON	HRDD - NEAP R
4	Ronalyn P. Salazar	CALABARZON	SDO Cavite
5	Bryan A. Pobe	CALABARZON	HRDD
6	Mouller M. Lumague	CALABARZON	HRDS - Santa Rosa
7	Evelyn Navia	CALABARZON	SDO Laguna - Dayap National High School
8	Dexter Andres	CAR	HRDD
9	Allan C. Gobrin	CAR	School Governance and Operations Division
10	Laureen B. Likigan	CAR	HRDD-NEAP R
11	Elvernice S. Fanged	CAR	HRDD-NEAP R
12	Eden T. Adriatico	CAR	SGOD - HRDS - SDO Abra
13	Maria Consuelo C. Jamera	CARAGA	CLMD
14	Elmer Augustus F. Conde	CARAGA	HRDD
15	Flordelisa Dalin	CARAGA	HRDD
16	Roy Rele	CARAGA	NEAP R
17	Eric G. Tenoso	MIMAROPA	HRDD
18	Ma. Rubynita T. Del Rosario	MIMAROPA	
19	Feejay A. Dimaculangan	MIMAROPA	QAD
20	Florinda Dimansana	MIMAROPA	HRDD
21	Jonathan Lilang	MIMAROPA	SDO Romblon
22	Elizabeth T. Delas Alas	MIMAROPA	SDO Occidental Mindoro
23	Melvin Willy B. Roque	NCR	SDO Valenzuela City
24	Rhea Eden	NCR	HRDD
25	Amailor Alde	NCR	SDO Caloocan
26	Lea M. Yee	NCR	School Governance and Operations Division
27	Jennifer Medina	NCR	NEAP R

Enclosure 2. List of Participants

No.	NAME	REGION	OFFICE/STATION
28	Lucky S. Carpio	NCR	SDO Manila
29	Ritchie G. Macalanda	Region I	
30	Juner Windel M. Valdez	Region I	HRDD
31	Melissa D. del Prado	Region I	Quality Assurance Division
32	Kathleen May Bautista	Region I	HRDD-NEAP R
33	Joy S. Ferrer - Lopez	Region II	HRDD
34	Romel Costales	Region II	HRDD-NEAP R
35	Isidra L. Nicolas	Region II	HRDD - NEAP R
36	Mary Ruth Salonga	Region III	
37	Marco Rhonel M. Eusebio	Region III	CID - SDO Malolos City
38	Rosaline T. Tuble	Region III	Eastern Porac NHS - SDO Pampanga
39	Rigette Ryan Ramos	Region III	HRDD
40	Alvin P. Hulipas	Region III	Quality Assurance Division
41	John Carlo Tongol	Region III	SDO Pampanga
42	Marie Flo Aysip	Region III	
43	Oliver Arevalo	Region III	HRDD-NEAP R
44	Cynthia T. Montanez	Region V	
45	Nerio Benito E. Eseo	Region VI	CID - SDO Iloilo City
46	Rowena S. Carillo	Region VI	CID
47	Susan Severino	Region VI	HRDD
48	Allan D. Bautista	Region VI	SDO San Carlos City
49	Rolly Ben M. Madera	Region VI	HRDD - NEAP R
50	Rosemay Bello	Region VI	
51	Leilanie F. Sindingan	Region VII	Quality Assurance Division
52	Maria Socorro N. Relacion	Region VII	District of Dalaguete 1
53	Helen D. Sabino	Region VII	HRDD
54	Jeanylette C. Ayson	Region VII	
55	Rhea Liza Valmores	Region VII	SDO Carcar (SGOD)
56	Johnelyn Marie Valleser	Region VII	NEAP R
57	Sofronio Paragoso	Region VII	Quality Assurance Division
58	Neolita S. Sarabia	Region VII	SDO Tagbilaran City
59	Milaner R. Oyo-a	Region VIII	San Policarpo NHS

Enclosure 2. List of Participants

No.	NAME	REGION	OFFICE/STATION
60	Dina Superable	Region VIII	HRDD
61	Maureen A. Maltos	Region VIII	HRDD - NEAP R
62	Harvie Villamor	Region VIII	HRDD
63	Gertrudes C. Mabutin	Region VIII	CLMD
64	Michael C. Parado	Region VIII	HRDD - NEAP R
65	Antonia Tayag	Region IX	HRDD-NEAP R
66	Ermah Shiela L. Roble	Region IX	NEAP R
67	Dindo M. Gabales	Region X	SDO Malaybalay City
68	Rebecca Postrano	Region X	HRDD
69	Omar Q. Hussein	Region X	Curriculum Implementation Division
70	Darly D. Lamentac	Region XI	Quality Assurance Division
71	Maria Lisa Berandoy	Region XI	CMLD
72	Dave C. Prodigo	Region XII	HRDD
73	John Michael P. Castino	Region XII	SGOD - HRDS
74	Henry Fritz H. Diaz	Region XII	HRDD - NEAP R
75	Maricel B. Dignadice	Region XII	HRDD - NEAP R

^{***}Nothing Follows ***