



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

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED
Name: _____
Signature: _____
Date: 11/24/2024

Office of the Schools Division Superintendent

November 22, 2024

DIVISION MEMORANDUM

No. 789, s. 2024

**CAPACITY BUILDING ON NEAP QUALITY ASSURANCE AND PRC CPD ACCREDITATION
PROCESS FOR SDO-BASED PROGRAM OWNERS AND SCHOOL LEADERS**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Section
Education Program Supervisors
Public Schools District Supervisors
Select 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.*" As the training arm of the Department, NEAP, through the SGOD-Human Resource Development Section, spearheads initiatives that are in line with one of the pillars of the administration's MATATAG agenda which is to *Give support to teachers to teach better.*

2. Memorandum DM-OUHROD-2024-0427 titled "*Guidelines on the Utilization of FY 2024 Human Resource Development (HRD) Fund*" streamlined the process of utilization of the HRD PSF as well as the 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 was recently awarded and accredited by the PRC CPD Council for Professional Teachers as a Local CPD Provider with Accreditation No.: PTR-2024-688 which enabled the Office to efficiently apply and offer CPD-accredited PD programs to its teachers, school leaders, and other personnel who are licensed professional teachers. However, Memorandum DM-OUHROD-2024-0410 requires all professional development programs to be quality-assured first, using existing NEAP standards, before any application for CPD accreditation.

4. In view of these directives and based on the recent learning and development needs of teachers and school leaders, the Schools Division of Marinduque, through the School Governance and Operations Division – Human Resource Development Section, under Project Quality HRD – TALINO (*Training And Learning Initiatives for Non-teaching and teaching personnel*), will conduct the **Capacity Building on NEAP Quality Assurance and PRC CPD**

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Accreditation Process for SDO-Based Program Owners and School Leaders on November 27-29, 2024 at Guisian Cove Resort, Mogpog, Marinduque.

5. This learning and development activity seeks to mitigate the need for CPD-accredited PD programs by ensuring local training activities meet the standards for CPD accreditation and NEAP quality assurance. Specifically, the activity aims to:

- a. capacitate participants on the NEAP QA process of PD programs for teachers and school leaders in accordance with the standards set in DepEd Memorandum No. 44, s. 2023 titled "*Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*";
- b. provide a deeper understanding of the PRC CPD accreditation process; and
- c. strengthen the role of school leaders and SDO-based program owners in leading professional development initiatives.

6. Participants in this training are select SDO-based program owners of training activities for teachers and school leaders and select school leaders of public elementary and secondary schools. **Participants are required to accomplish the profile of participants on or before November 26, 2024 through bit.ly/CapBNEAPQAParticipant2024.** Any corrections in name, position, and/or official station shall be made by the participant in their accomplished profiles. Furthermore, they are advised to bring their laptops, internet mobile connections, extension wires, and available division- or school-developed learning and development packages (SLAC/INSET plan, Activity Design, Latest School Plan for Professional Development, Results of e-SAT and IDP, Session Guides, and/or Slide Decks, etc.).

7. **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 a day before the scheduled training.

8. 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.*" Consequently, the following mechanisms shall be applied:

a. Monitoring and Evaluation (M&E)

Level 1 (Reaction) – End-of-Day Evaluation

Level 2 (Learning) – Pretest and Posttest

Level 3 (Behavior) – Submission of Outputs (Daily Outputs and Workplace Application Plan)

Level 4 (Results) – Improved Employee Satisfaction and Welfare through the Implementation of their Workplace Application Plan

b. Issuance of Certificate of Participation

A Certificate of Participation shall be issued upon completion of the training as well as submission of the required outputs. This certificate shall indicate the total number of hours rendered in the training, as well as the PPSSH/PPSS covered.

c. Issuance of Certificate of Completion

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A Certificate of Completion shall be issued upon submission of the finalized Workplace Application Plan and Accomplishment Report signed by the Schools Division Superintendent. Additional requirements include:

1. 85% passing rate in the posttest;
2. complete attendance in the training;
3. complete evaluation in the training; and
4. complete submission of outputs in the training.

d. Issuance of Certificate of Recognition

A Certificate of Recognition shall be awarded to the presenters of their SLAC/INSET plans aligned with the NEAP QA and PRC CPD standards. A separate Certificate of Recognition shall be awarded to the best presenter.

9. All participants, resource speakers, and members of the Program Management Team (PMT) shall avail the provided accommodation at Guisian Cove Resort, Mogpog, Marinduque. The room assignments shall be posted and announced during the opening program of the training. Check-in and check-out schedules are as follow:

Check In: November 27, 2024 2:00PM

Check Out: November 29, 2024 12:00PM

10. Board and lodging, meals, and supplies of participants, resource speakers, and members of the Program Management Team shall be charged to the 2024 HRD Fund subject to existing accounting and auditing rules and regulations. Meanwhile, travel expenses of participants shall be charged to local funds subject to existing accounting and auditing rules and regulations.

11. 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

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

13. 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
Memorandum DM-OUHROD-2024-0427
Memorandum DM-OUHROD-2024-0410
DepEd Memorandum No. 44, s. 2023
2023 Division Policy on Learning and Development

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

MONITORING AND EVALUATION TRAINING PROGRAMS
/SGOD-HRDS-KDA

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LIST OF PARTICIPANTS

*Capacity Building on NEAP Quality Assurance and PRC CPD Accreditation
Process for SDO-Based Program Owners and School Leaders*

NAME	POSITION	SCHOOL/OFFICE
1. John M. Chavez	Chief Education Supervisor	CID
2. Jelly L. Sore	Education Program Supervisor	CID
3. Florie M. Regencia	Education Program Supervisor	CID
4. Dr. Jennifer E. Monte	Education Program Supervisor	CID
5. Freddie M. Malabayabas	Education Program Supervisor	CID
6. Dr. Nestor T. Rualo	Education Program Supervisor	CID
7. Dr. Ma. Shiela S. Saet	Education Program Supervisor	CID
8. Cristina R. Raza	Education Program Supervisor	CID
9. Romualdo O. Magculang	Education Program Supervisor	CID
10. Rolito M. Dela Cruz	Education Program Supervisor	CID
11. Bernadith R. Lacerna	Senior Education Program Specialist	SGOD-PR
12. Dr. Melanie M. Mendoza	Senior Education Program Specialist	SGOD-SMN
13. Rey R. Raymundo	Education Program Specialist II	SGOD-SMM&E
14. Dr. Rica Mai O. Larga	Medical Officer III	SGOD-SHN
15. Engr. David M. Zoleta, Jr.	Information Technology Officer I	OSDS-ICT
16. Ariel M. Peñaroyo	Head Teacher II	Puyog ES
17. Ulysis J. Galloniga	Teacher-in-Charge	Bantauyan ES
18. Rowena M. Loto	Principal I	Ilaya NHS
19. Democrito M. Nazareno	Principal IV	Marinduque NHS
20. Joemar L. Linga	Principal II	Boac South CS
21. Dino S. Nepomuceno	Principal II	Cawit NCHS
22. Pinky L. Mabiog	Principal I	Mainit ES
23. Arline Mayo	Principal II	Duyay ES
24. Thelma M. Salvacion	Principal I	Buenavista NHS
25. Mae Laarni M. Saporna	Principal I	Yook NHS
26. Ray Alben M. Manaog	Head Teacher III	Bagtingon NHS
27. Alfin C. Jambalos	Head Teacher II	Bagacay ES
28. Dezza G. Perlas	Principal II	Buenavista CS
29. Maribert S. Delos Santos	Teacher-in-Charge	Bicas-Bicas ES

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30. Jimmy M. Romasanta	Head Teacher III	Tiguion NHS
31. Mary Rose S. Sotto	Head Teacher I	Paciano A. Sena MHS
32. Jhonrex L. Sapunto	Principal I	Masiga ES
33. Dr. Kathryn S. Asuncion	Principal III	Tiguion ES
34. Junjun Sapungan	Head Teacher I	Antipolo ES
35. Erlan M. Maming	Principal III	Gasán CS
36. Rhodora B. Peña	Principal II	Bintakay ES
37. Garry R. Monteagudo	Principal III	Balanacan ES
38. Jayson M. Luna	Principal I	Balanacan NHS
39. Evangeline S. Luarca	Head Teacher I	Puting Buhangin NHS
40. Eva Angelina R. Lampas	Principal I	Guisian ES
41. Mateo G. Garcia	Principal II	Santa Cruz East CS
42. Gener J. Vitto	Head Teacher III	Haguimit ES
43. Aniceto Jr. P. Regencia	Head Teacher I	Tambangan NHS
44. Bernadette M. Ricafrente	Principal I	Alobo NHS
45. Rowel S. Laririt	Principal II	Landy NHS
46. Madilyn P. Quirona	Principal I	Punong NHS
47. Arlene R. Diaz	Principal I	Dolores ES
48. Lina R. Rolloqui	Principal II	Santa Cruz North CS
49. Ma. Cristina P. Mangana	Principal I	Kasily ES
50. Maria Cecilia R. Par	Principal II	Lipa ES
51. Maxima R. Marquez	Principal II	Matalaba NHS
52. Allan M. Fajardo	Principal I	Matalaba ES
53. Anna Liza M. Retardo	Principal I	Maniwaya NHS
54. Richard P. Ordillano	Head Teacher III	Mongpong ES
55. Jerome S. Catamio	Principal II	Tigwi NHS
56. Elizabeth R. Paralejas	Principal I	Matuyatuya NHS
57. Donna Bella R. Rocha	Principal I	Tigwi ES
58. Joan V. Pilar	Principal I	Maranlig ES
59. Allan P. Retardo	Teacher-in-Charge	Bangwayin ES
60. Romeo Palma	Head Teacher II	Kinyaman ES
61. Analyn Z. Monterozo	Principal I	Lamesa ES

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LIST OF PMT MEMBERS AND RESOURCE SPEAKERS
*Capacity Building on NEAP Quality Assurance and PRC CPD Accreditation
 Process for SDO-Based Program Owners and School Leaders*

NAME	POSITION	OFFICE	ROLE
1. Ma. Cecilia S. Manay	Chief Education Supervisor	SGOD	Resource Speaker / Program Manager
2. Kyle David V. Atienza	Senior Education Program Specialist	SGOD	Resource Speaker / Program Manager
3. Dr. Fretzie P. Alcantara	Senior Education Program Specialist	SGOD	M&E Manager
4. Perry N. Jardiniano	Nurse II	SGOD	Welfare Officer
5. Ruby M. Tan	Administrative Officer IV	OSDS	Logistics Manager
6. Guiller B. Maulion	Clerk III	OSDS	Logistics Officer
7. Glaiza T. Palatino	Project Development Officer I	SGOD	Documenter
8. Kelvin J. Labaguis	Clerk I	OSDS	ICT Manager
9. Cherrylou G. Morales	Administrative Officer II	OSDS	Secretariat
10. Marisol O. Luarda	Planning Officer III	SGOD	Secretariat
11. Maita M. Lazares	Education Program Supervisor	SGOD	Resource Speaker
12. Dr. Mariam B. Rivamonte	Education Program Supervisor	CID	Resource Speaker
13. Dr. Ma. Corazon A. Borja	Principal II	Mogpog NCHS	Resource Speaker
14. Norman P. Romasanta	Principal I	Malibago ES	Resource Speaker

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TRAINING MATRIX

Capacity Building on NEAP Quality Assurance and PRC CPD Accreditation Process for SDO-Based Program Owners and School Leaders

DATE AND TIME	DURATION	TOPIC / ACTIVITY	PERSON/S RESPONSIBLE
Day 1 November 27, 2024			
8:00-9:30AM	90 mins	Arrival, Settling, and Registration of the Participants	Program Management Team
9:31-11:00AM	90 mins	Opening Program: <ul style="list-style-type: none"> Philippine National Anthem Ecumenical Prayer Messages Acknowledgement of Participants, RPs, PMT Activity Matrix and Objectives M and E Mechanism Photo Documentation Reminders 	Program Management Team
11:01-11:15	15 mins	Health Break	
11:16-11:30AM	15 mins	Leveling of Expectations	Program Management Team
11:31AM-12:00PM	30 mins	Pre-Test	Program Management Team
12:01-1:00PM	60 mins	Lunch Break	
1:01-2:00PM	60 mins	Session 1: Professional Development Priorities	Mrs. Ma. Cecilia S. Manay
2:01-3:00PM	60 mins	Session 2: NEAP Core Programs	Mr. Kyle David V. Atienza
3:01-3:15PM	15 mins	Health Break	
3:16-4:30PM	75 mins	Session 3: Reviewing Professional Development Needs	Mr. Kyle David V. Atienza
4:31-4:45PM	15 mins	End-of-Day Evaluation	Program Management Team
4:46-5:00PM	15 mins	Daily Debriefing	Program Management Team
6:00-7:00PM	60 mins	Dinner	
Day 2 November 28, 2024			
6:00 – 8:00AM	120 mins	Breakfast	

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8:01 – 8:15AM	15 mins	Management of Learning	Program Management Team
8:16-9:30AM	75 mins	Session 4: Professional Development Planning	Mr. Norman P. Romasanta
9:31-9:45AM	15 mins	Health Break	
9:46-11:00AM	75 mins	Session 5: INSET Planning and Designing	Mrs. Maita M. Lazares
11:01AM-12:00PM	60 mins	Session 6: Monitoring and Evaluation Planning	Dr. Ma. Corazon A. Borja
12:01-1:00PM	60 mins	Lunch Break	
1:01-1:45PM	45 mins	Session 7: PRC Accreditation Process	Mr. Kyle David V. Atienza
1:46-2:45PM	60 mins	Session 8: Quality Assurance Process	Dr. Mariam B. Rivamonte
2:46-3:00PM	15 mins	Health Break	
3:01-5:00PM	120mins	Session 9: Workshop and Consultation on SLAC/INSET Planning and Designing	All Facilitators
5:00-5:15PM	15 mins	End-of-Day Evaluation	Program Management Team
5:16-5:30PM	15 mins	Daily Debriefing	Program Management Team
6:00-7:00PM	60 mins	Dinner	
Day 3 November 29, 2024			
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	Session 10: Presentation and Critiquing of SLAC/INSET Plans and Designs	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: <ul style="list-style-type: none"> • Philippine National Anthem • Ecumenical Prayer • Insights/Impressions • Statement of Challenge • Acceptance of Challenge • Awarding of Certificates • Reminders • Closing Remarks 	Program Management Team

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11:45AM- 12:00PM	15 mins	End-of-Activity Evaluation	Program Management Team
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