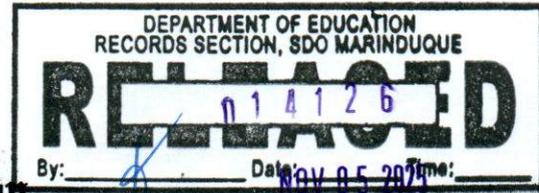




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-195

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Concerned Public Elementary and Secondary School Heads
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **PARTICIPANTS IN THE CAPACITY BUILDING ON THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES' QUALITY ASSURANCE AND PROFESSIONAL REGULATION COMMISSION'S ACCREDITATION OF PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS**

DATE: November 4, 2025

1. Attached is Regional Memorandum No. 136, s. 2025 titled "*Capacity Building on the National Educators Academy of the Philippines' Quality Assurance and Professional Regulation Commission's Accreditation of Professional Development for Teachers and School Leaders*," from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III announcing the conduct of the **Capacity Building on the National Educators Academy of the Philippines' Quality Assurance and Professional Regulation Commission's Accreditation of Professional Development for Teachers and School Leaders on November 10-14, 2025, 2025** at **Great Eastern Hotel, Quezon City**.
2. This learning and development activity aims to:
 - a. capacitate participants on the NEAP Quality Assurance process of PD programs for teachers and school leaders in accordance with the standards set in DepED Memorandum No. 44, s. 2024;
 - b. understand the PRC CPD accreditation process; and
 - c. apply acquired knowledge by enabling participants to evaluate professional development programs using NEAP standards and provided evaluation tools.
3. In relation to this, the Division Human Resource Development Committee, through the SGOD-Human Resource Development Section in collaboration with the Curriculum Implementation Division, has nominated the following personnel based on the qualification standards outlined in RM No. 136, s. 2025:



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Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

NO	NAME	POSITION / DESIGNATION	SCHOOL	LEARNING AREA
1	Dr. Cherry Ann F. Del Mundo-Jalos	Principal I	Poctoy National High School	Mathematics
2	Jerson C. Manahan	OIC-Department Head	Marinduque National High School	MAPEH
3	Jayson M. Luna	Principal II	Balanacan National High School	Social Studies
4	Maribel E. Orpalas	Principal II	Bangbangalon Elementary School	Filipino
5	Aniceto Jr. P. Regencia	Principal I	Dolores National High School	EPP/TLE
6	Sheryl M. Mendoza	Head Teacher III	Mongpong National High School	GMRC/VE

3. **The identified participants are required to prepare the needed pre-work for the said activity. They shall coordinate with the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) for guidance on the preparation of SDO-led and school-based PD packages.**

4. Furthermore, they are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity. Furthermore, they are expected to check in at 2:00 PM on November 10, 2025, and attend the opening program at 8:00 AM on November 11, 2025.

5. The participants' transportation, per diem, and other incidental expenses shall be charged to the 2025 Division HRD Fund, subject to usual accounting and auditing rules and regulations. **They shall coordinate with the SGOD-HRDS for proper and timely preparation of their required travel documents.**

6. For activities that will be on holidays and/or weekends, participants are entitled to vacation service credits in accordance with DepEd Order No. 013, s. 2024 or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2024.

7. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

8. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

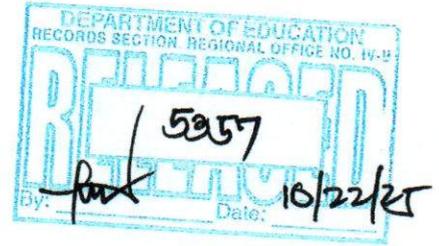
/SGOD-HRDS-KDA



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Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

October 21, 2025

REGIONAL MEMORANDUM

No. 196, s. 2025

CAPACITY BUILDING ON THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES' QUALITY ASSURANCE AND PROFESSIONAL REGULATION COMMISSION'S ACCREDITATION OF PROFESSIONAL DEVELOPMENT PROGRAMS FOR TEACHERS AND SCHOOL LEADERS

To: **ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP) is faithful to its mandate of ensuring equitable access of teachers and school leaders to responsive, data-driven, and targeted professional development programs, pursuant to DepEd Order No. 11, s. 2019 or the Implementation of the NEAP Transformation.
2. DepEd Memorandum No. DM-OUHROD-2024-0427, titled *Guidelines on the Utilization of FY 2024 Human Resource Development (HRD) Fund*, introduces a streamlined quality assurance process for professional development programs at the Regional Office (RO), Schools Division Office (SDO), and school level. These programs, designed for teachers and school leaders, also include provisions for submission to the Professional Regulation Commission (PRC) for Continuing Professional Development (CPD) accreditation. In addition, DepEd Memorandum No. DM-OUHROD-2025-0586, or the Guidelines on the Utilization of the HRD Fund, specifies that both the FY 2024 HRD Continuing Funds and the FY 2025 In-Service Training (InSeT) Fund shall be allocated for the implementation of NEAP Priority Programs.
3. In this regard, this Office announces the conduct of the **Capacity Building on the National Educators Academy of the Philippines Quality Assurance and Professional Regulation Commission's Accreditation of Professional Development Programs for Teachers and School Leaders**, on November 10-14, 2025, at Great Eastern Hotel, Quezon Avenue, Quezon City.
4. The activity aims to:
 - a. Capacitate participants on the NEAP Quality Assurance process of PD Programs for teachers and school leaders in accordance with the standards set in DepEd Memorandum No. 44, s. 2023 or the *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*:



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Website: depedmimaroparegion.ph



- b. Understand the PRC CPD accreditation process; and
 - c. Apply acquired knowledge by enabling participants to evaluate professional development programs using NEAP standards and provided evaluation tools.
5. Participants to this activity are the learning area experts to address the need for the Regional Evaluation Committee (REC) and Division Evaluation Committee (DEC). Deadline for submission of participants is **on or before November 04, 2025**. Kindly see Enclosure 1 for the allocation and qualifications of the participants, and Enclosure 2 for the program matrix of this activity.
6. As a pre-work requirement, Schools Division Offices (SDOs), through their respective Human Resource Development Sections (HRDS), are requested to assist participants in preparing and submitting two professional development (PD) program packages - one (1) SDO-led and one (1) school-based. These packages will serve as reference materials during the workshop. All submissions must be sent via email prior to the conduct of the activity and should include the following components:
 - a. Program Design with M&E Plan
 - b. Slide Decks
 - c. Session Guides
 - d. Curriculum Vitae of resource persons / RPs
 - e. Activity Worksheets
 - f. Assessment Tools
 - g. Evaluation tools (Pre-Test Post-Test, and Daily evaluation)
7. Furthermore, participants are required to bring their own laptops, chargers, extension cords and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
8. Board and lodging of the participants, Program Management team (PMT), and resource persons, shall be charged against the Human Resource Development Program Support Fund (HRD PSF) 2024, while travel expenses, per diem, and other incidental expenses of the participants shall be charged against the SDO HRD fund or any local funds, subject to the existing accounting and auditing rules and regulations.
9. For questions and clarifications, kindly coordinate with Mr. Jun-Jun M. Pabillo of the National Educators Academy of the Philippines in the Region (NEAP-R) through email at mimaropaneap@deped.gov.ph.


NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director

Encl.: As stated
Reference: None

HRDD-NEAP-R / JJMP
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Republic of the Philippines
Department of Education
 MIMAROPA REGION

Office of the Regional Director

Enclosure 1

Qualifications and Allocation of Participants

Capacity Building on the National Educators Academy of the Philippines (NEAP) and Professional Regulation Commission's (PRC) Accreditation Process of the Professional Development Programs for Teachers and School Leaders

QUALIFICATIONS:

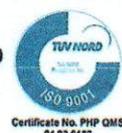
1. Preferably, have prior experience or substantial exposure to the design, implementation, or evaluation of professional development (PD) programs for teachers and school leaders.
2. Must be an Education Program Supervisor, Public Schools District Supervisor, or a school head.
3. Must possess an academic degree aligned with a specific learning area or discipline, preferably a bachelor's degree with master's degree, or doctorate in education or related fields.

ALLOCATION OF PARTICIPANTS:

NO.	SCHOOLS DIVISION OFFICE	ALLOCATION OF PAX
1	Palawan	Mathematics – 2 pax English – 1 pax MAPEH – 1 pax Social Studies – 1 pax Filipino – 2 pax Science – 2 pax EPP / TLE – 2 pax Values Education / GMRC – 1 pax Early Childhood / SNED – 2 pax Total: 14 pax
2	Puerto Princesa City	English – 1 pax MAPEH – 1 pax Social studies – 1 pax Filipino – 1 pax Values Education / GMRC – 1 pax Total: 5 Pax
3	Romblon	MAPEH – 1 pax Filipino – 1 pax EPP / TLE – 1 pax Early Childhood / SNED – 1 pax



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		Total: 4 Pax
4	Oriental Mindoro	Mathematics – 1 pax MAPEH – 1 pax Science – 2 pax Filipino – 1 pax EPP /TLE – 2 pax Values Education / GMRC – 1 Pax Early Childhood / SNED – 1 pax Total: 9 Pax
5	Occidental Mindoro	English – 1 pax Mathematics – 1 pax Filipino – 1 pax Science – 1 pax EPP / TLE – 1 pax Total: 5 pax
6	Marinduque	Mathematics – 1 pax MAPEH – 1 pax Social Studies – 1 pax Filipino – 1 pax EPP / TLE – 1 pax Values Education / GMRC – 1 Pax Total: 6 Pax
Total:		43 Pax



Republic of the Philippines
Department of Education
MIMAROPA REGION

Enclosure 2

“Capacity Building on NEAP Quality Assurance and PRC’s Accreditation Process of Professional Development Programs for Teachers and School Leaders”

Venue: Great Eastern Hotel, Quezon City
Date: November 10-14, 2025

PROGRAM MATRIX

Schedule	Time Allotment	
Day 0 (November 10, 2025)		
8:00 AM-2:00 PM	360 minutes	Travel Time
2:00 PM - 2:30 PM		Check-in and Registration of Participants
2:30 PM - 3:15 PM		
3:15 PM – 3:30 PM		
3:30 PM – 4:00 PM		
4:00 PM – 5:00 PM		
5:00 PM – 5:30 PM		



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Day 1 (November 11, 2024)

Day 1 (November 11, 2024)		
8:00 AM – 8:45 AM	45 Minutes	Opening Program
8:00 AM – 9:00 AM	15 Minutes	Pre-Test
9:00 AM – 10:00 AM	60 Minutes	Session 1: Professional Development Priorities Florinda B. Dimansana Chief Education Supervisor Human Resource Development Division
10:00 AM – 10:30 AM	30 Minutes	Health Break
10:30 AM – 12:00 NN	90 Minutes	Session 2: NEAP Core Programs Eric G. Teñoso, EdD, CHRA. Education Program Supervisor Human Resource Development Division
12:00 NN – 1:00 PM	60 Minutes	Lunch Break
1:00 PM – 3:00 PM	120 Minutes	Session 3: Needs Assessment Results and Introduction PD Planning (DM 044, s. 2023) Jun-Jun M. Pabillo Education Program Specialist II National Educators Academy of the Philippines in the Region (NEAP-R)
3:00 PM – 3:30 PM	30 Minutes	Health Break



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3:30 PM – 4:30 PM	60 Minutes	Session 4: PD Planning & Designing (DM 044, s. 2023) Jun-Jun M. Pabillo Education Program Specialist II National Educators Academy of the Philippines in the Region (NEAP-R)
4:30 PM – 4:45 PM	30 Minutes	End of the Day Evaluation
Day 2 (November 12, 2024)		
8:00 AM – 8:30 AM	30 Minutes	MOL, Preliminaries, Clearing House
8:30 AM – 10:00 AM	90 Minutes	Session 6: NEAP Quality Assurance & PRC Accreditation Process Jun-Jun M. Pabillo Education Program Specialist II National Educators Academy of the Philippines in the Region (NEAP-R) Robert B. Trajano Senior Education Program Specialist National Educators Academy of the Philippines in the Region (NEAP-R)
10:00 AM – 10:30 AM	30 Minutes	Health Break
10:30 AM – 12:00 NN	90 Minutes	Session 5: Monitoring & Evaluation (DM 044, s. 2023) Feejay A. Dimaculangan, PhD. Education Program Supervisor



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		Quality Assurance Division
12:00 NN – 1:00 PM	60 Minutes	Lunch Break
1:00 PM – 3:00 PM	120 Minutes	Workshop 1: Enhancement of the Pre-Work Outputs (PD Package) Jun-Jun M. Pabillo Education Program Specialist II National Educators Academy of the Philippines in the Region (NEAP-R)
3:00 PM – 3:30 PM	30 Minutes	Health Break
3:30 PM – 4:15 PM	45 Minutes	Workshop 1: Enhancement of the Pre-Work Outputs (PD Package) - Continuation Jun-Jun M. Pabillo Education Program Specialist II National Educators Academy of the Philippines in the Region (NEAP-R)
4:15 PM – 4:30 PM	15 Minutes	End of the Day Evaluation
Day 3 (November 13, 2025)		
8:00 AM – 8:30 AM	30 Minutes	MOL, Preliminaries, Clearing House
8:30 AM – 10:00 AM	90 Minutes	Workshop 2: Evaluation of Professional Development Programs (Simulation)



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		Jun-Jun M. Pabillo Education Program Specialist II National Educators Academy of the Philippines in the Region (NEAP-R)
10:00 AM – 10:30 AM	30 Minutes	Health Break
10:30 AM – 12:00 NN	90 Minutes	Workshop 2: Evaluation of Professional Development Programs (Simulation) – Continuation Jun-Jun M. Pabillo Education Program Specialist II National Educators Academy of the Philippines in the Region (NEAP-R)
12:00 NN – 1:00 PM	60 Minutes	Lunch Break
1:00 PM – 3:00 PM	120 Minutes	Workshop 2: Evaluation of Professional Development Programs (Simulation) - Continuation Jun-Jun M. Pabillo Education Program Specialist II National Educators Academy of the Philippines in the Region (NEAP-R)
3:00 PM – 3:30 PM	30 Minutes	Health Break
3:30 PM – 4:15 PM	45 Minutes	Workshop 3: Presentation of Outputs Jun-Jun M. Pabillo Education Program Specialist II National Educators Academy of the Philippines in the Region (NEAP-R)



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4:15 PM – 4:30 PM	15 Minutes	End of the Day Evaluation
Day 4 (November 14, 2025)		
8:00 AM – 8:30 AM	30 Minutes	MOL, Preliminaries, Clearing House
8:30 AM – 10:30 AM	90 Minutes	Workshop 3: Presentation of Outputs - (Continuation) Jun-Jun M. Pabillo Education Program Specialist II National Educators Academy of the Philippines in the Region (NEAP-R)
10:30 AM – 10:45 AM	15 Minutes	Health Break
10:45 AM – 12:00 NN	105 Minutes	Closing Program
12:00 NN – 1:00 PM	60 Minutes	Lunch Time
1:00 PM Onwards		Travel Time

**** Nothing Follows ****



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