



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



**REGIONAL MEMORANDUM**  
 ORD-2024- 1121

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 SDO Caloocan  
 SDO Malabon  
 SDO Mandaluyong  
 SDO Navotas  
 SDO Quezon City

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

**SUBJECT :** **PARTICIPANTS TO CAPABILITY BUILDING FOR NEAP PROFESSIONAL DEVELOPMENT EVALUATORS-LEARNING AREA SPECIALISTS**

**DATE :** October 17, 2024

1. This is in reference to the Memorandum DM-OUHROD-2024-2057 dated October 11, 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, and Advisory dated October 16, 2024 from Jennifer E. Lopez, Director IV, National Educators Academy of the Philippines, informing the concerned Schools Division Offices about the above-captioned subject.

2. The following personnel are advised to attend the **activity** which will be held on **October 27-31, 2024** at **Cebu Business Hotel, Colon corner Junquera St., Cebu City**:

Name	Designation	Office	Learning Area Specialization
Eloisa F. Ababat	Education Program Supervisor	SDO Navotas	English
Daniel A. Lorenzo	Public School District Supervisor	SDO Caloocan	Science
Guillermo NikusTelan	Public School District Supervisor	SDO Quezon City	Araling Panlipunan
Marife V. Arias	Education Program Supervisor	SDO Mandaluyong	ICT
Ronaldo Santiago	Public School District Supervisor	SDO Malabon	Elementary Education



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

John Patrick A. Palad	Education Program Supervisor	SDO Caloocan	Inclusive Education/ALS
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- The identified participants are requested to confirm their attendance through the registration link: <https://tinyurl.com/RegPDPEvaluators>. Participants are advised to bring their own laptops, chargers, extension cords, and other sources of internet connectivity.
- The participants are advised to check in on October 27, 2024 (Sunday), 2:00 p.m. and check out on October 31, 2024 (Thursday), 12:00 p.m. The opening program will commence on October 28, 2024 (Monday), at exactly 9:00 a.m.
- Board and lodging of the participants will be charge to NEAP HRD Fund while their transportation, per diem, and other incidental expenses shall be charged to their HRD funds/local funds subject to the usual accounting and auditing rules and regulations.
- For other questions and concerns, kindly coordinate with **Mr. Alvin Fulgencio Jr./Mr. Rogelio III O. Dian**, NEAP QAD, through email [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph) or landline (02) 8633-7207.
- Immediate dissemination and strict compliance with this Memorandum is desired.

  
**JOCELYN DR ANDAYA**  
Director IV



Republic of the Philippines  
**Department of Education**

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Office of the Director IV

**ADVISORY**

16 October 2024

**CHANGE OF DATE FOR THE CONDUCT OF THE CAPABILITY BUILDING FOR  
 NEAP PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS  
 – LEARNING AREA SPECIALISTS**

This has reference to the conduct of the **Capability Building for NEAP Professional Development Program Evaluators – Learning Area Specialists** released through Memorandum **DM-OUHROD-2024-2057** dated October 11, 2024.

Due to some administrative considerations and INSET preparation, please be informed of the following changes in schedule:

Activity	Schedule and Venue (indicated in the Advisory dated October 14, 2024)	New Schedule
Capability Building for NEAP Professional Development Program Evaluators – Learning Area Specialists	November 3-8, 2024 (inclusive of travel time)  Cebu Business Hotel, Colon Corner Junquera St., Cebu City	<b>October 27-31, 2024</b> (inclusive of travel time)  Cebu Business Hotel, Colon Corner Junquera St., Cebu City

In line with this, please be advised of the following new set of deadlines:

Document/Activity	Deadline on	Link/Platform
Submission of list of nominated participants	October 21, 2024	<a href="mailto:neap.qad@deped.gov.ph">neap.qad@deped.gov.ph</a>
Online registration of nominated participants	October 22, 2024	<a href="https://tinyurl.com/RegPDPEvaluators">https://tinyurl.com/RegPDPEvaluators</a>

Please be advised that the nominated participants shall not be an existing member of NEAP Central Office’s pool of PD program evaluators. Kindly use the attached template for the Nomination Form.

Further, the participants are advised to **check in** on **27 October 2024 (Sunday), 2:00 p.m.** and **check out** on **31 October 2024 (Thursday), 12:00 p.m.** The **opening program** will commence on **28 October 2024 (Monday), at exactly 9:00 a.m.**

For relevant queries, you may contact **Mr. Alvin B. Fulgencio, Jr. / Mr. Rogelio III O. Dian** at (02) 8633-7207 or email at [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph).

For your guidance and reference.

Thank you.

  
**JENNIFER E. LOPEZ**  
Director IV




Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-2057**

TO : **Regional Directors**  
**Schools Division Superintendents**  
**Human Resource Development Division Chiefs**  
**NEAP-R Focal Persons**  
**All Others Concerned**

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 : **CAPABILITY BUILDING FOR NEAP PROFESSIONAL**  
**DEVELOPMENT PROGRAM EVALUATORS – LEARNING AREA**  
**SPECIALISTS**

DATE : 11 October 2024

1. In accordance with DepEd Memorandum No. 044, s. 2023 titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs*, the NEAP Quality Assurance Division (QAD) will conduct a **Capability Building for NEAP Professional Development (PD) Program Evaluators – Learning Area Specialists** on **20-25 October 2024** (inclusive of travel time) at **Ecotech Center, Lahug, Cebu City**.
2. The objectives of the activity are as follows:
  - a. Rationalize the quality assurance mechanism for PD programs;
  - b. Discuss the quality standards for PD program design and learning resource materials;
  - c. Explain the PD program quality assurance process and requirements;
  - d. Evaluate PD program proposals based on existing quality standards and procedures; and
  - e. Formulate PD program proposal evaluation results and recommendations.

3. In this regard, **the Regional Offices, through the HRDD/NEAP R, in coordination with the Curriculum and Learning Management Division and the Schools Division Offices, are requested to nominate participants** according to the *Regional and Learning/Content Area Distribution (Enclosure 1)* and the criteria area as follows:

- a. Currently occupies the following positions/designations:
  - i. Chief Education Supervisor
  - ii. Education Program Supervisor
  - iii. Public Schools District Supervisor
  - iv. Senior Education Program Specialist
  - v. Education Program Specialist II
  - vi. School Head
  - vii. Head Teacher
- b. Holds a Master’s Degree in Learning/Content Area Specializations as specified in *Enclosure 1*; and
- c. For the Information and Communications Technology (ICT) and Inclusive Education/Alternative Learning System Learning/Content Area Specializations – Currently holds an assignment/designation relative to the said specializations and must have attended relevant trainings.

4. **The list of nominated participants must be submitted to NEAP-QAD** through the email addresses provided below **on or before 16 October 2024**.

5. The nominated participants are requested to confirm their attendance through the link [tinyurl.com/RegPDPEvaluators](https://tinyurl.com/RegPDPEvaluators) **on or before 17 October 2024**.

6. The *Duties and Responsibilities of NEAP PD Program Evaluators (Enclosure 2)* and the *Daily Activity Matrix (Enclosure 3)* are attached for your reference.

7. The participants are advised to check in on 20 October 2024 (Sunday), 2:00 p.m. and check out on 25 October 2024 (Friday), 12:00 p.m. The meal schedule is as follows:

Meals	20 Oct 2024 Sun	21 Oct 2024 Mon	22 Oct 2024 Tue	23 Oct 2024 Wed	24 Oct 2024 Thu	25 Oct 2024 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

8. The participants are advised to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

9. Board and lodging of the participants shall be charged against the NEAP Human Resource Development (HRD) Funds. On the other hand, their transportation, per

diem, and other incidental expenses shall be charged against HRD funds/local funds, subject to the usual accounting and auditing rules and regulations.

10. For further inquiries and concerns, please coordinate with **Mr. Alvin Fulgencio Jr.** or **Mr. Rogelio III Dian**, NEAP-QAD Education Program Specialists, through email [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph) or landline (02) 8633-7207.

11. For immediate dissemination and appropriate action.

**Copy furnished:**

**OFFICE OF THE SECRETARY**

**ATTY. REVSEE A. ESCOBEDO**

*Undersecretary for Operations*

**Enclosures:**

*Enclosure 1 – Participants Regional and Learning/ Content Area Distribution*

*Enclosure 2 – Duties and Responsibilities of NEAP PD Program Evaluators*

*Enclosure 3 – Daily Activity Matrix*

[NEAP-QAD/Fulgencio]



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## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 1: Participants Regional and Learning/Content Area Distribution

#### CAPABILITY BUILDING FOR NEAP PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS

DepEd Ecotech Center, Lahug, Cebu City

20-25 October 2024

#### Participants Regional and Learning/Content Area Distribution

Learning/Content Area Specialization	Number of Participants Per Region Based on Learning Area Specialization														Total		
	I	II	III	IV-A	IV-B	V	VI	VII	VIII	IX	X	XI	XII	NCR		CAR	CARAGA
English	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	9
Mathematics	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	9
Science	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	9
Filipino	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	10
Araling Panlipunan	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	10
Values Education	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	10
MAPEH	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	10
TLE	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	5
ICT	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	5
Elementary Education	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	7
Inclusive Education/ALS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	6
<b>Total</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>90</b>

Learning/content area not assigned



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### ***Enclosure 2: Duties and Responsibilities of NEAP PD Program Evaluators***

#### **CAPABILITY BUILDING FOR NEAP PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS**

DepEd Ecotech Center, Lahug, Cebu City

20-25 October 2024

#### ***Duties and Responsibilities of NEAP PD Program Evaluators***

1. Evaluate the proposal based on the alignment of the objectives, content, methodology, and output with the Philippine Professional Standards for Teachers (PPST)/ Philippine Professional Standards for School Heads (PPSSH)/ or Philippine Professional Standards for Supervisors (PPSS.)
2. Evaluate the evidence of each quality standard in the relevant section/component of the detailed PD program design.
3. Evaluate the alignment of the objectives with the session content, methodology/activities, output and intended learning outcomes.
4. Evaluate the structure and sequence of the content areas.
5. Evaluate the alignment of the content areas with the curriculum standards.
6. Evaluate the appropriateness, accuracy, and adequacy of the content based on the identified developmental needs of the target participants.
7. Evaluate the quality of the resource package (session guides, slide decks and other non-print materials) based on appropriateness, accuracy, and adequacy of content to support the attainment of the learning objectives.
8. Check individual attachment for consistency, accuracy and compliance with the set quality standards.
9. Prepare clearly articulated recommendations for PD programs that failed to meet the QA standards, for compliance of the PD program owner.
10. Participate and the QA deliberation.
11. Submit duly accomplished QA tool and recommendation form.
12. Endorse the QA recommendation to the QA Certification Approval Committee for approval.
13. Protect the integrity and confidentiality of the PD program proposals evaluated.
14. Advocate needs-based, standardized, and result-driven design, development, and delivery of PD programs for teaching and school leaders.

-----nothing follows-----



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 3: Daily Activity Matrix

<b>Activity Title:</b>	<b>Capability Building for NEAP Professional Development Program Evaluators</b>
<b>Indicative Date of Implementation and Venue</b>	October 20-25, 2024 DepEd Ecotech Center, Lahug, Cebu City
<b>Participants</b>	Selected NEAP PD Program evaluators from the ROs, SDOs, and Schools
<b>Activity Description</b>	This 5-day workshop aims to train PD program evaluators in the quality assurance of PD program proposals, focusing on the quality standards, procedures, and tools set by DM No. 044, s. 2023. Additionally, evaluators will be given guided practice in conducting a standards-based review and evaluation of submitted PD program proposals.
<b>Terminal Objective</b>	By the end of this workshop, evaluators will be able to prepare evaluation results and recommendations for PD program proposals aligned with the PD program design and learning resources quality standards.
<b>Enabling Objectives</b>	To completely attain the terminal objective, the evaluators, particularly, will be able to: <ul style="list-style-type: none"> <li>a. rationalize PD program quality assurance mechanism;</li> <li>b. discuss the PD program design and learning resource materials quality standards;</li> <li>c. explain the PD program quality assurance process and requirements;</li> <li>d. evaluate PD program proposals based on existing quality standards and procedures;</li> <li>e. formulate PD program proposal evaluation results and recommendations.</li> </ul>
<b>Pre-work Requirements</b>	Review DM No. 044, s. 2023 or the <i>Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs</i>
<b>Materials</b>	<ul style="list-style-type: none"> <li>• Training resource packages</li> <li>• QA tools, templates, and forms</li> <li>• Laptop (individual)</li> </ul>
<b>Expected Outputs</b>	<ul style="list-style-type: none"> <li>• Trained and capacitated NEAP PD Program evaluators</li> <li>• Duly utilized QA tools and forms</li> </ul>



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 3: Daily Activity Matrix

### CAPABILITY BUILDING FOR NEAP PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS

DepEd Ecotech Center, Lahug, Cebu City  
20-25 October 2024

**DAY 0:** October 20, 2024 - 2:00 onwards: Arrival, Registration, and Billeting

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
7:00 - 8:00 a.m.	<b>Breakfast</b>				
8:00 - 8:30 a.m.	Registration	MOL/Clearing House	MOL/ Clearing House	MOL/ Clearing House	MOL/ Clearing House
8:30 - 9:00 a.m.	Opening Program	<b>Session 5:</b> Monitoring and Evaluation of PD Programs	<b>Continuation of Workshop A:</b> Individual Review	<b>Workshop B:</b> Group Deliberation	<b>Workshop D:</b> Output Presentation and Feedback
9:00 - 9:30 a.m.					
9:30 - 10:00 a.m.					
10:00 - 10:30 a.m.	<b>Health Break</b>				
10:30 - 11:00 p.m.	<b>Session 1:</b> Rationale for Quality PD	<b>Session 6:</b> PD LRM Quality Standards	<b>Continuation of Workshop A:</b>	<b>Continuation of Workshop B:</b> Group	Closing Program



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### Enclosure 3: Daily Activity Matrix

Time	Activity	Individual Review	Deliberation
11:00 - 11:30 p.m.	Programs for Teachers and School Leaders		
11:30 - 12:00 p.m.			
12:00 - 1:00 p.m.	<b>Lunch Break</b>		
1:00 - 1:30 p.m.	<b>Session 2:</b> PD Program Quality Assurance Process	<b>Continuation of Workshop A:</b> Individual Review	<b>Workshop C:</b> Finalization of the QA Recommendations
1:30 - 2:00 p.m.			
2:00 - 2:30 p.m.	<b>Session 3:</b> PD Program Package	<b>Health Break</b>	
2:30 - 3:00 p.m.			
3:00 - 3:30 p.m.		<b>Continuation of Workshop A:</b> Individual Review	<b>Workshop C:</b> Finalization of the QA Recommendations
3:30 - 4:00 p.m.	<b>Session 4:</b> PD Program Design Quality Standards		
4:00 - 4:30 p.m.			



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## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 3: Daily Activity Matrix

	End-of-Day Evaluation	End-of-Day Evaluation	End-of-Day Evaluation	End-of-Day Evaluation
4:30 - 5:00 p.m.	End-of-Day Evaluation	End-of-Day Evaluation	End-of-Day Evaluation	End-of-Day Evaluation
5:00 - 5:30 p.m.	Debriefing	Debriefing	Debriefing	Debriefing
5:30 - 6:00 p.m.				

[NEAP-QAD/ Lunar]



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