

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

December 31, 2023

REGIONAL MEMORANDUM

€ No. ~~1317~~, 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)**

1. 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/MATATAGCTRReviewNEAP>
3. 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.
6. Immediate dissemination of and strict compliance with this memorandum is desired.


JOCELYN DR. ANDAYA
Director IV



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Republic of the Philippines
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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 Specialist II Program
Jennifer G. Medina	Regional Office, NEAP - R	Education Specialist II Program
Lucky S. Carpio	City of Manila	Education Program Supervisor




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

1. 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.
4. The details of the activity (*Enclosure 1*) and the list of participating NEAP Internal PD Program Evaluators (*Enclosure 2*) are attached for your reference.

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		✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓
Lunch	✓	✓	✓	✓	
PM Snacks	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

6. Participants are likewise advised to bring their own laptop and charger for the workshop.
7. Participants are requested to register and confirm their attendance through the link <http://tinyurl.com/MATATAGCTRPRReviewNEAP> 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.
9. 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.
10. Immediate dissemination of and strict compliance with this Memorandum is instructed.

Copy furnished:
 Atty. Revsee A. Escobedo
 Undersecretary for Operations
ours@deped.gov.ph

[NEAP/Arguelles]

Enclosure No. 1 Detailed Activity Matrix

Activity Title:	NEAP Performance Evaluation and Development Planning (Quality Assurance of the 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: <ol style="list-style-type: none"> evaluate training design and learning resource materials based on the quality standards and procedures formulate PD program quality assurance results and recommendations
Pre-work Requirements	1. Review DM No. 044, s. 2023 or the Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs
Materials	1. Training resource packages 2. QA tools, templates, and forms 3. Laptop (individual)
Expected Outputs	1. Reviewed and evaluated MATATAG Curriculum training resource packages 2. Quality Assurance (QA) recommendations

Enclosure No. 1 Detailed Activity Matrix

Detailed Activity Matrix

Day/Time	Learning Objectives <i>At the end of the session, participants will be able to:</i>	Activity/Topic	Responsible Person	Expected Outputs
Day 1 January 8				
8:00 a.m. – 12:00 noon	<i>Travel time</i>			
12:00 noon – 1:30 p.m.	<i>Registration and billeting</i>			
1:30 p.m. – 1:50 p.m.		Opening Program <ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> Leveling of Expectations Discussion of Activity Objectives and Matrix Activity Norms 	Mr. Rogelio III O. Dian Education Program Specialist	Expectations/Insights
2:10 p.m. – 3:10 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 <ul style="list-style-type: none"> Recap of the PD Program Design and LRM Quality Assurance (QA) standards/criteria PD Program QA Tool and Recommendation Form *End-of-day evaluation	Mr. Alvin B. Fulgencio, Jr. Senior Education Program Specialist/Lead, PD Programs for Teachers Mr. Mark Alvin M. Cruz Senior Education Program Specialist/Lead, PD Programs for Teachers	
3:10 p.m. – 3:30 p.m.	HEALTH BREAK/AM SNACKS			
3:30 p.m. – 4:30 p.m.	a. recognize duties and responsibilities expected from the	Session 2: Plenary Discussion <ul style="list-style-type: none"> Recall the duties and responsibilities of evaluators, the 	Mr. Alvin B. Fulgencio, Jr. Senior Education Program Specialist/Lead, PD Programs for Teachers	

Enclosure No. 1 Detailed Activity Matrix

	evaluators during the evaluation process. b. formulate effective remarks and recommendations. c. rationalize the purpose of NEAP and Evaluators' Confidentiality Agreement.	evaluation process and the effective formulation of remarks and recommendation • The Confidentiality Agreement *End-of-day evaluation		
4:30 p.m. -5:30 p.m.	PMT Debriefing			
Day 2 January 9				
8:00 a.m.-8:30 a.m.		Management of Learning <ul style="list-style-type: none"> Nationalistic Song Prayer Attendance Check Energizer Clearinghouse Session 	Officer of the day: Ms. Lourdes U. Arguelles Technical Assistant II Quality Assurance Unit MOL - Clodin S. Paiton, TA II	
8:30 a.m.-10:00 a.m.	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	Session 3: Workshop A <ul style="list-style-type: none"> Review and evaluate the MATATAG Curriculum training resource packages 	Mr. Mark Alvin M. Cruz Senior Education Program Specialist/Lead, PD Programs for Teachers	Reviewed MATATAG Curriculum training resource packages

Enclosure No. 1 Detailed Activity Matrix

	QA results and recommendations.			
10:00 a.m.-10:25 a.m.	HEALTH BREAK/AM SNACKS			
10:25 a.m.-12:00 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 <ul style="list-style-type: none"> 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.m.-3:10 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 <ul style="list-style-type: none"> 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

3:30 p.m. - 4:30 p.m.	<p>a. individually review and evaluate MATATAG Curriculum training resource packages based on the quality standards and procedures.</p> <p>b. prepare individual MATATAG Curriculum training resource packages QA results and recommendations.</p>	<p><i>Continuation of Session 3: Workshop A</i></p> <ul style="list-style-type: none"> Review and evaluate the MATATAG Curriculum training resource packages <p><i>*End-of-day evaluation</i></p>	QA Leads	Reviewed and evaluated MATATAG Curriculum training resource packages
4:30 p.m.-5:00 p.m.	PMT Debriefing			
Day 3 January 10				
8:00 a.m. - 8:30 a.m.		<p><i>Management of Learning</i></p> <ul style="list-style-type: none"> Nationalistic Song Prayer Attendance Check Energizer Clearinghouse Session 	<p>Officer of the Day:</p> <p><i>Ms. Clothin Albert Parton</i> Technical Assistant II Quality Assurance Unit</p> <p><i>MOL - Ms. Trisha Imare T. Lunar</i></p>	
8:30 a.m. - 12:00 nn.	<p>a. individually review and evaluate MATATAG Curriculum training resource packages based on the quality standards and procedures.</p> <p>b. prepare individual MATATAG Curriculum training resource</p>	<p><i>Continuation of Session 3: Workshop A</i></p> <ul style="list-style-type: none"> Review and evaluate the MATATAG Curriculum training resource packages 	QA Leads	Reviewed MATATAG Curriculum training resource packages

Enclosure No. 1 Detailed Activity Matrix

	packages QA results and recommendations.			
12:00 nn-1:00 p.m.	LUNCH BREAK			
1:00 p.m. - 4:30 p.m.	<p>a. individually review and evaluate MATATAG Curriculum training resource packages based on the quality standards and procedures.</p> <p>b. prepare individual MATATAG Curriculum training resource packages QA results and recommendations.</p>	<p><i>Continuation of Session 3: Workshop A</i></p> <ul style="list-style-type: none"> Review and evaluate the MATATAG Curriculum training resource packages <p><i>*End-of-day evaluation</i></p>	QA Leads	Reviewed MATATAG Curriculum training resource packages
4:30 pm-5:00 pm	PMT Debriefing			
Day 4 January 11				
8:00 a.m.-8:30 a.m.		<p><i>Management of Learning</i></p> <ul style="list-style-type: none"> Nationalistic Song Prayer Attendance Check Energizer Clearinghouse Session 	<p>Officer of the day:</p> <p><i>Ms. Trisha Imare T. Lunar</i> Technical Assistant II Quality Assurance Unit</p> <p><i>MOL - Lourdes Arguelles</i></p>	
8:30 a.m.-12:00 nn	<p>a. deliberate individual recommendations.</p> <p>b. consolidate and refine committee's QA recommendations.</p>	<p><i>Session 4: Workshop B</i></p> <ul style="list-style-type: none"> Deliberation of individual QA recommendations 	QA Leads	Deliberated MATATAG Curriculum training resource packages QA Recommendations

Enclosure No. 1 Detailed Activity Matrix

	c. finalize MATATAG Curriculum training resource packages QA recommendations.			Accomplished QA Recommendation Forms
12:00 nn-1:00 p.m.	LUNCH BREAK			
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

Enclosure No. 1 Detailed Activity Matrix

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. Rogeho III O. Dian 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.m.-10:00 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 Representative	
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	Amaflor 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. Prodigio	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****