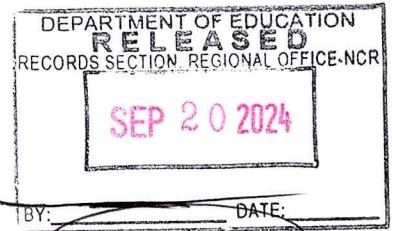




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



September 17, 2024

**REGIONAL MEMORANDUM**

No. 949 s. 2024

**To:** Schools Division Superintendents  
All Others Concerned

**ADDENDUM TO REGIONAL MEMORANDUM NO. 937 S. 2024 RE: LEARNING  
ENGAGEMENT WORKSHOP OF SDO HR CHAMPIONS ON PROFESSIONAL  
DEVELOPMENT (PD) PROGRAMS**

1. In reference to the above-captioned Regional Memorandum dated September 13, 2024 which shall be held at Axiaa Hotel Manila, 1105 West Ave., Project 7, Quezon City, all identified participants are hereby informed that the first meal on September 23, 2024 shall be AM snacks and the last meal shall be PM snacks on September 27, 2024.
2. Participants are requested to register through this link: <https://tinyurl.com/RegLEWPD2024> on or before September 20, 2024 using their DepEd email account.
3. All SDO SEPS-HRDs are instructed to upload their approved SDO Professional Development (PD) proposals as part of preparatory work through this link: <https://tinyurl.com/SDOApprovedPD>.
4. Attached is the updated program matrix for reference.
5. Other provisions and details in the above cited Regional Memorandum shall remain in effect.
6. Immediate dissemination of this Memorandum is directed.

  
**JOCELYN DR ANDAYA**  
Director IV



6 Misamis St., Bago Bantay, Quezon City  
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Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

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

September 23 to 27, 2024

Axiaa Hotel, Manila

1105 West Ave., Project 7, Quezon City

Start	End	Durati on (Mins. )	Activity	In-Charge/ Resource Person
<b>DAY 1: September 23, 2024 – MONDAY</b>				
<b>Officer of the Day: Dr. Christian T. Español, EPS, HRDD NEAP</b>				
8:30AM	9:30 AM		Call Time and Arrival	
9:30 AM	10:00 AM		REGISTRATION	
10:00 AM	10:30 AM	30	<b>PRELIMINARIES</b> Nationalistic Song Prayer NQMS Acknowledgment of Participants Statement of Purpose  Inspirational Message  Introduction of Subject Matter Experts & Learning Facilitators	<b>PMT</b>  <b>HAJJI R. PALMERO</b> CES, HRDD-NEAP  <b>JOCELYN DR ANDAYA</b> Director IV  <b>LEAH AILAH C.</b> <b>VICENCIO</b> SEPS, HRDD-NEAP
10:30 AM	10:45 AM	15	<b>SNACKS</b>	
10:45 AM	12:00 NN	75	<b>PRC Accreditation Process</b>	PRC Representatives
12:00 NN	1:00 PM	90	<b>LUNCH</b>	
1:00 PM	2:30 PM	90	<b>Session 1. PD Priorities</b>	<b>HAJJI R. PALMERO</b> Chief, HRDD NEAP
2:30 PM	3:00 PM	30	<b>Reminders and accomplishment QAME</b>	
<b>DAY 2: September 24, 2024 – TUESDAY</b>				
<b>Officer of the Day: Dr. Rodolfo J. Colocar, EPS, HRDD-NEAP</b>				
6:30 AM	7:30 AM		<b>BREAKFAST</b>	



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7:30 AM	8:00 AM	<b>DAILY ATTENDANCE</b>		
8:00 AM	8:30 AM	30	Nationalistic Song Prayer Energizer Recap Attendance Check	<b>MUNTAPARLAS CLUSTER</b>
8:30 AM	10:00 AM	90	<b>Session 2: NEAP Core Programs</b>	<b>ARREN V. ADUAN</b> EPS, HRDD
10:00 AM	10:15 AM	15	<b>SNACKS</b>	
10:15 AM	11:15 AM	60	<b>Workshop 1A: Inventory of SDO-developed PD Programs</b>	<b>ARREN V. ADUAN</b> EPS, HRDD
11:15 AM	12:00 NN	45	<b>Workshop 1B: Review of PD Needs Assessments Result</b>	
12:00 NN	1:00 PM	60	<b>LUNCH</b>	
1:00 PM	2:00 PM	60	<b>Session 3: Introduction to PD Planning</b>	<b>LILY T. GALANGAN</b> EPS, SDO Malabon
2:00 PM	3:45 PM	105	<b>Workshop 2: PD Planning</b>	<b>LILY T. GALANGAN</b> EPS, SDO Malabon
3:45 PM	4:00 PM	15	<b>SNACKS</b>	
4:00 PM	4:30 PM	30	<b>Cont. Workshop 2</b>	<b>LILY T. GALANGAN</b> EPS, SDO Malabon
4:30 PM	5:00 PM	30	<b>Session 4: Process of Utilization</b>	<b>ERIC T. SARMIENTO</b> AO V, NEAP OD
5:00 PM	5:15 PM	30	<b>Reminders and accomplishment QAME</b>	
5:30 PM	6:30 PM	<b>DINNER</b>		
<b>DAY 3: September 25, 2024 – WEDNESDAY</b>				
<b>Officer of the Day: Rhea B. Eden, EPS, HRDD NEAP</b>				
6:30 AM	7:30 AM	<b>BREAKFAST</b>		
7:30 AM	8:00 AM	<b>DAILY ATTENDANCE</b>		
8:00 AM	8:30 AM	30	Nationalistic Song Prayer Energizer	<b>PAMAMARISAN CLUSTER</b>



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			Recap Attendance Check	
8:30 AM	9:30 AM	60	<b>Session 5A: Planning &amp; Designing School-based INSET</b>	<b>GEORGE EMANUEL MARTIN</b> Principal, SDO Quezon City
9:30 AM	9:45 AM	15	<b>SNACKS</b>	
9:45 AM	10:15 AM	30	<b>Cont. Session 5A</b>	<b>GEORGE EMANUEL MARTIN</b> Principal, SDO Quezon City
10:15 AM	12:00 NN	105	<b>Session 5B: M&amp;E Planning</b>	<b>ALFREDO G. DESAMPARO JR.</b> EPS, QAD
12:00 NN	1:00 PM	60	<b>LUNCH</b>	
1:00 PM	3:00 PM	120	<b>Workshop 3: INSET Designing</b>	<b>MARIFE VILLADIEGO</b> Principal, SDO Pasig City
3:00 PM	3:15 PM	15	<b>SNACKS</b>	
3:15 PM	5:00 PM	105	<b>Cont. Workshop 3</b>	<b>MARIFE VILLADIEGO</b> Principal, SDO Pasig City
5:00 PM	5:30 PM	30	<b>Reminders and accomplishment QAME</b>	
6:30 PM	7:30 PM		<b>DINNER</b>	
<b>DAY 4: September 26, 2024 - THURSDAY</b>				
<b>Officer of the Day: Don Ray V. Salvador, EPS II, HRDD NEAP</b>				
6:30 AM	7:30 AM		<b>BREAKFAST</b>	
7:30 AM	8:00 AM		<b>DAILY ATTENDANCE</b>	
8:00 AM	8:30 AM	30	Nationalistic Song Prayer Energizer Recap Attendance Check	<b>PAMAMAZON</b>
8:30 AM	10:00 AM	90	<b>Cont. Workshop 3</b>	<b>MARIFE VILLADIEGO</b> Principal, SDO Pasig City
10:00 AM	10:15 AM	15	<b>SNACKS</b>	



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10:15 AM	11:00 AM	45	<b>Cont. Workshop 3</b>	<b>MARIFE VILLADIEGO</b> Principal, SDO Pasig City
11:00 AM	12:00 NN	60	<b>Session 6: Quality Assurance Process (NEAP Tool)</b>	<b>JENNIFER G. MEDINA</b> SEPS-HRD, SDO Marikina City
12:00 NN	1:00 PM	90	<b>LUNCH</b>	
1:00 PM	3:45 PM	90	<b>Workshop 4A: Review &amp; Evaluation of Proposed PD Plan &amp; School-based</b>	<b>JENNIFER G. MEDINA</b> SEPS-HRD, SDO Marikina City  <b>ALFREDO G. DESAMPARO JR.</b> EPS, QAD
3:45 PM	4:00 PM	15	<b>SNACKS</b>	
4:00 PM	5:00 PM	60	<b>Workshop 4B: Revision &amp; Finalization of Proposed PD Plan &amp; School-based</b>	<b>JENNIFER G. MEDINA</b> SEPS-HRD, SDO Marikina City  <b>ALFREDO G. DESAMPARO JR.</b> EPS, QAD
5:00 PM	5:30 PM	30	<b>Reminders and accomplishment QAME</b>	
6:30 PM	7:30 PM	<b>DINNER</b>		
<b>DAY 5: September 27, 2024 – FRIDAY</b>				
<b>Officer of the Day: Dr. Christian T. Español, EPS, HRDD NEAP</b>				
6:30 AM	7:30 AM	<b>BREAKFAST</b>		
7:30 AM	8:00 AM	<b>DAILY ATTENDANCE</b>		
8:00 AM	8:30 AM	30	Nationalistic Song Prayer Energizer Recap Attendance Check	<b>CAMANAVA Cluster</b>
8:30 AM	9:30 AM	60	<b>Workshop 5: Revision of PD Plan &amp; School-based INSET Plan</b>	<b>EPSs, HRDD</b>
9:30 AM	9:45 AM	15	<b>SNACKS</b>	



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9:45 AM	12:00 NN	165	<b>Cont. Workshop 5</b>	<b>EPSs, HRDD</b>
12:00 NN	1:00 PM	60	<b>LUNCH</b>	
1:00 PM	3:00 PM	120	<b>Presentation of Workshop 5: Revision of PD Plan &amp; School-based INSET Plan</b>	<b>EPSs, HRDD</b>
3:00 PM	3:15 PM	15	<b>SNACKS</b>	
3:15 PM	4:00 PM	45	<b>Closing Program</b>	<b>PMT</b>
4:00 PM	5:00 PM	<b>HOME BOUND</b>		



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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](mailto:arren.aduan@deped.gov.ph).
8. Immediate dissemination of this Memorandum is directed.

**JOCELYN DR ANDAYA**  
Director IV 

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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2024-116

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](mailto:neap.qad@deped.gov.ph) or landline (02) 8633-7207.
3. For immediate dissemination and appropriate action.

[NEAP-QAD/Fulgencio/Cruz]