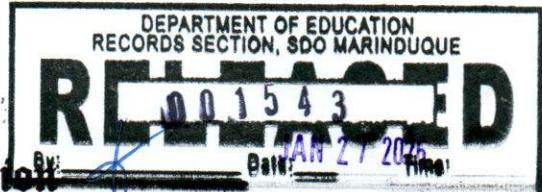




Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

January 22, 2026

**DIVISION MEMORANDUM**

No. 009, s. 2026

**CAPACITY BUILDING ON NEAP QUALITY ASSURANCE  
FOR PROGRAM DEVELOPMENT (PD) PROGRAM EVALUATORS**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Administrative Officer V, Administrative Section  
Concerned Public Elementary, Secondary, and Integrated School Heads  
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 titled *“Implementation of the NEAP Transformation.”* As the training arm of the Department, NEAP, through the SGOD-Human Resource Development Section, spearheads initiatives aligned with the Department’s Five-Point Agenda, focusing on developing high-performing teachers who are responsible for delivering quality basic education services to learners.
2. Memorandum HRDD-2026-004 titled *“Reiteration on the Conduct of Quality Assured PD Programs for Teachers and School Leaders and PRC Accreditation,”* emphasized the need for quality assurance of Regional Office (RO), Schools Division Office (SDO), and school-led professional development programs for teachers and school leaders, along with its submission to the Professional Regulation Commission (PRC) for Continuing Professional Development (CPD) accreditation.
3. The Schools Division of Marinduque, through the Division PD Program Evaluators, was able to quality assure 231 school-based PD programs for Calendar Year 2025 and process the same for PRC CPD accreditation, in compliance with Memorandum DM-OUHROD-2024-0410. However, there is a need to expand the current pool of Division PD Program Evaluators to ensure quality, efficiency, and timeliness of the quality assurance of school-based PD programs.
4. In view of these directives and findings, the Schools Division of Marinduque, through the School Governance and Operations Division – Human Resource Development Section, under Program Creating Tomorrow’s Schools Today: SGOD 360° and Project Quality HRD – TALINO (*Training And Learning Initiatives for Non-teaching and teaching personnel*), will conduct the **Capacity Building on NEAP Quality Assurance**

**for Program Development (PD) Program Evaluators on February 10-13, 2026** at a venue to be announced through a separate Division advisory.

5. This learning and development activity seeks to strengthen internal systems, decentralize quality assurance functions, and ensure that professional development initiatives are responsive, standards-based, and sustainable. Moreover, it aims to expand the current pool of qualified PD program evaluators, in accordance with the standards set in DepEd Memorandum No. 44, s. 2023 and Memorandum DM-OUHROD-2024-0410.

6. Participants in this training are select SDO-based learning and development program owners and public elementary, secondary, and integrated school heads with notable Level 2 evaluation results during the Capacity Building on NEAP Quality Assurance and PRC CPD Accreditation Process for School Leaders last December 2024 (Batch 1), April 2025 (Batch 2), and May 2025 (Batches 3 & 4). They are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity.

**7. Participants, resource speakers, and members of the Program Management Team (PMT) shall accomplish the online profiling on or before February 11, 2026 through [bit.ly/CapBPDEvaluatorParticipant2025](http://bit.ly/CapBPDEvaluatorParticipant2025).** Any correction in name, position, and/or official station shall be made in their accomplished profiles. This training shall follow the “*No Profile = No Certificate*” policy in accordance with Division Memorandum No. 42, s. 2025.

8. DepEd Order No. 9, s. 2005, otherwise known as “*Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*,” shall strictly be observed during the conduct of the training. School heads are expected to employ necessary strategies to avoid disruption of classes. Furthermore, they are expected to assign an Officer-in-Charge during the activity to prevent disruptions to services.

**9. To ensure seamless execution and quality of training, no replacement or representative shall be allowed unless deemed valid by the Schools Division Superintendent.** Participants who cannot participate in the training due to various reasons must submit a letter, through the OSDS-Records Unit, addressed to the Schools Division Superintendent, Attn: SGOD-Human Resource Development Section, indicating their reasons for non-participation and the name of their alternate at least three days before the scheduled training.

10. This learning and development activity shall follow the program monitoring and evaluation guidelines and tools stipulated in DepEd Memorandum No. 44, s. 2023 titled “*Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*.” Furthermore, those accredited by the National Educators Academy of the Philippines as a National TWG member shall be prioritized in the composition of the Program Management Team (PMT).

11. Expenses incurred for the activity shall be charged to the 2026 Division HRD Fund, subject to existing accounting and auditing rules and regulations. Meanwhile, travel expenses of participants may also be charged to the 2026 Division HRD Fund or to the school's local funds and other funds intended for learning and development, subject to the availability of funds and existing accounting and auditing rules and regulations.

12. The following documents are enclosed for reference:  
a. Enclosure 1: List of Participants

- b. Enclosure 2: List of PMT Members and Resource Speakers
- c. Enclosure 3: Training Matrix

13. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

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

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


Encls: As stated

References: DepEd Order No. 11, s. 2019  
DepEd Memorandum No. 44, s. 2023  
DM-OUHROD-2025-0586  
DM-OUHROD-2024-0410  
Memorandum HRDD-2026-004

To be indicated in the Perpetual Index  
under the following subjects:

MONITORING AND EVALUATION

TRAINING PROGRAMS

*SGOD-HRDS/KDA  
CapB-on-NEAP-QA-for-PD-Evaluators/January 22, 2026*

**LIST OF PARTICIPANTS**  
*Capacity Building on NEAP Quality Assurance  
 for Program Development (PD) Program Evaluators*

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL / OFFICE</b>	<b>DISTRICT</b>
1. John M. Chavez	Chief Education Supervisor	CID	SDO Proper
2. Jelly L. Sore	Education Program Supervisor	CID	SDO Proper
3. Florie M. Regencia	Education Program Supervisor	CID	SDO Proper
4. Dr. Jennifer E. Monte	Education Program Supervisor	CID	SDO Proper
5. Freddie M. Malabayabas	Education Program Supervisor	CID	SDO Proper
6. Dr. Nestor T. Rualo	Education Program Supervisor	CID	SDO Proper
7. Dr. Ma. Shiela S. Saet	Education Program Supervisor	CID	SDO Proper
8. Annabelle M. Marmol	Education Program Supervisor	CID	SDO Proper
9. Romualdo O. Magculang	Education Program Supervisor	CID	SDO Proper
10. Bernadith R. Lacerna	Senior Education Program Specialist	SGOD-PR	SDO Proper
11. Dr. Melanie M. Mendoza	Senior Education Program Specialist	SGOD-SMN	SDO Proper
12. Rey R. Raymundo	Education Program Specialist II	SGOD-SMM&E	SDO Proper
13. Dr. Rica Mai O. Larga	Medical Officer III	SGOD-SHN	SDO Proper
14. Engr. David M. Zoleta, Jr.	Information Technology Officer I	OSDS-ICT	SDO Proper
15. Atty. Ayzel Lea R. Palmero	Attorney III	OSDS-Legal	SDO Proper
16. Ma. Monique J. De Luna	Principal I	Puyog ES	Boac North
17. Ricardo M. Maaño	Principal II	Don Luis Hidalgo MS	Boac North
18. Rowena M. Loto	Principal II	Ilaya NHS	Boac North
19. Clariza O. De Guzman	Asst. Principal II	Marinduque NHS	Boac North
20. Johnny M. Magcarang	Asst. Principal II	Marinduque NHS	Boac North
21. Joemar L. Linga	Principal II	Boac South CS	Boac South
22. Mary Amor F. Jandusay	Principal II	Cawit ES	Boac South
23. Dr. Pacifico P. Belarmino	Principal I	Tambunan ES	Boac South
24. Arline M. Mayo	Principal II	Duyay ES	Boac South
25. Dino S. Nepomuceno	Principal II	Cawit NCHS	Boac South
26. Christian S. Fiegalan	Head Teacher III	Yook ES	Buenavista

27. Glen P. Espirituo	Principal I	Buenavista CS	Buenavista
28. Thelma M. Salvacion	Principal II	Buenavista NHS	Buenavista
29. Mae Laarni M. Saporna	Principal II	Yook NHS	Buenavista
30. Ray Alben M. Manaog	Principal I	Bagtingon NHS	Buenavista
31. Dr. Erlan M. Maming	Principal IV	Bangbang ES	Gasan
32. Junjun M. Sapungan	Principal I	Antipolo ES	Gasan
33. Jhoan S. Mandita	Principal I	Bachao ES	Gasan
34. Dr. Jimmy M. Romasanta	Principal I	Tiguion NHS	Gasan
35. Marlita C. Vitto	Principal I	Tapuyan NHS	Gasan
36. Dr. Gina M. Mapacpac	Principal III	Balanacan ES	Mogpog
37. Alerma M. Ola	Principal I	Argao ES	Mogpog
38. Garry R. Monteagudo	Principal III	Bintakay ES	Mogpog
39. Dr. Roziel V. Montalban	Teacher-in-Charge	Mogpog NCHS	Mogpog
40. Darwin B. Mayo	Principal I	Argao NHS	Mogpog
41. Ma. Leonora D. Imperio	Principal I	Alobo ES	SC East
42. Rosemarie P. Palermo	Principal I	Angas ES	SC East
43. Genelyn J. Regio	Principal I	Masaguisi ES	SC East
44. Alfonso R. Regenio	Teacher-in-Charge	Makapuyat NHS	SC East
45. Bernadette M. Ricafrente	Principal I	Alobo NHS	SC East
46. Dr. Arlene R. Diaz	Principal II	Dolores ES	SC North
47. Lina R. Rolloqui	Principal III	SC North CS	SC North
48. Dr. Dave Henry R. Nobleza	Teacher-in-Charge	Ipil NHS	SC North
49. Madilyn P. Quirona	Principal II	Punong NHS	SC North
50. Rowel S. Laririt	Principal II	Landy NHS	SC North
51. Maria Cecilia R. Par	Principal II	Gabaldon ES	SC South
52. Marivic P. Plamio	Principal II	SC South CS	SC South
53. Anna Liza M. Retardo	Principal III	Maniwaya NHS	SC South
54. Maxima R. Marquez	Principal II	Matalaba NHS	SC South
55. Rolando P. Pelobello	Principal I	Polo NHS	SC South
56. Joey M. Mataac	Principal I	Dampulan ES	Torrijos
57. Donna Bella R. Rocha	Principal III	Tigwi ES	Torrijos
58. Edna M. Jalos	Principal II	Torrijos CS	Torrijos
59. Elizabeth R. Paralejas	Principal III	Matuyatuya NHS	Torrijos
60. Jerome S. Catamio	Principal II	Tigwi NHS	Torrijos

**LIST OF PMT MEMBERS AND RESOURCE SPEAKERS**

*Capacity Building on NEAP Quality Assurance  
for Program Development (PD) Program Evaluators*

<b>NAME</b>	<b>POSITION</b>	<b>OFFICE</b>	<b>ROLE</b>
1. Maita M. Lazares	Chief Education Supervisor	SGOD	Program Manager Resource Speaker
2. Kyle David V. Atienza	Senior Education Program Specialist	SGOD	NTWG Learning Manager Resource Speaker
3. Dr. Fretzie P. Alcantara	Senior Education Program Specialist	SGOD	NTWG M&E Manager
4. Glaiza T. Palatino	Education Program Specialist II	SGOD	Documenter
5. Jane Carla J. Larraquel	Administrative Officer II	OSDS	NTWG Secretariat
6. Cherry G. Morales	Administrative Officer II	OSDS	NTWG Secretariat
7. Ruby M. Tan	Administrative Officer IV	OSDS	NTWG Logistics Officer
8. Anna Mae SD. Luslos	Nurse II	SGOD	Welfare Officer
9. Loida M. Ordillano	Nurse II	SGOD	NTWG Welfare Officer
10. Rowena M. Malabana	Nurse II	SGOD	Welfare Officer
11. Shenalyn P. Peñascosas	Nurse II	SGOD	Welfare Officer
12. Edgar H. Loto	Project Development Officer II	SGOD	Safety Officer
13. Dr. Mariam B. Rivamonte	Education Program Supervisor	CID	Resource Speaker
14. Dr. Ma. Corazon A. Borja	Education Program Supervisor	CID	Resource Speaker
15. Dr. Maribel E. Orpalas	Principal II	Bangbangalon ES	Resource Speaker
16. Sheryl M. Mendoza	Head Teacher III	Mongpong NHS	Resource Speaker

**TRAINING MATRIX**

*Capacity Building on NEAP Quality Assurance  
for Program Development (PD) Program Evaluators*

DATE AND TIME	DURATION	TOPIC / ACTIVITY	PERSON/S RESPONSIBLE
<b>Day 1   February 10, 2026</b>			
8:00-9:30AM	90 mins	Arrival, Settling, and Registration of the Participants	Program Management Team
9:31-11:00AM	90 mins	Opening Program	Program Management Team
11:01-11:15AM	15 mins	Health Break	
11:16-11:30AM	15 mins	Leveling of Expectations	Program Management Team
11:31AM-12:00NN	30 mins	Pre-Test	Program Management Team
12:01-1:00PM	60 mins	Lunch Break	
1:01-2:00PM	60 mins	<b>Session 1: Professional Development Priorities</b>	Mrs. Maita M. Lazares
2:01-3:00PM	60 mins	<b>Session 2: NEAP Core Programs</b>	Mr. Kyle David V. Atienza
3:01-3:15PM	15 mins	Health Break	
3:16-4:15PM	60 mins	<b>Session 3: Reviewing Professional Development Needs</b>	Mr. Kyle David V. Atienza
4:15-4:30PM	15 mins	End-of-Day Evaluation	Program Management Team
4:30-4:45PM	15 mins	Daily Debriefing	Program Management Team
6:00-7:00PM	60 mins	Dinner	
<b>Day 2   February 11, 2026</b>			
6:00 – 8:00AM	120 mins	Breakfast	
8:01 – 8:15AM	15 mins	Management of Learning	Program Management Team
8:16-9:15AM	60 mins	<b>Session 4: Professional Development Planning</b>	Mrs. Sheryl M. Mendoza
9:16-9:30AM	15 mins	Health Break	
9:31-10:30AM	60 mins	<b>Session 5: INSET Planning and Designing</b>	Mrs. Maita M. Lazares
10:31AM-11:30AM	60 mins	<b>Session 6: Monitoring and Evaluation Planning</b>	Dr. Maribel E. Orpalas
11:31AM-12:00NN	30 mins	<b>Session 7: PRC Accreditation Process</b>	Mr. Kyle David V. Atienza

12:01-1:00PM	60 mins	Lunch Break	
1:01-2:00PM	45 mins	<b>Session 8: Quality Assurance Process</b>	Dr. Mariam B. Rivamonte
2:01-2:30PM	30 mins	<b>Workshop Overview and Mechanics</b>	
2:31-2:45PM	15 mins	Health Break	
2:46-4:15PM	90 mins	<b>Workshop 1: Evaluation of School-Based PD Program (SLAC) (Simulation)</b>	
4:15-4:30PM	15 mins	End-of-Day Evaluation	Program Management Team
4:30-4:45PM	15 mins	Daily Debriefing	Program Management Team
6:00-7:00PM	60 mins	Dinner	
<b>Day 3   February 12, 2026</b>			
6:00 – 8:00 AM	120 mins	Breakfast	
8:01 – 8:15AM	15 mins	Management of Learning	Program Management Team
8:15-10:00AM	105 mins	<b>Workshop 1: Evaluation of School-Based PD Program (SLAC) (Simulation) (Continuation)</b>	All Facilitators
10:01-10:15AM	15 mins	Health Break	
10:16AM-12:00NN	105 mins	<b>Presentation of Outputs for Workshop 1</b>	
12:01-1:00PM	60 mins	Lunch Break	
1:01-2:30PM	90 mins	<b>Workshop 2: Evaluation of School-Based PD Programs (INSET) (Simulation)</b>	
2:31-2:45PM	15 mins	Health Break	
2:46-4:15PM	90 mins	<b>Workshop 2: Evaluation of School-Based PD Programs (INSET) (Simulation) (Continuation)</b>	
4:15-4:30PM	15 mins	End-of-Day Evaluation	Program Management Team
4:30-4:45PM	15 mins	Daily Debriefing	Program Management Team
6:00-7:00PM	60 mins	Dinner	
<b>Day 4   February 13, 2026</b>			
6:00 – 8:00 AM	120 mins	Breakfast	
8:01 – 8:15AM	15 mins	Management of Learning	Program Management Team

8:15-10:00AM	105 mins	<b>Presentation of Outputs for Workshop 2</b>	All Facilitators
10:01-10:15AM	15 mins	Health Break	
10:16-10:45AM	30 mins	Post-Test	
10:46-11:45AM	60 mins	Closing Program	Program Management Team
11:45AM-12:00PM	15 mins	End-of-Activity Evaluation	Program Management Team