



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



**REGIONAL MEMORANDUM**  
**ORD-2024-978**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 SDO Caloocan  
 SDO Manila  
 SDO Navotas  
 SDO Valenzuela City

**FROM :** **OFFICE OF THE REGIONAL DIRECTOR**

**SUBJECT :** **FINALIZATION WORKSHOP ON THE CAREER PROGRESSION PROFESSIONAL DEVELOPMENT (CPPD) CURRICULUM AND COURSES WRITESHOP OUTPUTS FOR SCHOOL LEADERS**

**DATE :** September 20, 2024

1. This is in reference to the Memorandum DM-OUHROD-2024-1845 dated September 16, 2024 from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development, informing the concerned Schools Division Office about the above-captioned subject.

2. The following personnel are advised to attend the **Finalization Workshop** which will be held on **September 30 to October 4, 2024** at **NEAP Marikina**:

Name	Designation	Office
Archie J. Azucenas	Public School District Supervisor	SDO Caloocan
Ebenezer A. Belay	Chief Education Supervisor, CID	SDO Manila
Ronald Vincent R. Salva	Public School District Supervisor	
Renato N. Felipe Jr.	Public School District Supervisor	
George B. Borrromeo	Public School District Supervisor	
Manolo Peña	Principal	
Wilbert Balboa	Education Program Supervisor	SDO Navotas
Filmore Caballero	Chief Education Supervisor, CID	SDO
Alvin Patrick Penaflorida	Principal	Valenzuela



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3. The identified participants are requested to confirm their attendance through the registration link: <https://bit.ly/PPDFinalization>. In case the identified personnel will not be able to attend, it is requested to submit a justification letter containing the names and contact details of the alternate representatives through the email addresses provided below.
4. The participants are advised to check in on September 29, 2024, 5:00 p.m. and check out on October 4, 2024, 3:00 p.m. and bring their own laptops, chargers, extension cords, and other sources of internet connectivity.
5. First meal on September 29, 2024 shall be dinner and the last meal shall be PM snack on October 4, 2024.
6. The participants' board and lodging will be charge to NEAP HRD Fund while transportation, per diem, and other incidental expenses will be charged to their local funds subject to the usual accounting and auditing rules and regulations.
7. For other questions and concerns, kindly coordinate Ms. Jhoanna Javier or Ms. Joy Magalona, NEAP Professional Development Division, through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph)/[neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8715-9919.
8. Immediate dissemination and strict compliance with this Memorandum is desired.

  
**JOCELYN DR ANDAYA**  
Director IV



6 Misamis St., Bago Bantay, Quezon City  
Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
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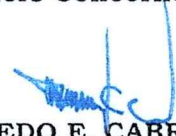
# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2024-1845

TO : **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 : **FINALIZATION WORKSHOP ON THE CAREER PROGRESSION PROFESSIONAL DEVELOPMENT (CPPD) CURRICULUM AND COURSES WRITESHOP OUTPUTS FOR SCHOOL LEADERS**

DATE : 16 September 2024

1. In line with efforts to support the professional development and career advancement of school leaders in congruence with established standards and competencies, a series of writeshops was conducted on the formulation of the Career Progression Professional Development (CPPD) Curriculum and Courses for School Leaders. The outputs of these writeshops were validated from July to August 2024.
2. Following this, the **Finalization Workshop** will be held on **30 September – 04 October 2024** at **NEAP Marikina**.
3. The objectives of the workshop are as follows:
  - a. Review and integrate the findings from the validation activity into the draft CPPD program outline;
  - b. Complete the CPPD program outline for school leaders across all career stages; and
  - c. Develop an initial plan for the implementation phase of the program.
4. For reference, attached are the *Program of Activities (Enclosure 1)*, *List of Program Management Team Members (Enclosure 2)* and the *List of Expected Participants (Enclosure 3)*.
5. The identified participants are requested to confirm their attendance through the registration link <https://bit.ly/CPPDCFinalization> on or before **23 September 2024**. In case the identified personnel will not be able to attend, we request the

submission of a justification letter containing the names and contact details of the alternate representatives through the email addresses provided below.

- The participants are advised to check in on 29 September 2024, 5:00 p.m. and check out on 04 October 2024, 3:00 p.m. Please see the meal schedule below.

Meals	29 Sep 2024 Sun	30 Sep 2024 Mon	01 Oct 2024 Tue	02 Oct 2024 Wed	03 Oct 2024 Thu	04 Oct 2024 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

- The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
- The participants' board and lodging will be charged against NEAP HRD Fund while transportation, per diem, and other incidental expenses will be charged to Regional Office/Schools Division Office/local funds subject to the usual accounting and auditing rules and regulations.
- For other questions and concerns, please coordinate with **Ms. Jhoanna Javier** or **Ms. Joy Magalona**, NEAP Professional Development Division, through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) / [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8715-9919.
- For dissemination and appropriate action.

**Enclosures:**

- Enclosure 1 – Program of Activities
- Enclosure 2 – List of Program Management Team Members
- Enclosure 3 – List of Expected Participants

**Copy furnished:**  
**OFFICE OF THE SECRETARY**

[NEAP/JCJavier]



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**Enclosure 1**

**Program of Activities**

Time	Day 0 September 29, 2024	Day 1 September 30, 2024	Day 2 October 1, 2024	Day 3 October 2, 2024 <i>Breakfast</i>	Day 4 October 3, 2024	Day 5 October 4, 2024
6:00 – 7:30						
8:00 – 8:15		8:00 – 9:30 Registration	MOL Continuation Workshop 1	MOL Workshop 2 Revision and Standardization	MOL Presentation and Critiquing of Outputs from Workshop 2	MOL Finalization of Outputs
8:15 – 10:00		9:30 – 10:00 <b>Morning Break</b>				
10:00 – 10:30						
10:30 – 12:00		10:30 – 11:00 Opening Program - Philippine National Anthem - Ecumenical Prayer - Introduction of Participants - Welcome Remarks - Presentation of Objectives, Activity Matrix, and Norms - Levelling of Expectations - Kumustahan			<b>Morning Break</b>  Continuation	
12:00 – 1:00						
1:00 – 3:00	Arrival of Participants	1:00 – 2:00 Input Process: Recapitulation of Validation Phases Processes and Outputs  <i>Presenter:</i>  2:00 – 3:00 Presentation of the Results of the Quantitative Validation Data	Presentation and Critiquing of Outputs from Workshop 1	<b>Launch Break</b>  of Program Outline Across Career Stages (Set 2)	Revision of Workshop 1 and 2 Outputs	Closing Program





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	Presenter: Mr. Lyndon Morales			
3:00 – 3:30	<b>Workshop 1</b> Revision and Standardization of Program Outline Across Career Stages (Set 1)  Joy S. Magalona	Continuation	John Carlo Astilla	John Carlo Astilla
3:30 – 5:00				
Officer of the Day				
5:00 – 6:00	Program Management Team Debriefing			
		Continuation	Jhoanna C. Javier	Joy S. Magalona
		Afternoon Break		Home Sweet Home
		Workshop 2		John Carlo Astilla





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**Enclosure 2**

**List of Program Management Team Members**

<b>Program Management Team</b>		
<b>Number</b>	<b>Name</b>	<b>Region/Division/Office</b>
1	Chief Marife T. Morcilla	NEAP - PDD
2	Asst. Chief Alexander Simagala	NEAP - PDD
3	John Carlo Astilla	NEAP - PDD
4	Joy S. Magalona	NEAP - PDD
5	Jhoanna C. Javier	NEAP - PDD
6	Adison C. Lozano	NEAP - PDD
7	Loverly Seda	NEAP - PDD
8	Katrina Gargoles	NEAP - PDD
9	Jojet T. Gabriel	NEAP - PDD
<b>Resource Persons</b>		
10	Lyndon Morales	3
11	Renato N. Felipe Jr.	NCR
12	Filmore R. Caballero	NCR
13	Lorna Medrano	CALABARZON
14	Irene Dayandante	5
15	Marylou Viasanta	5
<b>Welfare Officer</b>		
16	Nurse/Medical Officer	SDO Marikina



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**Enclosure 3**

**List of Expected Participants**

<b>SCHOOL HEADS</b>		
<b>Number</b>	<b>Name</b>	<b>Region</b>
1	Alvin Patrick Peñaflorida	NCR
2	Archie Azucenas	NCR
3	George Borromeo	NCR
4	Manolo Pena	NCR
5	Carina Untalasco	1
6	Rogelio G. Sison Jr.	3
7	Evelyn Navia	CALABARZON
8	Rowena Cambel	CALABARZON
9	Liezel Villanueva	CALABARZON
10	Mary Jane Gonzales	CALABARZON
11	Bernadette Sumagui	CALABARZON
12	Elisa Surwela	CALABARZON
13	Ma. Yvette Y. Suarez	MIMAROPA
14	Joe-Bren Consuelo	5
15	Ireno Dicen	5
16	Cristy Jabonillo	7
17	Aura Aguilar	8
18	Atty. Diana Flor Eco	8
19	Jeryl Casilao	9





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20	Dennis Caballes	10
21	Arlen Jumamoy	11
22	Ma. Leila Y. Tejada	12
<b>SUPERVISORS</b>		
1	Ronald Vincent Salva	NCR
2	Ebenezer Beloy	NCR
3	Wilbert Balboa	NCR
4	Rolando Sotelo	3
5	Jay-Arr C. Tayao	3
6	Jeffrey G. Dela Cruz	3
7	Bryan Pobe	CALABARZON
8	Noel Anciano	CALABARZON
9	Lany Abainza	5
10	Sylvia Villanueva	8
11	Omar Hussein	10
12	Eva Edon	10
13	Nancy Sumagaysay	11