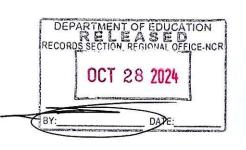


Republic of the Philippines

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

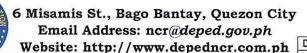
October 17, 2024

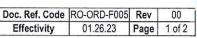
- 1. This is in reference to the Memorandum DM-OUHROD-2024-2057 dated October 11, 2024 from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development and School Infrastructure and Facilities, and Advisory dated October 16, 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	Public School	SDO Quezon	Araling
NikusTelan	District Supervisor	City	Panlipunan
Marife V. Arias	Education Program	SDO	ICT
	Supervisor	Mandaluyong	
Ronaldo Santiago	Public School	SDO Malabon	Elementary
	District Supervisor		Education













Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION

John Patrick A.	Education Program	SDO Caloocan	Inclusive	
Palad	Supervisor		Education/A	LS

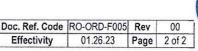
- 3. The identified participants are requested to confirm their attendance through the registration link: https://tinyurl.com/RegPDPEvaluators. Participants are advised to bring their own laptops, chargers, extension cords, and other sources of internet connectivity.
- 4. The participants are advised 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.
- 5. 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.
- 6. 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 or landline (02) 8633-7207.
- 7. Immediate dissemination and strict compliance with this Memorandum is desired.

OCELYN DR ANDAYA





6 Misamis St., Bago Bantay, Quezon City Email Address: ncr@deped.gov.ph Website: http://www.depedncr.com.ph







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	November 3-8, 2024 (inclusive of travel time)	October 27-31, 2024 (inclusive of travel time)
Evaluators – Learning Area Specialists	Cebu Business Hotel, Colon Corner Junquera St., Cebu City	Cebu Business Hotel, Colon Corner Junquera St., Cebu City

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

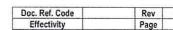
Document/Activity	Deadline on	Link/Platform
Submission of list of nominated participants	October 21, 2024	neap.qad@deped.gov.ph
Online registration of nominated participants	October 22, 2024	https://tinyurl.com/RegPDPEvaluators

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.

For your guidance and reference.

Thank you.

JENNIFER E. LOPEZ
Director IV







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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

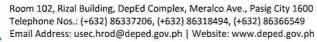
DATE

: 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.







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- 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:
 - Chief Education Supervisor
 - Education Program Supervisor ii.
 - Public Schools District Supervisor iii.
 - iv. Senior Education Program Specialist
 - Education Program Specialist II v.
 - School Head vi.
 - 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 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:

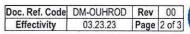
Meals	20 Oct 2024 Sun	21 Oct 2024 Mon	22 Oct 2024 Tue	23 Oct 2024 Wed	24 Oct 2024 Thu	25 Oct 2024 Fri
Breakfast		✓	√	✓	✓	1
AM Snack		1	1	✓	✓	1
Lunch		✓	1	✓	✓	1
PM Snack	V	1	√	√	1	
Dinner	1	✓	1	✓	1	

- 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 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

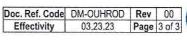
Enclosures:

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]









NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES Department of Education

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	1-	E	111	V /11	0 /11	۵	1/1	11/1	111/1	2	>	5	II.X	a JN	CAD	CABAGA	Total
Specialization	-	11	111	W-AT	G-AT	>	1 ^	777	TTTA	4		-	-		N. C.		
English	1		1		H		Н	-			Г					1	6
Mathematics	Н		Н	н		Н	Н	-	Н	Н						1	6
Science		1		П			-		-		1	H	1	Н	н		6
Filipino	Г	Н		-	г	г		П		H	1				Н		10
Araling Panlipunan	-		Н	,	Н			-	1	H			1	Н		1	10
Values Education	П	1	1		Н	Н				Н	1	-	1		Н		10
MAPEH			П	Н			-			Н	-	Н	Т			T	10
TLE					Н							1			н		ß
ICT		1				П			1					н		1	2
Elementary Education	1	1		Н				-			av.		1	-			7
Inclusive Education/ALS			1			Н			1				1	Н		1	9
Total	9	D	9	9	ល	ß	9	9	9	Ŋ	9	ъ	9	9	ល	9	90
		The second second	-	A	The second second	-	1				-	-	1	-	The second second		

Learning/content area not assigned



Email Address: neap.qad@deped.gov.ph | Website: www.deped.gov.ph/neap 2nd Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600 Telephone Nos.: (+632) 86388638, (+632) 86337207

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Department of Education

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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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3: Daily Activity Matrix

Minimum and a second se	
Activity Title:	Capability Building for NEAP Professional Development Program Evaluators
Indicative Date of Implementation and Venue	October 20-25, 2024 DepEd Ecotech Center, Lahug, Cebu City
Participants	Selected NEAP PD Program evaluators from the ROs, SDOs, and Schools
Activity Description	
	Additionally, evaluators will be given guided practice in conducting a standards-based review and
	evaluation of submitted PD program proposals.
Terminal Objective	By the end of this workshop, evaluators will be able to prepare evaluation results and recommendations
8	for PD program proposals aligned with the PD program design and learning resources quality standards.
Enabling Objectives	To completely attain the terminal objective, the evaluators, particularly, will be able to:
	a. rationalize PD program quality assurance mechanism;
	b. discuss the PD program design and learning resource materials quality standards;
	c. explain the PD program quality assurance process and requirements;
	d. evaluate PD program proposals based on existing quality standards and procedures;
	e. formulate PD program proposal evaluation results and recommendations.
Pre-work Requirements	Review DM No. 044, s. 2023 or the Interim Guidelines for the Quality Assurance and Monitoring and
	Evaluation of the NEAP Core Programs
Materials	• Training resource packages
	 QA tools, templates, and forms
	• Laptop (individual)
Expected Outputs	 Trained and capacitated NEAP PD Program evaluators
	 Duly utilized QA tools and forms





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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES Department of Education

CAPABILITY BUILDING FOR NEAP PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS Enclosure 3: Daily Activity Matrix

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

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

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





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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES Department of Education

Enclosure 3: Daily Activity Matrix

11:00 - 11:30 p.m.	Programs for Teachers and School Leaders		Individual Review	Deliberation	
11:30 - 12:00 p.m.					
12:00 - 1:00 p.m.			Lunch Break		
1:00 - 1:30 p.m.	Session 2: PD Program Quality Assurance	Session 7: PD Program Quality Assurance Tools	Continuation of Workshop A:	Workshop C: Finalization of the QA	
1:30 - 2:00 p.m.	Frocess	alld FOILIS	IIIdividdal Neview	Kecommendations	
2:00 - 2:30 p.m.	Session 3: PD Program Package				
2:30 - 3:00 p.m.					
3:00 - 3:30 p.m.		Health Break	Break		
3:30 - 4:00 p.m.	Session 4: PD Program Design Quality	Workshop A: Individual Review	Continuation of Workshop A:	Workshop C: Finalization of the QA	
4:00 - 4:30 p.m.	Stalldalds		Iliuiviadai Neview	Kecommendations	





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Bepartment of Education national educators academy of the philippines

Enclosure 3: Daily Activity Matrix

4:30 - 5:00 p.m.	o - 5:00 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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