



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
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Name: 004175
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Date: OCT 29 2024

Office of the Schools Division Superintendent

October 22, 2024

DIVISION MEMORANDUM

No. 081 s. 2024

**FORMATION OF DIVISION TEAM OF PROFESSIONAL
DEVELOPMENT PROGRAM (PD) EVALUATORS**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary 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*" and Section 18 (e) of Republic Act No. 11713 titled "*Excellence in Teacher Education Act.*"
2. This undertaking is anchored on the constitutional mandate of the Department to provide every Filipino with access to quality basic education through the conduct of programs, projects, and activities (PPAs) aimed towards the continuing professional development (PD) of its personnel especially in schools and learning centers.
3. Memorandum DM-OUHROD-2024-0427 titled "*Guidelines on the Utilization of FY 2024 Human Resource Development (HRD) Fund*" provides the prioritization of programs for the Program Support Fund (PSF) and In-Service Training (INSET) Funds, chargeable activities to the said fund, and the process of fund utilization for school-led PD programs, SDO-led PD programs, and RO-led PD programs. Furthermore, this Memorandum required the formation of a team of PD program evaluator s who shall review and quality assure the PD programs.
4. In addition, SDO-HRDS shall organize a team of program evaluators (Division PD Program Evaluators) to review and quality assure the PD programs developed by the schools. They shall be responsible for the conduct of an evaluation of all PD program proposals submitted by the schools, including all LR materials based on the standards and procedures set by DepEd Memorandum No. 44, s. 2023.
5. The Division PD Program Evaluators shall be composed of the following:
 - a. School Governance and Operations Division (SGOD) Chief;

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- b. Curriculum and Implementation Division (CID) Chief;
- c. School Governance and Operations Division (SGOD) Supervisor;
- d. Human Resource Development Section (HRDS) Specialist; and
- e. Learning Area Specialists.

6. The duties and functions of the Division Team of Professional Development (PD) Program Evaluators are as follows:

- a. review and evaluate each element in the detailed PD program designed based on the quality standards set;
- b. evaluate the evidence of each quality standard in the relevant section of the detailed PD program design;
- c. evaluate the alignment of the objectives with the session content, methodology/activities, output, and intended learning outcomes;
- d. ensure the alignment of the proposal to the Philippine Professional Standards for Teachers and School Leaders;
- e. check individual attachment for consistency accuracy, and compliance with the requirements;
- f. consolidate the result of evaluation through the Quality Assurance Recommendation Form (QARF);
- g. prepare clearly articulated recommendations for PD programs that failed to meet the QA standards, for compliance of the PD program owner;
- h. endorse the QA recommendations to the QA certification approver; and
- i. coordinate with the Division Human Resource Development Committee (HRDC) on the implementation of school-led PD programs.

7. The Division Team of Professional Development (PD) Program Evaluators shall ensure that the proposals are consistent with professional development programs for DepEd teachers and school leaders aligned with the following priority programs:

- a. Learning Camps for Mathematics, Science, and English;
- b. Higher Order Thinking Skills for English, Science, and Mathematics;
- c. Literacy and Numeracy Training;
- d. Content Knowledge and Pedagogy Training for Other Learning Areas;
- e. MATATAG Curriculum;
- f. Instructional Leadership Training;
- g. National Reading Program;
- h. National Mathematics Program;
- i. Comprehensive Sexuality Education;
- j. Digital Teaching and Learning;
- k. Learning Area Specialization/Subject-Content Programs; and
- l. Other programs determined by the Curriculum and Teaching (CT) Strand and NEAP as priority.

8. Regional Memorandum No. 115, s. 2024 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III dated July 31, 2024 titled "*Capacity Building on the National Educators Academy of the Philippines' Quality Assurance and Professional Regulations Commission's Accreditation of Professional Development (PD) Programs for Teachers and School Leaders*" initiated the capacity building of the target members of the Division Team of Professional Development Program (PD) Evaluators.

9. The attendees of the said capacity building activity, listed in *Enclosure 1: Members of the Division Team of Professional Development Program (PD) Evaluators*, shall form the said Team. They are tasked to perform the duties and functions of HRDC members in addition to their regular functions.

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10. Immediate dissemination of the contents of this Memorandum is desired.



LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: As stated

References: Republic Act No. 11713
DepEd Order No. 11, s. 2019
DepEd Memorandum No. 44, s. 2023
Memorandum DM-OUHROD-2024-0427
Regional Memorandum No. 115, s. 2024
Division Policy on Learning and Development

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

EVALUATION TRAINING PROGRAMS

/SGOD-HRDS-KDA

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**MEMBERS OF THE DIVISION TEAM OF PROFESSIONAL
DEVELOPMENT PROGRAM (PD) EVALUATORS**

NAME	POSITION	DESIGNATION
1. Mrs. Ma. Cecilia S. Manay	Chief Education Supervisor, SGOD	Member
2. Mrs. Maita M. Lazares	Education Program Supervisor, SGOD	Member
3. Dr. Mariam B. Rivamonte	Education Program Supervisor, CID	Member
4. Dr. Ma. Corazon A. Borja	Principal II, Mogpog NCHS	Member
5. Mr. Norman P. Romasanta	Principal I, Malibago ES	Member
6. Mr. Kyle David V. Atienza	Senior Education Program Specialist, HRDS	Member (Alternate)/Secretariat
7. Mr. Abet R. Faundo	Education Program Specialist II, HRDS	Secretariat

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