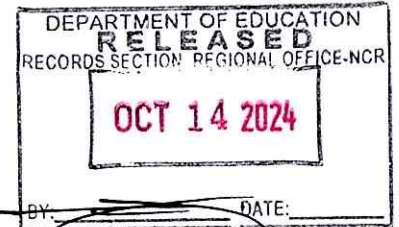




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

**ORD-2024-1051**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
SDO Makati  
SDO Mandaluyong  
SDO Quezon City

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

**SUBJECT :** **CONDUCT OF MASTER CLASSES FOR KINDERGARTEN AND GRADES 1, 4, AND 7 (K147) TEACHERS ACROSS ALL LEARNING AREAS - DOWNLOADING OF FUNDS AND REQUEST FOR ASSISTANCE**

**DATE :** October 10, 2024

1. This is in reference to the Memorandum DM-OUHROD-2024-2032 dated October 9, 2024 from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development and School Infrastructure and Facilities, informing the concerned Schools Division Offices about the above-captioned subject.

2. The conduct of online *Master Classes for Kindergarten and Grades 1, 4, and 7 Teachers Across All Learning Areas* will be held during the In-Service Training (InSeT) on November 25-29, 2024 with select Schools Division Offices (SDOs) identified to have met the information and communication technology (ICT) requirement.

3. The NEAP Central Office shall download Human Resource Development (HRD) Funds to the identified SDOs to cover the board and lodging of the SDO Program Management Team and the Central Office monitors.

4. To facilitate the downloading of funds, the identified recipient SDOs are requested to submit a *Certificate of Concurrence (Enclosure 2)* to the email addresses provided below **not later than October 18, 2024**, to signify agreement to accept the fund.

5. Furthermore, the **select SDOs will form their respective Program Management Team (PMTs), through the School Governance and Operations Division (SGOD) and ICT Services, with representatives from NEAP**



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


**Professional Development Division (PDD) in the actual conduct and implementation of the master classes.**

6. The identified SDOs are requested to provide the names, contact information, and other relevant details of their personnel who will form part of the SDO PMT through the link: <https://tinyurl.com/MasterClass-SDO-Contact-Info>.

7. The *Activity Matrix of the Master Classes (Enclosure 3)* and the *List of the Central Office PMT Members (Enclosure 4)* are attached for reference.

8. For questions and concerns on the downloading of funds, kindly coordinate with **Mr. Eric Sarmiento**, NEAP Administrative Officer V, through email [eric.sarmiento003@deped.gov.ph](mailto:eric.sarmiento003@deped.gov.ph) / [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8638-8638. As to the actual implementation of the master classes, you may contact **Mr. Marvin DJ. Villafuerte**, NEAP-PDD Senior Education Program Specialist, through email [marvin.villafuerte@deped.gov.ph](mailto:marvin.villafuerte@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.

9. Immediate dissemination of this Memorandum is desired.

  
**JOCELYN DR ANDAYA**  
Director IV



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2024-2032

TO : **Regional Directors (Regions IV-A, VII, and XI and NCR)**  
**All Others Concerned**

ATTENTION : **LERMA L. FLANDEZ**  
*OIC Schools Division Superintendent, SDO Antipolo City*

**NIMFA D. BONGO**  
*Schools Division Superintendent, SDO Cebu City*

**BIANITO A. DAGATAN**  
*Schools Division Superintendent, SDO Mandaue City*


**REYNANTE A. SOLITARIO**  
*Schools Division Superintendent, SDO Davao City*

**ALONA C. UY**  
*Schools Division Superintendent, SDO Tagum City*

**CARLEEN S. SEDILLA**  
*Schools Division Superintendent, SDO Quezon City*

**ROMELA M. CRUZ**  
*Schools Division Superintendent, SDO Mandaluyong City*

**MA. EVALOU CONCEPCION A. AGUSTIN**  
*Schools Division Superintendent, SDO Makati City*

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

SUBJECT : **CONDUCT OF MASTER CLASSES FOR KINDERGARTEN AND GRADES**  
**1, 4, AND 7 (K147) TEACHERS ACROSS ALL LEARNING AREAS –**  
**DOWNLOADING OF FUNDS AND REQUEST FOR ASSISTANCE**

DATE : 09 October 2024

1. As part of its Career Progression Professional Development (CPPD) Programs, the National Educators Academy of the Philippines (NEAP) in partnership with the Bureau of Curriculum and Development and the Bureau of Learning Delivery, will conduct online **Master Classes for Kindergarten and Grades 1, 4, and 7 Teachers Across All Learning Areas** during the In-Service Training (INSET) on **25-29 November 2024** with

select Schools Division Offices (SDOs) identified to have met the information and communications technology (ICT) requirement.

2. NEAP will invite expert practitioners who will deliver relevant and targeted topics during the master classes to enhance teacher competencies based on professional standards and promote learning beyond their current expertise.
3. In this regard, NEAP Central Office shall download Human Resource Development (HRD) Funds amounting to **EIGHT HUNDRED THOUSAND PESOS (Php 800,000.00)** to the *Identified SDOs (Enclosure 1)* to cover the board and lodging of the SDO Program Management Team and the Central Office monitors.
4. To facilitate the downloading of funds, the identified recipient SDOs are requested to submit a *Certificate of Concurrence (Enclosure 2)* to the email addresses provided below **not later than 18 October 2024**, to signify their agreement to accept the fund.
5. Upon receipt of the Sub-Allotment Release Order, the Human Resource Development Sections (HRDS), as the HRD Fund implementer in the SDO, shall adhere to the following guidelines:
  - a. Coordinate with the Budget/Planning Officer for proper updating in the Program Management Information System (PMIS) reflecting the amount of fund received;
  - b. Encode the corresponding activity and its purpose in the PMIS;
  - c. Coordinate with the Program Focal for the preparation and submission of Activity Request/Authority to Conduct and other documents relative to the conduct of the activity, for approval;
  - d. Upload/record the physical and financial accomplishments in the PMIS, as provided in DepEd Order No. 011, s. 2021 "Guidelines on the Operationalization of the PMIS"; and
  - e. The savings generated from the activity may be used for technical assistance to the schools and other program-related activities or for reimbursements of travel expenses relative to other activities conducted by NEAP Central Office, subject to the usual accounting and auditing rules and regulations.
6. Furthermore, **we would like to request assistance from the select SDOs to form their respective Program Management Teams (PMTs), through the School Governance and Operations Division (SGOD) and the ICT Services, with representatives from NEAP Professional Development Division (PDD) in the actual conduct and implementation of the master classes.** The *Terms of Reference* of the PMT members are as follows:

PMT Member	No. of Representatives	Terms of Reference
NEAP-PDD	2	<ul style="list-style-type: none"> <li>• Facilitate the virtual INSET</li> <li>• Provide information/session flow to partner SDO</li> <li>• Collaborate with identified SDO in the technical run and other matters relative to the activity</li> <li>• Coordinate with invited resource persons and other concerned Central Office bureaus/offices</li> <li>• Facilitate initial registration of participants</li> <li>• Consolidate and evaluate session outputs</li> <li>• Prepare accomplishment report</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure certification of participants' attendance to PRC</li> <li>• Provide certificates to participants</li> </ul>
SDO Senior Education Program Specialist – Human Resource Development (HRD-SEPS)	1	<ul style="list-style-type: none"> <li>• Co-facilitate the virtual INSET</li> <li>• Serve as SDO focal person for master classes INSET</li> <li>• Ensure smooth flow of the program</li> <li>• Identify and coordinate with potential host/emcee for the virtual INSET</li> </ul>
SDO Education Program Specialist II – Human Resource Development	1	<ul style="list-style-type: none"> <li>• Assist the HRD-SEPS in the master classes INSET</li> <li>• Facilitate link for daily attendance</li> <li>• Determine number of hours of attendance of each participant</li> </ul>
SDO Senior Education Program Specialist – School Management Monitoring and Evaluation (SMME)	1	<ul style="list-style-type: none"> <li>• Consolidate and provide analysis of the session evaluation</li> </ul>
SDO Education Program Specialist II - SMME	1	<ul style="list-style-type: none"> <li>• Assist the SMME-SEPS in the master classes INSET</li> <li>• Provide link for monitoring and evaluation</li> <li>• Consolidate session SMME</li> <li>• Submit to NEAP-PDD the consolidated report of session evaluation and analysis</li> </ul>
Information Technology Officer	1	<ul style="list-style-type: none"> <li>• Ensure that all technical aspects of the online training session will run smoothly, including setting up, livestreaming, managing online platform, and troubleshooting technical issues</li> <li>• Closely coordinate with NEAP to address any technical needs or challenges that may arise before, during, and after the training sessions</li> <li>• Lead the technical run</li> <li>• Lead the hosting of the SDO Facebook Page</li> </ul>
ITO Co-Focal	2	<ul style="list-style-type: none"> <li>• Assist the ITO in the conduct of the master classes INSET</li> </ul>

- In relation to this, the identified SDOs are requested to provide the names, contact information, and other relevant details of their personnel who will form part of the SDO PMT through the link <https://tinyurl.com/MasterClass-SDO-Contact-Info>.
- For reference, enclosed are the *Activity Matrix of the Master Classes (Enclosure 3)* and the *List of the Central Office PMT Members (Enclosure 4)*.
- To discuss further details of the master classes, a **Virtual Orientation Meeting** will be held on **11 October 2024, 1:00-3:00 p.m.** via *Microsoft Teams* with the link <https://tinyurl.com/MC-CoordinationMeeting>.
- Should you have questions and concerns on the downloading of funds, please coordinate with **Mr. Eric Sarmiento**, NEAP Administrative Officer V, through email

[eric.sarmiento003@deped.gov.ph](mailto:eric.sarmiento003@deped.gov.ph) / [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8638-8638. As to the actual implementation of the master classes, you may contact **Mr. Marvin DJ. Villafuerte**, NEAP-PDD Senior Education Program Specialist, through email [marvin.villafuerte@deped.gov.ph](mailto:marvin.villafuerte@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.

11. For immediate dissemination and appropriate action.

**Copy furnished:**

**OFFICE OF THE SECRETARY**

**GINA O. GONONG**

*Undersecretary for Curriculum and Teaching*

**ATTY. REVSEE A. ESCOBEDO**

*Undersecretary for Operations*

**Enclosures:**

*Enclosure 1 - Allocation List per Regional Office of Funds for Downloading*

*Enclosure 2 - Certificate of Concurrence/Acceptance of Funds*

*Enclosure 3 - Activity Matrix of the Master Classes*

*Enclosure 4 - List of Central Office PMT Members*

[NEAP-PDD/ Villafuerte/ Rosales]



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## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 1

#### ALLOCATION LIST PER REGIONAL OFFICE OF FUNDS FOR DOWNLOADING

No	Division	Total Participants	Rate	No. Of Days	Total Amount (Board and Lodging)
1	Quezon City	10	2,000.00	5	100,000.00
2	Mandaluyong City	10	2,000.00	5	100,000.00
3	Makati City	10	2,000.00	5	100,000.00
4	Antipolo City	10	2,000.00	5	100,000.00
5	Cebu City	10	2,000.00	5	100,000.00
6	Mandaue City	10	2,000.00	5	100,000.00
7	Davao City	10	2,000.00	5	100,000.00
8	Tagum City	10	2,000.00	5	100,000.00
		<b>TOTAL</b>			<b>800,000.00</b>



Room 208, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600  
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## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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*Enclosure 2*

### CERTIFICATE OF CONCURRENCE/ACCEPTANCE OF FUNDS

#### CERTIFICATION

This is to certify concurrence to receive the planned downloaded funds in the amount of \_\_\_\_\_ (Php xxx) for the conduct of Master Classes for Kindergarten, Grades 1, 4, and 7 (K147) Teachers across all Learning areas.

The said funds shall be used in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.

\_\_\_\_\_  
School Division Superintendent



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## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 3

### ACTIVITY MATRIX IN THE CONDUCT OF MASTER CLASSES FOR KINDERGARTEN, GRADES 1, 4, AND 7 (K147) TEACHERS ACROSS ALL LEARNING AREAS

November 25-29, 2024

#### A. Indicative Program of Activities

Output: Trained K147 teachers in the effective delivery of MATATAG curriculum

Participants: Kindergarten and Grade 4 Teachers across all learning areas

Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:00 – 9:00 AM	<i>Technical preparation</i>				
9:01 – 10:00 AM	<i>Opening Program</i>	<i>AM Session</i>	<i>AM Session</i>	<i>AM Session</i>	<i>AM Session</i>
10:01– 11:00 AM		<i>Topic:</i> <i>RP:</i>	<i>Topic:</i> <i>RP:</i>	<i>Topic:</i> <i>RP:</i>	<i>Topic:</i> <i>RP:</i>
11:01 – 12:00 AM		<i>Q and A</i>	<i>Q and A</i>	<i>Q and A</i>	<i>Q and A</i>
12:01 - 1:00 PM	<b>LUNCH BREAK</b>				

**Note:** For Morning Session participants, they will comply with the requirements provided by the Resource Person/s (RPs) through Workshop for Output Development in the afternoon schedule.

Participants: Grades 1 and 7 Teachers across all learning areas (

1:01 – 2:00 PM	<i>PM Session</i>	<i>PM Session</i>	<i>PM Session</i>	<i>PM Session</i>	<i>Asynchronous session of AM participants</i>
2:01 – 3:00 PM	<i>Topic:</i> <i>RP:</i>	<i>Topic:</i> <i>RP:</i>	<i>Topic:</i> <i>RP:</i>	<i>Topic:</i> <i>RP:</i>	
3:01 – 4:00 PM	<i>Q and A</i>	<i>Q and A</i>	<i>Q and A</i>	<i>Q and A</i>	
4:01 - 5:00 PM	<i>Q and A</i>	<i>Q and A</i>	<i>Q and A</i>	<i>Q and A</i>	
4:31 - 5:00 PM	<i>Q and A</i>	<i>Q and A</i>	<i>Q and A</i>	<i>Q and A</i>	



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## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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**Note:** For Afternoon Session participants, will comply with the requirements provided by the Resource Person/s (RPs) through Workshop for Output Development in the afternoon schedule.



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# Department of Education

## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 4

#### LIST OF CENTRAL OFFICE PMT MEMBERS

Master Classes for Kindergarten, Grades 1, 4, and 7 (K147) Teachers Across All Learning Areas  
November 25 – 29, 2024

NAME	POSITION	OFFICE/ STATION
Jennifer E. Lopez	Director IV	NEAP -DepEd Central Office
Marife T. Morcilla	Project Development Officer V	NEAP-PDD, DepEd Central Office
Alexander Simagala	Project Development Officer IV	NEAP-PDD, DepEd Central Office
Marvin DJ. Villafuerte	Senior Education Program Specialist	NEAP-PDD, DepEd Central Office
Florentino L. Varron Jr.	Senior Education Program Specialist	NEAP-PDD, DepEd Central Office
Jessica Kristel C. Abeleda	Education Program Specialist II	NEAP-PDD, DepEd Central Office
Mathew M. Bofete	Project Development Officer II	NEAP-PDD, DepEd Central Office
Aizyl Ann Natanaun	Technical Assistant II	NEAP-PDD, DepEd Central Office
Toni Rose H. Rosales	Technical Assistant II	NEAP-PDD, DepEd Central Office
Roselle D. Cabiling	Technical Assistant II	NEAP-PDD, DepEd Central Office