



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

September 13, 2024

REGIONAL MEMORANDUM

No. 937 s. 2024

To: Schools Division Superintendents
 All Others Concerned

LEARNING ENGAGEMENT WORKSHOP OF SDO HR CHAMPIONS ON PROFESSIONAL DEVELOPMENT (PD) PROGRAM EVALUATION

1. Relative to the DM-OUHROD-2024-1765 dated September 9, 2024, titled *‘Conduct of Regional Office-Led Workshops on the Design, Development, and Quality Assurance of School-based Professional Development Programs’* from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Human Resource and Organizational Development, the Human Resource and Development Division-National Educators Academy of the Philippines will conduct the above-captioned activity on **September 23 to 27, 2024** at Axiaa Hotel, Manila.
2. This activity aims the following:
 - a. revisit the results of PD needs assessment conducted across all governance level,
 - b. craft a needs-based professional development (PD) plan and schools-based In-Service Training (INSeT) Plan, and
 - c. review the proposed PD plan based on set quality standards.
3. The participants in this activity are the following:
 - a. HRDD-NEAP Chief Education Supervisor
 - b. CLMD Chief Education Supervisor
 - c. Two (2) Education Program Supervisors, CLMD
 - d. Chief Education Supervisor, CID
 - e. Chief Education Supervisor, SGOD
 - f. One (1) CID Education Program Supervisor
 - g. Senior Education Program Specialist, HRD, and
 - h. Education Program Specialist II, HRD
4. Participants are advised to bring their laptops, chargers and their prescription medicines.



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5. The board and lodging, supplies, and materials of this activity shall be charged against *2024 HRTD Fund (OSEC-NCR-24-1727)* while travel expenses of SDO participants shall be charged against their respective local funds, subject to usual accounting and auditing rules and regulations.
6. Please see the attached enclosure for the details and program of activities.
7. For queries, please contact Hajji R. Palmero, Chief, HRDD NEAP-R or Dr. Arren V. Aduan, EPS, HRDD NEAP through arren.aduan@deped.gov.ph.
8. Immediate dissemination of this Memorandum is directed.

JOCELYN DR ANDAYA
Director IV 

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Indicative Program of Activity

**LEARNING ENGAGEMENT WORKSHOP OF SDO HR CHAMPIONS ON
 PROFESSIONAL DEVELOPMENT (PD) PROGRAM EVALUATION**
 September 23 to 27, 2024

Start	End	Durati on (Mins.)	Activity	In-Charge/ Resource Person
DAY 1: September 23, 2024 – MONDAY				
Officer of the Day: Leah Ailah C. Vicencio, SEPS, NEAP-R				
8:30AM	9:30 AM		Call Time and Arrival	
9:30 AM	10:00 AM		REGISTRATION	
10:00 AM	10:30 AM	30	<p style="text-align: center;">PRELIMINARIES</p> Nationalistic Song Prayer NQMS Acknowledgment of Participants Statement of Purpose Inspirational Message Introduction of Subject Matter Experts & Learning Facilitators	<p style="text-align: center;">PMT</p> HAJJI R. PALMERO CES, HRDD-NEAP JOCELYN DR ANDAYA Director IV LEAH AILAH C. VICENCIO SEPS, HRDD-NEAP
10:30 AM	10:45 AM	15	SNACKS	
10:45 AM	12:00 NN	75	HRDD NEAP Updates	HAJJI R. PALMERO CES, HRDD-NEAP
12:00 NN	1:30 PM	90	LUNCH	
1:30 PM	2:00 PM	90	Levelling of Expectation	ARREN V. ADUAN EPS, HRDD-NEAP
2:00 PM	3:45 PM	105	CPD Updates	PRC Representatives
3:45 PM	4:00 PM	15	SNACKS	



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4:00 PM	5:00 PM	40	Session 1. PD Priorities	
5:00 PM	5:15 PM	30	Reminders and accomplishment QAME	
DAY 2: September 24, 2024 – TUESDAY				
Officer of the Day: Christian T. Español, EPS, HRDD NEAP				
6:30 AM	7:30 AM	BREAKFAST		
7:30 AM	8:00 AM	DAILY ATTENDANCE		
8:00 AM	8:30 AM	30	Nationalistic Song Prayer Energizer Recap Attendance Check	MUNTAPARLAS CLUSTER
8:30 AM	10:00 AM	90	Session 2: NEAP Core Programs	
10:00 AM	10:15 AM	15	SNACKS	
10:15 AM	11:15 AM	60	Workshop 1A: Inventory of RO & SDO-development PD Programs	
11:15 AM	12:00 NN	45	Workshop 1B: Review of PD Needs Assessments Result	
12:00 NN	1:00 PM	60	LUNCH	
1:00 PM	2:00 PM	60	Session 3: Introduction to PD Planning	
2:00 PM	3:45 PM	105	Workshop 2: PD Planning	
3:45 PM	4:00 PM	15	SNACKS	
4:00 PM	4:30 PM	30	Workshop 2: PD Planning	
4:30 PM	5:00 PM	30	Session 4: Process of Utilization	
5:00 PM	5:15 PM	30	Reminders and accomplishment QAME	
5:30 PM	6:30 PM	DINNER		
DAY 3: September 25, 2024 – WEDNESDAY				
Officer of the Day: Rhea B. Eden, EPS, HRDD NEAP				



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6:30 AM	7:30 AM	BREAKFAST		
7:30 AM	8:00 AM	DAILY ATTENDANCE		
8:00 AM	8:30 AM	30	Nationalistic Song Prayer Energizer Recap Attendance Check	PAMAMARISAN CLUSTER
8:30 AM	9:30 AM	60	Session 5A: Planning & Designing School-based INSET	
9:30 AM	9:45 AM	15	SNACKS	
9:45 AM	10:45 AM	60	Session 5B: M&E Planning	
10:45 AM	11:45 AM	60	Session 6: QA Process & PRC Accreditation	
11:45 AM	1:00 PM	75	LUNCH	
1:00 PM	3:00 PM	120	Workshop 3: INSET Designing	
3:00 PM	3:15 PM	15	SNACKS	
3:15 PM	5:00 PM	105	Workshop 3: INSET Designing	
5:00 PM	5:30 PM	30	Reminders and accomplishment QAME	
6:30 PM	7:30 PM	DINNER		
DAY 4: September 26, 2024 - THURSDAY				
Officer of the Day: Don Ray V. Salvador, EPS II, HRDD NEAP				
6:30 AM	7:30 AM	BREAKFAST		
7:30 AM	8:00 AM	DAILY ATTENDANCE		
8:00 AM	8:30 AM	30	Nationalistic Song Prayer Energizer Recap Attendance Check	PAMAMAZON



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8:30 AM	10:00 AM	90	Workshop 3: INSET DESIGNING	
10:00 AM	10:15 AM	15	SNACKS	
10:15 AM	12:00 NN	90	Workshop 3: INSET DESIGNING	
12:00 NN	1:00 PM	90	LUNCH	
1:00 PM	3:45 PM	90	Workshop 4: Review & Evaluation of Proposed PD Plan & School-based	
3:45 PM	4:00 PM	15	SNACKS	
4:00 PM	5:00 PM	60	Workshop 4: Review & Evaluation of Proposed PD Plan & School-based	
5:00 PM	5:30 PM	30	Reminders and accomplishment QAME	
6:30 PM	7:30 PM	DINNER		
DAY 5: September 27, 2024 – FRIDAY				
Officer of the Day: Leah Ailah C. Vicencio				
6:30 AM	7:30 AM	BREAKFAST		
7:30 AM	8:00 AM	DAILY ATTENDANCE		
8:00 AM	8:30 AM	30	Nationalistic Song Prayer Energizer Recap Attendance Check	CAMANAVA Cluster
8:30 AM	9:30 AM	60	Workshop 5: Revision of PD Plan & School-based INSET Plan	
9:30 AM	9:45 AM	15	SNACKS	
9:45 AM	12:00 NN	165	Workshop 5: Revision of PD Plan & School-based INSET Plan	
12:00 NN	1:00 PM	60	LUNCH	



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1:00 PM	3:00 PM	120	Workshop 5: Revision of PD Plan & School-based INSET Plan	
3:00 PM	3:15 PM	15	SNACKS	
3:15 PM	4:00 PM	45	Closing Program	
4:00 PM	5:00 PM	HOME BOUND		



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024- AWC

TO : **Regional Directors**
Schools Division Superintendents
HRDD Chiefs/NEAP R Focal Persons
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 REGIONAL OFFICE-LED WORKSHOPS ON THE DESIGN, DEVELOPMENT, AND QUALITY ASSURANCE OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT PROGRAMS**

DATE : 09 September 2024

1. Following the *Capacity Building for Field Implementers on the Design, Development, and Quality Assurance of School-Based Professional Development Programs* held last 19-23 August 2024, **the Regional Offices (ROs)**, through the Human Resource Development Division/NEAP in the Regions, **are tasked to spearhead** the conduct of **Workshops on the Design, Development, and Quality Assurance** for their respective field implementers, in accordance with the following:
 - a. **The workshops shall be conducted within 16 September – 04 October 2024.**
 - b. Selection of participants shall be based on the designations and functional divisions/units, as follows:
 - i. Chief Education Supervisor, Schools Governance Operations Division (SGOD)
 - ii. Chief Education Supervisor, Curriculum Implementation Division (CID)
 - iii. Public Schools District Supervisor and Education Program Supervisor
 - iv. Senior Education Program Specialist, Human Resource Development Section (HRDS)
 - v. Senior Education Program Specialist, School Management Monitoring and Evaluation (SMME) Section
 - vi. School Heads and Head Teachers

- c. The workshop shall be consistent with the following objectives:
- i. Conduct inventory of existing Schools Division Office- (SDO) and schools-developed professional development programs
 - ii. Review and consolidate results of professional development needs assessment conducted on SDO and school levels
 - iii. Craft SDO-led professional development program proposals and school-based In-Service Training (INSET) plan
 - iv. Evaluate proposed SDO-led professional development per DepEd Memorandum No. 044, s. 2023 *“Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs”* and INSET plans based on quality standards under DM-OUHROD-2024-1576 *“Guidelines on the Conduct of RO-, SDO-, and School-Developed Professional Development Programs for FY 2024”*
- d. The SDOs and schools shall prioritize professional development programs supporting *Programme for International Student Assessment (PISA)* preparations.
- e. The input sessions shall be delivered by concerned DepEd personnel who attended the NEAP-led capacity building (regional core team). All other program management team roles shall be identified and performed consistent with the *terms of reference* provided by DepEd Memorandum No. 044, s. 2023.
- f. The intended outputs are inventory of existing SDO- and school-developed professional development programs, consolidated report on the results of SDO- and school-conducted professional development needs assessment, and quality assured school-based INSET plan ready for accreditation by the Professional Regulation Commission.
- g. Relevant workshop materials can be accessed through the link <https://tinyurl.com/SBPDPMaterials>.
- h. Workshop expenses shall be charged against the Human Resource Development Program Support Fund (HRD-PSF), subject to DM-OUHROD-2024-0427 *“Guidelines on the Utilization of FY 2024 HRD Fund.”*
2. Should you have questions and concerns, please coordinate with Mr. Alvin Fulgencio Jr. and Mr. Mark Alvin Cruz, NEAP QAD Senior Education Program Specialists, through email neap.qad@deped.gov.ph or landline (02) 8633-7207.
3. For immediate dissemination and appropriate action.

[NEAP-QAD/Fulgencio/Cruz]