



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



**REGIONAL MEMORANDUM**  
**ORD-2024-1184**

**TO :** **RITA E. RIDDLE, CESO V**  
Schools Division Superintendent, SDO Manila

**MELITON P. ZURBANO, CESO V**  
Schools Division Superintendent, SDO Navotas

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

**SUBJECT :** **PARTICIPANTS TO WORKSHOP ON THE DESIGN OF PROFESSIONAL DEVELOPMENT FRAMEWORKS AND TOOLS (PHASE 1)**

**DATE :** November 11, 2024

1. This is in reference to the Memorandum DM=OUHROD=2024-2198 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, informing the concerned Schools Division Offices about the above-captioned subject.

2. The following personnel are advised to attend the **Phase 1 Workshop (including Assessment and Monitoring and Evaluation for Non-Specialist Teachers)** which will be held on **November 12 to 15, 2024** at **NEAP Marikina**:

Name	Designation	School/Office	SDO
Maila E. Avellaneda	Head Teacher VI	Ramon Avaceña High School	Manila
Grace R. Nieves	Education Program Supervisor	SDO-CID	Navotas

3. The identified participants are requested to confirm their attendance through the registration link: <https://bit.ly/RegFrameworksPhase1>. They 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 November 11, 2024 (Monday), 5:00 p.m. and check out on November 15, 2024 (Friday), 3:00 p.m. The first meal to be served is dinner and the last meal is afternoon snack.



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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 SDO local funds subject to the usual accounting and auditing rules and regulations.
6. This Memorandum shall likewise serve as the official travel authority document of the identified participants.
7. For further questions and clarifications, please coordinate with Ms. Joy Magalona, NEAP Professional Development Division, through email joy.magalona001@deped.gov.ph / neap.pdd@deped.gov.ph or landline (02) 8715-9919.
8. Immediate dissemination and strict compliance with this Memorandum is desired.

**JOCELYN DR ANDAYA**  
Regional Director, NCR  
concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations



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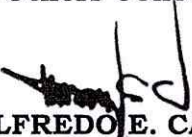
# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-2198**

TO : **Regional Directors**  
**Schools Division Superintendents**  
**HRDD Chiefs / NEAP R Focal Persons**  
**All Others Concerned**

FROM :   
**WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

SUBJECT : **WORKSHOP ON THE DESIGN OF PROFESSIONAL DEVELOPMENT FRAMEWORKS AND TOOLS (PHASE 1)**

DATE : 08 November 2024

1. As part of its efforts to address the learning and development needs of teachers by continuously enhancing their pedagogical content knowledge (PCK), the National Educators Academy of the Philippines (NEAP) will conduct the **Workshop on the Design of Professional Development Frameworks and Tools (including Assessment and Monitoring and Evaluation for Non-Specialist Teachers) – Phase 1** on **12-15 November 2024** at **NEAP Marikina**.
2. The objectives of the workshop are as follows:
  - a. Map out subject/courses for each learning area; and
  - b. Develop instructional design and appropriate delivery, assessment, monitoring and evaluation, and impact assessment frameworks for each learning area.
3. Relative to this, **the Regional Offices are requested to send the identified subject area experts/field participants to the said workshop.**
4. For reference, attached are the *List of Participants (Enclosure 1)*, *List of Program Management Team Members (Enclosure 2)*, *Accommodation and Meal Provision Guide (Enclosure 3)*, and the *Indicative Program of Activities (Enclosure 4)*.
5. All participants are requested to confirm their attendance through the link <https://bit.ly/RegFrameworksPhase1> on or before **11 November 2024**.

6. 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.).
7. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while their transportation, per diem, and other incidental expenses will be charged to Central Office/Regional Office/Schools Division Office local funds, subject to the usual accounting and auditing rules and regulations.
8. For further questions and clarifications, please coordinate with **Ms. Joy Magalona**, NEAP Professional Development Division, through email [joy.magalona001@deped.gov.ph](mailto:joy.magalona001@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.
9. 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*

[NEAP-PDD/MagalonaJS]



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

C. List of Subject Area Experts within DepEd

SUBJECT AREA	NAME	REGIONAL OFFICE	DIVISION OFFICE
Physical Science	1. John Lou S. Lucenario (Chemistry)	IV-A	Rizal
	2. Elsie V. Mayo (Integrated Science)	I	La Union
	3. Myla V. Lalicon (Integrated Science)	I	La Union
	4. Darwin C. Nazareno (Integrated Science)	I	Pangasinan II
MAPEH	5. Cynthia T. Montanez	V	Iriga City
	6. Kristine Cinco (Physical Education)	IV-A	Lipa City
	7. Judith Clemente (Music)	IV-A	Laguna City
	8. Maila E. Avellaneda (Music)	NCR	Manila
GMRC/ Values Education	9. Marilou A. Federi 10. Nimfa Medriano	IV-B 1	Occidental Mindoro 1
Early Childhood Development	11. Michael Malazarte Uy	V	
Araling Panlipunan/ MAKABANSA	12. Jerry P. Ramirez	V	Legazpi City
	13. Andie P. Padernilla	VI	Iloilo
TLE/EPP	14. Grace R. Nieves	NCR	Navotas City
	15. Dr. Dominic R. Rafanan	1	Alaminos City
	16. Alfred Gonzales	1	Dagupan City
English	17. Lanie M. Salazar	IV-A	Batangas
	18. Angelina A. Peralta	I	Ilocos Norte
Mathematics	19. Noli Jr B. Abrigo	II	Tuguegarao City
	20. Juan P. Catalan	I	Urdaneta City
Filipino	21. Joshua Oyon-Oyon	V	Masbate City
	22. Richard P. Moral Jr.	XII	Koronadal City
Special Needs Education (SNED)	23. Johnel Aguilera	IV-A	Lipa City
	24. Jeselyn Dela Costa	XI	Davao
<b>TOTAL</b>		<b>24</b>	



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## Enclosure 2

### LIST OF PROGRAM MANAGEMENT TEAM

*Design and Development of Professional Development (PD) Framework*

*And Tools - Phase 1*

*November 12-15, 2024*

*DepEd NEAP NCR, Marikina City*

No.	Name	Office	Position / Designation
1	Marife T. Morcilla	NEAD - PDD	Project Development Officer V
2	Alexander Simagala		Project Development Officer IV
3	Joy S. Magalona		Senior Education Program Specialist
4	Jhoanna C. Javier		Senior Education Program Specialist
5	Loverly O. Seda		Technical Assistant II
6	Cielmer A. Bolante		Technical Assistant II
7	Representative	NEAP- QAD	
8	Representative	NEAP- OD	
<b>TOTAL</b>		<b>8</b>	



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### Enclosure 3

#### MEAL PROVISION GUIDE

*Design and Development of Professional Development (PD)*

*Framework and Tools-Phase 1*

*November 12-15, 2024*

*DepEd NEAP NCR, Marikina City*

Participants are advised to check in on November 11, 2024, at 5:00 p.m. and check out on November 15, 2024, at 3:00 p.m. The first meal to be served is dinner and the last meal is afternoon snack. Please see the details below.

Meals	November 11, 2024 (Monday)	November 12, 2024 (Tuesday)	November 13, 2024 (Wednesday)	November 14, 2024 (Thursday)	November 15, 2024 (Friday)
Breakfast		√	√	√	√
AM Snack		√	√	√	√
Lunch		√	√	√	√
PM Snack		√	√	√	√
Dinner	√	√	√	√	



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## Enclosure 3

### MEAL PROVISION GUIDE

*Design and Development of Professional Development (PD)*

*Framework and Tools-Phase 1*

*November 12-15, 2024*

*DepEd NEAP NCR, Marikina City*

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Breakfast		√	√	√	√
AM Snack		√	√	√	√
Lunch		√	√	√	√
PM Snack		√	√	√	√
Dinner	√	√	√	√	





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**Enclosure 4**

**PROGRAM MATRIX**

*Design and Development of Professional Development (PD) Framework  
 and Tools - Phase 1  
 November 12-15, 2024  
 DepEd NEAP NCR, Marikina City*

Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
<b>Day 1 TUESDAY</b>						
<b>8:00-9:00</b>	<b>Registration</b>					
<b>9:00-10:00 am</b>	Opening Program	Obtain a general overview of the activity	Opening Program <ul style="list-style-type: none"> <li>National Anthem</li> <li>Ecumenical Prayer</li> </ul>		Slide Deck Presentations	Officer of the Day



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
10:00 – 10:30 am		Identify the objectives, workshop outline and expected outcomes	<ul style="list-style-type: none"> <li>• DepEd Quality Policy</li> <li>• Welcome Message</li> <li>• Acknowledgment of Participants</li> <li>• Activity Norms</li> <li>• Objectives and Overview of the Program</li> <li>• Timeline</li> <li>• Leveling of Expectations</li> <li>• Photo-documentation</li> </ul>			
<b>Health Break</b>						



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<b>Date and Time</b>	<b>Topic</b>	<b>Objective: The participants will</b>	<b>Methodology</b>	<b>Major Output/s</b>	<b>Resource Requirements</b>	<b>In-Charge/ Learning Facilitator/ Resource Person</b>
10:30-11:30 am	Engage, Practice, Consolidate (EPC) Framework	Articulate on the Engage, Practice, Consolidate (EPC) Framework in understanding how teachers enhance content, reflect upon and develop their practice relative to learning.	Discussion and Lecture in Plenary	Understanding on Engage, Practice, Consolidate (EPC) Framework	Slide Deck Presentation	Dr. Marilyn V. Balagtas <i>Vice President for Academic Affairs</i> PNU-Manila
11:30-12:00 pm	Overview of the Curriculum Mapping and Subject	Understand curriculum mapping and subject sequence in the	Discussion and Lecture in Plenary	Understanding on Curriculum Mapping and its benefits	Slide Deck Presentations	Officer of the day



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
	sequence	context of the different subject areas.  Identify key components (competencies, content, knowledge areas to be mapped		Identified list of key components (competencies, content, knowledge areas to be mapped		
<b>LUNCH BREAK</b>						
1:00 – 2:45 pm	Review of the Content of the Existing	Review of the content of the current course materials,	Divide participants into small groups by subject area.	Reviewed content of the current course materials,	Slide Deck Presentations	Resource Speakers



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
2:45 – 3:00 pm	Curriculum  Understanding Graduate Program Requirements and Aligning Goals	syllabi, and learning outcomes (Provisions from the partner TEJ)  Break down graduate program requirements and discuss possible alignments with the PD course outline	Divide participants into small groups by subject	syllabi, and learning outcomes.	Slide Deck Presentations	Resource Speaker



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
	Content	see if it aligns with graduate program pre-requisites	area.	Framework		(BLD)
<b>Health Break</b>						
3:00 - 3:30 pm	Continuation	Examine content sequence and see if it aligns with graduate program pre-requisites	Divide participants into small groups by subject area.	Content sequence for the PD Framework	Slide Deck Presentations	Resource Speaker (BLD)
3:30 - 4:30 pm	Sequencing and Aligning Curriculum Content					
4:30 - 5:00 pm	Wrap-up/ Debriefing	List the day's activities' positive aspects and areas for improvement.	Discussion	Improved program activity	Slide Deck Presentations	Facilitator/s



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
<b>Day 2 Wednesday</b>						
8:00-8:30 am	Management of Learning (MOL)					Officer of the Day
8:30-10:00 am	Mapping Activity and Topic sequence	Identify key learning outcomes for the program.  Map courses to specific outcomes.  Discuss alignment between the	Group activity per Learning Area	Draft Curriculum Map	Curriculum Mapping Templates  Slide Deck Presentation	Facilitator/s  Program Management Team



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
<b>Health Break</b>						
10:00-10:30 am		course syllabi and the methods and how they align with topic sequence.				
10:30-12:00 pm	Continuation  Mapping Activity and Instructional Design and Delivery	Identify key learning outcomes for the program.  Map courses to specific outcomes.  Discuss and craft design and	Group activity per Learning Area	Draft Curriculum Map  Crafted Design and Delivery for each topic per subject area	Curriculum Mapping Templates  PD Design and Delivery Templates  Slide Deck Presentation	Facilitator/s  Program Management Team



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
<b>LUNCH BREAK</b>						
1:00-2:00 pm	Presentation of output by Learning Area	Provide a comprehensive overview of the draft curriculum map with the sequence of topics, design and delivery methods. Encourage	Presentation	Draft Curriculum Map with the PD design and delivery methods	Slide Deck Presentation	



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
2:00 – 3:00	Continuation  Presentation of output by Learning Area	Provide a comprehensive overview of the draft curriculum map with the sequence of topics, design and delivery methods.  Encourage	Presentation	Draft Curriculum Map with the PD design and delivery methods	Slide Deck Presentation	



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
3:00-3:30 pm		questions and constructive feedback				
<b>Health Break</b>						
3:30-4:30 pm	Continuation  Presentation of output by Learning Area	Provide a comprehensive overview of the draft curriculum map with the PD design and delivery methods	Presentation	Draft Curriculum Map with the PD design and delivery methods	Slide Deck Presentation	



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
		Encourage questions and constructive feedback				
4:30-5:00 pm	Wrap-up/ Debriefing	List the day's activities' positive aspects and areas for improvement.	Discussion	Improved program activity	Slide Deck Presentations	Facilitator/s
<b>Day 3 Thursday</b>						
8:00 - 8:30 am	Management of Learning (MOL)				Slide Deck Presentation	Officer of the Day



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
8:00-9:00 am	Identification and Outlining List of Topics per Learning Area	Identify and outline the list of topics and objectives relative to the Instructional Design	Group Activity per Learning Area	Identified and outlined list of topics per learning area  Subject Content Framework (Design and Delivery)	Slide Deck Presentation	Groupings
900 – 10:00 am	Continuation Identification and Outlining List of Topics per Learning Area	Identify and outline the list of topics and objectives relative to the Instructional Design	Group Activity per Learning Area	Identified and outlined list of topics per learning area  Subject Content Framework	Slide Deck Presentation	Groupings



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
				(Design and Delivery)		
10:00 - 10:30 am	Health Break					
10:30 - 12:00 pm	Crafting of the Professional Development Framework and Tools	Craft the Professional Development Framework and Tools	Group Activity per Learning Area	(Design and Delivery)	Slide Deck Presentation	Groupings
LUNCH BREAK						
1:00 – 2:00 pm	Continuation	Craft the Subject Content Framework for each subject area	Group Activity per Learning Area	Subject Content Framework (Design and Delivery)	Slide Deck Presentation	Groupings



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
	Framework					
2:00 – 3:00	Continuation	Craft the Subject Content Framework for each subject area	Group Activity per Learning Area	Subject Content Framework (Design and Delivery)	Slide Deck Presentation	Groupings
Health Break						
3:00-3:30 pm	Continuation	Craft the Subject Content Framework for each subject area	Group Activity per Learning Area	Subject Content Framework (Design and Delivery)	Slide Deck Presentation	Groupings
3:30-4:30 pm	Crafting of Activity Matrix	List the day's activities' positive aspects	Discussion	Improved program	Slide Deck Presentations	Facilitator/s
04:30-5:00 pm	Wrap-up/ Debriefing					

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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
<b>Day 4 Friday</b>						
8:00 - 8:30 am	Management of Learning (MOL)	and areas for improvement.		activity		Officer of the Day
8:30-10:00 am	Presentation of output by Learning Area	Provide a comprehensive Professional Development Framework (Design and Delivery)	Presentation	Subject Content Framework (Design and Delivery)	Slide Deck Presentation	
		Encourage				







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**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge / Learning Facilitator / Resource Person
10:00 – 10:30 am		questions and constructive feedback	Health Break			
10:30 – 12:00 pm	Continuation  Presentation of output by Learning Area	Provide a comprehensive Professional Development Framework (Design and Delivery)	Presentation	Professional Development Framework (Design and Delivery)	Slide Deck Presentation	



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Date and Time	Topic	Objective: The participants will	Methodology	Major Output/s	Resource Requirements	In-Charge/ Learning Facilitator/ Resource Person
12:00 – 1:00 pm		questions and constructive feedback	LUNCH			
1:00 – 2:00 pm	Closing Program and Way Forward		Closing Program - Nationalistic Song - Ecumenical Prayer - Insights - Closing Remarks and Way Forward		Slide deck Presentations	Program Lead
<b>Travel Time</b>						
onwards						



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