



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024-663

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Manila City
SDO Muntinlupa City
SDO Marikina City
Chief, Human Resource Development Division

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **VALIDATION OF WORKSHOP OUTPUTS FOR THE CAREER PROGRESSION PROFESSIONAL DEVELOPMENT (CPPD) CURRICULUM FOR SCHOOL LEADERS (PHASE 5)**

DATE : June 27, 2024

1. In reference to **DM-OUHROD-2024-1210** dated 21 June 2024 from the Office of the Officer-in-Charge, Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, the field is hereby informed regarding the above-captured subject to be conducted on 01-05 July 2024 at NEAP Marikina.
2. Attached is the list of Participants (**Enclosure 1**) to the Validation of Workshop Outputs for the Career Progression Professional Development (CPPD) Curriculum for School Leaders (Phase 5)
3. This Memorandum shall likewise serve as the official travel authority document of the participants.
4. Please refer to the attached Memorandum for the complete details.
5. For questions and concerns, please coordinate with Arren V. Aduan, Education Program Supervisor – HRDD-L&D NEAP(R) at hrdd.ncr@deped.gov.ph.
6. Immediate dissemination and compliance of this memorandum is desired.

JOCELYN DR ANDAYA
Director IV



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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 2



Certificate No. PHP QMS
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Republic of the Philippines
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Enclosure 1

**Participants to the Validation of Workshop Outputs for the Career Progression
Professional Development (CPPD) Curriculum for School Leaders (Phase 5)**

I. Resource Persons/ Consultant | July 1 – 3, 2024

NO.	NAME	POSITION	OFFICE
1	George B. Borromeo	PSDS	SDO Manila City

II. Resource Persons/ Consultant | July 3 – 5, 2024

NO.	NAME	POSITION	OFFICE
1	Ronald Vincent Salva	PSDS	SDO Manila City
2	Ebenezer A. Beloy	CES - CID	SDO Manila City

III. Validators | July 1 – 5, 2024

NO.	NAME	POSITION	OFFICE
1	Hajji R. Palmero	CES – HRDD	Regional Office – NCR
2	Madeline Ann Diaz	CES - CID	SDO Muntinlupa

IV. Welfare Officer | July 1 – 5, 2024

NO.	NAME	POSITION	OFFICE
1	Jonalyn Santos	Nurse	SDO Marikina
2	Sheila Soriano	Nurse	SDO Marikina
3	Rona Ellein Galo	Nurse	SDO Marikina



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1210

FOR : **ATTY. REVSEE A. ESCOBEDO**
Undersecretary for Operations

Regional Directors
Schools Division Superintendents
School Heads
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **VALIDATION OF WORKSHOP OUTPUTS FOR THE CAREER PROGRESSION PROFESSIONAL DEVELOPMENT (CPPD) CURRICULUM FOR SCHOOL LEADERS (PHASE 5)**

DATE : 21 June 2024

1. In congruence with the *MATATAG* Agenda and the DepEd Order No. 11, s. 2019 titled *Implementation of the National Educators Academy of the Philippines (NEAP) Transformation*, the Department through NEAP continuously streamlines its professional development (PD) programs to ensure consistency with career progression and responsiveness to the learning and development needs of teachers and school leaders.
2. Relative to this, NEAP conducted a series of workshops to develop a draft Career Progression Professional Development (CPPD) Curriculum program outline for school leaders which will still be subject to validation. As a result, a **Validation of Workshop Outputs for the CPPD Curriculum for School Leaders (Phase 5)** will be held on **01-05 July 2024** at **NEAP Marikina**, in collaboration with field experts in the academe and the NEAP Core Team.
3. The activity has the following objectives:
 - a. Provide an overview of the Philippine Professional Standards for School Heads (PPSSH) and the Philippine Professional Standards for Supervisors (PPSS) as well as the process of developing the CPPD program outline;
 - b. Validate the level of acceptability of the developed program outline for all PPSSH and PPSS domains and indicators and career stages for school leaders; and

- c. Gather feedback and recommendations to enhance the draft program outline.
4. In this regard, the Regional Offices (ROs) are requested to nominate validators who will participate in the activity. The selected validators must meet the following qualifications:
- Familiarity with the PPSSH and the PPSS as well as other related documents/tools;
 - Understanding of and/or expertise in curriculum development;
 - Experience in professional development for school heads and supervisors as well as school leaders' performance assessment and training;
 - Commitment to continuous improvement of school leaders; and
 - Have not attended any of the previous professional development workshops related to CPPD.
5. The nominated validators and the Technical Working Group (TWG) members are requested to confirm their attendance through the **registration link https://bit.ly/Validation_CPPDCPhase5 on or before 25 June 2024.**
6. For reference, attached are the following documents:
- List of Participants from the TWG (**Enclosure 1**);
 - Allocated Number of Nominated Participants/Validators per Level (Region, Division, and School) per Region (**Enclosure 2**); and
 - Indicative Activity Design for Phase 5 (**Enclosure 3**).
7. The **Sets 1 and 2 face-to-face participants** are advised to follow the instructions below.

a. Accommodation

Set 1 (School Heads)		Set 2 (Supervisors)	
Check-in	Check-out	Check-in	Check-out
30 June 2024 (Sunday)	03 July 2024 (Wednesday)	03 July 2024 (Wednesday)	05 July 2024 (Friday)
3:00 p.m.	12:00 p.m.	12:00 p.m.	5:00 p.m.

b. Meal Provision Guide

Set 1 (School Heads)				
Meals	30 Jun 2024 (Sunday)	01 Jul 2024 (Monday)	02 Jul 2024 (Tuesday)	03 Jul 2024 (Wednesday)
Breakfast		✓	✓	✓
AM Snack		✓	✓	✓
Lunch		✓	✓	
PM Snack		✓	✓	
Dinner	✓	✓	✓	

Set 2 (Supervisors)				
Meals	02 Jul 2024 (Tuesday)	03 Jul 2024 (Wednesday)	04 Jul 2024 (Thursday)	05 Jul 2024 (Friday)
Breakfast		✓	✓	✓
AM Snack		✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓
Dinner	✓	✓	✓	

8. The face-to-face participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., pocket wifi, mobile data).
9. The **Sets 1 and 2 online participants** shall follow the activity design (*Enclosure 3*). The meeting link and credentials will be sent to the participants' email addresses upon registration.
10. All participants are expected to conduct their online validation of the CPPD program outline involving school leaders. Relevant documents will be provided during the activity proper.
11. The participants' board and lodging will be charged against the NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged against their local funds subject to the usual accounting and auditing rules and regulations.
12. For other questions and concerns, please coordinate with **Ms. Jhoanna C. Javier** through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
13. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 – List of Participants from the TWG

*Enclosure 2 – Allocated Number of Nominated Participants/Validators per Level
Region, Division, and School) per Region*

Enclosure 3 – Indicative Activity Design for Phase 5

[NEAP/JCastilla]



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Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Enclosure 1

List of Participants (TWG)

NO.	NAME	OFFICE / UNIT	POSITION / DESIGNATION
NEAP - Central Office			
1	Marife T. Morcilla	NEAP - PDD	Project Development Officer V
2	Alexander Simagala	NEAP - PDD	Project Development Officer IV
3	John Carlo S. Astilla	NEAP - PDD	Senior Education Program Specialist II
4	Joy S. Magalona	NEAP - PDD	Senior Education Program Specialist II
5	Jhoanna C. Javier	NEAP - PDD	Education Program Specialist II
6	Jojet T. Gabriel	NEAP - PDD	Administrative Assistant II
7	Katrina C. Gargoles	NEAP - PDD	Technical Assistant II
Resource Persons/Consultant (July 1-3, 2024)			
8	Jeryl Casilao	RO-IX	School Head
9	Evelyn Navia	CALABARZON	School Head
10	Atty. Diana Flor Eco	RO-VIII	School Head
12	George Borromeo	NCR	Education Program Supervisor
13	Arlen Jumanoy	RO-XI	Principal
Resource Persons/Consultant (July 3-5, 2024)			
14	Ronald Vincent Salva	NCR	Public School District Supervisor
15	Leila M. Seco	CALABARZON	Education Program Supervisor
16	Ebenezer Beloy	NCR	Chief Education Supervisor
17	Sylvia Villanueva	VIII	Chief Education Supervisor
Medical Officer			
18	Welfare Officer	SDO Marikina	Nurse/ Medical Officer



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Enclosure 2

Allocated Number Nominated Validators per Region

Face-to-Face Validators for School Heads and Supervisors (July 1-5, 2024)			
REGIONS	RO (HRDD)	SDO (CID)	School
	Chief or Supervisor	Chief	School Heads
CAR	1	1	-
NCR	1	1	-
Region I	1	1	-
Region II	1	1	-
Region III	1	1	-
Region IV-A (CALABARZON)	1	1	-
Region IV-B (MIMAROPA)	1	1	-
Region V	1	1	-
Region VI	1	1	-
Region VII	1	1	-
Region VIII	1	1	-
Region IX	1	1	-
Region X	1	1	-
Region XI	1	1	-
Region XII	1	1	-
CARAGA	1	1	-
TOTAL	16	16	0
Online Validators for School Heads (July 1-3, 2024)			
REGIONS	RO (HRDD or CLMD)	SDO (CID)	School
	Chief or Supervisor	Chief or PSDS or EPS	School Heads
CAR	2	2	1

NCR	2	2	1
Region I	2	2	1
Region II	2	2	1
Region III	2	2	1
Region IV-A (CALABARZON)	2	2	1
Region IV-B (MIMAROPA)	2	2	1
Region V	2	2	1
Region VI	2	2	1
Region VII	2	2	1
Region VIII	2	2	1
Region IX	2	2	1
Region X	2	2	1
Region XI	2	2	1
Region XII	2	2	1
CARAGA	2	2	1
TOTAL	32	32	16

Online Validators for Supervisors (July 3-5, 2024)

REGIONS	SDO (CID)
	Chief ES or EPS or PSDS (<i>Note: Each of the participants should not come from the same SDO</i>)
CAR	5
NCR	5
Region I	5
Region II	5
Region III	5
Region IV-A (CALABARZON)	5
Region IV-B (MIMAROPA)	5
Region V	5
Region VI	5
Region VII	5
Region VIII	5
Region IX	5
Region X	5
Region XI	5

NEAP/JCAstilla



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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03 23 23	Page	2 of 3



Region XII	5
CARAGA	5
TOTAL	80

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Doc. Ref. Code	DM-OUHRCD	Rev	00
Effectivity	03 23 23	Page	3 of 3



VALIDATION OF THE CAREER PROGRESSION PROFESSIONAL DEVELOPMENT CURRICULUM (CPPDC) WORKSHOP
OUTPUTS FOR SCHOOL LEADERS (PHASE 5)
July 1 - 5, 2024 / NEAP Manikina City
INDICATIVE ACTIVITY DESIGN

Time	Day 0 (June 30)	Day 1 (July 1)	Day 2 (July 2)	Day 3 (July 3)	Day 4 (July 4)	Day 5 (July 5)
8:00 - 8:30 AM	<i>Travel from residence to venue</i>	SET 1 (School Heads) Registration	(SET 1) Session 3: Discussion of Domain 3 Contents Workshop 3: Validation of Domain 3 Program Outline	<i>Preliminaries</i>		
8:30 - 10:00 AM				(SET 1) Session 5: Discussion of Domain 5 Contents Workshop 5: Validation of Domain 5 Program Outline	(SET 2) Session 1: Discussion of Domain 1 Contents Workshop 1: Validation of Domain 1 Program Outline	(SET 2) Session 3: Discussion of Domain 3 Contents Workshop 3: Validation of Domain 3 Program Outline
10:00 - 10:30 AM	Health Break					
10:30 - 12:00 PM	(SET 1) Opening Program / Preliminary Session Recap of Processes Outputs from Previous Phases Validation of the Validation Process	(SET 1) Continuation... Session 3: Discussion of Domain 3 Contents Workshop 3: Validation of Domain 3 Program Outline	(SET 1) Closing Program	(SET 2) Continuation... Session 1: Discussion of Domain 2 Contents Workshop 1: Validation of Domain 2 Program Outline	(SET 2) Session 4: Discussion of Domain 4 Contents Workshop 4: Validation of Domain 4 Program Outline	(SET 2) Session 4: Discussion of Domain 4 Contents Workshop 4: Validation of Domain 4 Program Outline
12:00 - 1:00 PM						
1:00 - 2:30 PM	Session 1: Discussion of Domain 1	Session 4: Discussion of Domain 4	(SET 2) (Supervisors)	(SET 2) Session 2:	(SET 2) Continuation...	

Time	Day 0 (June 30)	Day 1 (July 1)	Day 2 (July 2)	Day 3 (July 3)	Day 4 (July 4)	Day 5 (July 5)
2:30 - 3:00 PM		<p>Contents</p> <p>Workshop 1: Validation of Domain 1 Program Outline</p>	<p>Contents</p> <p>Workshop 4: Validation of Domain 4 Program Outline</p>	<p>Registration</p>	<p>Discussion of Domain 2 Contents</p> <p>Workshop 2: Validation of Domain 2 Program Outline</p>	<p>Discussion of Domain 4 Contents</p> <p>Workshop 4: Validation of Domain 4 Program Outline</p>
3:00 - 4:30 PM		<p>(SEF 1)</p> <p>Session 2: Discussion of Domain 2 Contents</p> <p>Workshop 2: Validation of Domain 2 Program Outline</p>	<p>(SEF 1)</p> <p>Continuation...</p> <p>Session 4: Discussion of Domain 4 Contents</p> <p>Workshop 4: Validation of Domain 4 Program Outline</p>	<p>(SEF 2)</p> <p>Opening Program/ Preliminary Session</p> <ul style="list-style-type: none"> Recap of Processes Outputs from Previous Phases Discussion of the Validation Process 	<p>(SEF 2)</p> <p>Continuation...</p> <p>Session 2: Discussion of Domain 2 Contents</p> <p>Workshop 2: Validation of Domain 2 Program Outline</p>	<p>(SEF 2)</p> <p>Closing Program</p>
4:30 - 5:00 PM		Core and PWT Debriefing				

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