



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

April 11, 2025

DIVISION MEMORANDUM

No. 051, s. 2025

**CAPACITY BUILDING ON NEAP QUALITY ASSURANCE AND PRC CPD
ACCREDITATION PROCESS FOR SCHOOL LEADERS (BATCHES 2, 3, & 4)**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Section
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.*" 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 DM-OUHROD-2025-0586 titled "*Guidelines on the Utilization of FY 2025 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



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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 Accreditation Process for School Leaders (Batches 2, 3, & 4)** with details indicated below:

| Batch | Date of Conduct | Venue |
|-------|-------------------|-------|
| 2 | April 28-30, 2025 | TBA |
| 3 | May 7-9, 2025 | TBA |
| 4 | May 21-23, 2025 | TBA |

5. This learning and development activity seeks to mitigate the need for CPD-accredited PD programs by ensuring that In-Service Training (INSET) and School-Based Learning Action Cell (SLAC) Sessions meet the standards for CPD accreditation and NEAP quality assurance. Specifically, the activity aims to:

- a. capacitate participants on the NEAP QA process of School-Based 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 untrained school leaders of public elementary and secondary schools. **They are required to accomplish the profile of participants on or before April 28, 2025 through bit.ly/CapBNEAPQAParticipant2025.** 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 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 three days 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



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- 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 covered.

c. Issuance of Certificate of Completion

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 the venue to be announced through a Division advisory. The room assignments shall be posted and announced during the opening program of the training. The activity shall begin at 8:00AM of the first day and end at 3:00PM of the last day. However, check-in and check-out schedules are as follow:

| Batch | Date of Conduct | Check-In | Check-Out |
|-------|-------------------|-----------------------|------------------------|
| 2 | April 28-30, 2025 | April 28, 2025 2:00PM | April 30, 2025 12:00PM |
| 3 | May 7-9, 2025 | May 7, 2025 2:00PM | May 9, 2025 12:00PM |
| 4 | May 21-23, 2025 | May 21, 2025 2:00PM | May 23, 2025 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 Division HRD Fund subject to existing accounting and auditing rules and regulations. Meanwhile, travel expenses of participants shall be charged to school 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
DepEd Memorandum No. 44, s. 2023
DM-OUHROD-2025-0586
DM-OUHROD-2024-0410

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 School Leaders (Batches 2, 3, & 4)*

Batch 2 (April 28-30, 2025)

| NAME | POSITION/DESIGNATION | SCHOOL/OFFICE |
|--------------------------------|-----------------------------|---|
| 1. Ricardo M. Maano | Principal II | Don Luis Hidalgo MS |
| 2. Rowena M. Racelis | Head Teacher III | Poras ES |
| 3. Jose Jason L. Miciano | Teacher-in-Charge | Puting Buhangin ES |
| 4. Ma. Monique J. De Luna | Principal I | Puyog ES |
| 5. Cresencia L. Landoy | Head Teacher III | Tanza ES |
| 6. Fernando M. Panuculan | Head Teacher I | Amoingon ES |
| 7. Marlon F. Espiritu | Teacher-in-Charge | Balagasan ES |
| 8. Maribel E. Orpalas | Principal I | Bangbangalon ES |
| 9. Junaira M. Pangcoga | Principal I | Tugos ES |
| 10. Carl Angelo B. Lasac | Teacher-in-Charge | Buenavista NHS – Sihi Annex |
| 11. Peter John P. Delos Santos | Teacher-in-Charge | Buenavista NHS – Lipata-Tungib Annex |
| 12. Grace A. Cruzado | Teacher-in-Charge | Bagtingon ES |
| 13. Ray Alben M. Manaog | Principal I | Bagtingon NHS |
| 14. Arlene L. Lumagui | Principal I | Bancoro ES |
| 15. Oscar V. Manalo | Head Teacher III | Binunga ES |
| 16. Thelma M. Salvacion | Principal I | Buenavista NHS |
| 17. Adelaida M. Saguid | Principal II | Caigangan ES |
| 18. Milarosa P. Salvacion | Teacher-in-Charge | Lipata ES |
| 19. Marilyn M. Milambiling | Teacher-in-Charge | Malbog ES |
| 20. Glen P. Espirituo | Principal I | Pag-asa ES |
| 21. Marvin M. Jinao | Teacher-in-Charge | Tungib ES |
| 22. Dexter S. Rolloque | Principal I | Yook ES |
| 23. Minerva A. Malabayabas | Principal I | Bahi ES |
| 24. Norminda S. Mabao | Principal I | Bangbang NHS |
| 25. Marivic L. Zamora | Principal I | Bognuyan NHS |
| 26. Susibeth M. Villaruel | Head Teacher I | Cabugao ES |
| 27. Franklin S. Palomares | Teacher-in-Charge | Quatis ES |
| 28. Ruth F. Mangi | Teacher-in-Charge | Argao ES |
| 29. Darwin B. Mayo | Principal I | Argao NHS |
| 30. Reynaldo J. Ilagan Jr. | Principal I | Butansapa ES |
| 31. Randy M. Sales | Principal I | Butansapa NHS |
| 32. Edgar L. Jardeleza | Principal II | Capayang ES |
| 33. Alerma M. Ola | Principal I | Ino ES |
| 34. Alex M. Malbog | Head Teacher I | Janagdong ES |
| 35. Francis L. Pacia | Principal II | Laon ES |

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|-----------------------------------|-------------------|-----------------------------|
| 36. Gina M. Mapacpac | Principal II | Nangka ES |
| 37. Evangeline S. Luarca | Head Teacher I | Puting Buhangin NHS |
| 38. Merissa Lyn M. Malbog | Teacher-in-Charge | Sayao ES |
| 39. Ramer M. Mansalapus | Head Teacher III | Sayao NHS |
| 40. Odette L. Malco | Principal I | Sumangga ES |
| 41. Diomer Dela Rosa Dy | Head Teacher III | Angas ES |
| 42. Rona Mae M Paradero | Principal II | Makapuyat ES |
| 43. Alfonso R. Regenio | Teacher-in-Charge | Makapuyat NHS |
| 44. Michelle L. Rivamonte | Head Teacher III | Tagum ES |
| 45. Lourdes R. Balagwis | Principal I | Tagum NHS |
| 46. Rosalina D. Regio | Principal I | Taytay ES |
| 47. Marilyn R. Alaras | Principal I | Hupi ES |
| 48. Ronald P. Giron | Head Teacher III | Hupi NHS |
| 49. Maria Paz S. Pernia | Principal II | Gabaldon ES |
| 50. Miguelito E. Ricaplaza | Principal I | Kilo-kilo NHS |
| 51. Jomar R. Quimora | Teacher-in-Charge | Mongpong NHS |
| 52. Apollo R. Pernia | Principal II | Santa Cruz South CS |
| 53. Bernadette P. Requintel | Principal I | Bonliw NHS |
| 54. Ederlyn C. Quezada | Principal I | Malibago NHS |
| 55. Cherry Ann F. Del Mundo-Jalos | Principal I | Poctoy NHS |
| 56. Grace V. Cabral | Head Teacher III | Sibuyao ES |
| 57. Randy R. Candelaria | Teacher-in-Charge | Sibuyao NHS |
| 58. Ludy A. Roldan | Principal I | Suha ES |
| 59. Joey M. Mataac | Head Teacher I | Talawan ES |
| 60. Antonio F. Zoleta | Head Teacher III | Torrijos SHS Stand-Alone |

Batch 3 (May 7-9, 2025)

| NAME | POSITION/DESIGNATION | SCHOOL/OFFICE |
|---------------------------------|-----------------------------|--|
| 1. Delailah L. Lagria | Head Teacher I | Agot ES |
| 2. Karen Mae L. Monteagudo | Teacher-in-Charge | Agumaymayan ES |
| 3. Edwin M. Osinsao | Principal I | Balimbing ES |
| 4. Cecilia R. Logatoc | Head Teacher III | Buliasnin ES |
| 5. Vincent L. Maderazo | Teacher-in-Charge | Hinapulan ES |
| 6. Romeo M. Malacas, Jr. | Principal I | Lupac-Tabigue ES |
| 7. Elsa Q. Lingon | Head Teacher III | Bamban ES |
| 8. Cleobilly J. Valentino | Principal I | Bantay ES |
| 9. Helen L. Dela Cruz | Head Teacher I | Binunga ES |
| 10. Ricky H. Mantal | Teacher-in-Charge | Boi ES |
| 11. Crizaldo T. Jinang | Teacher-in-Charge | Canat ES |
| 12. Bobby C. Villavicencio | Teacher-in-Charge | Daat PS |
| 13. Francisco P. Quindoza | Principal I | Daykitin ES |
| 14. Marinelle S. Marmol | Head Teacher II | Libas ES |
| 15. Medeline S. Mondoneda | Head Teacher III | Aurora Sevilla Sotto - Libtangin ES |
| 16. Jhoan S. Mandita | Principal I | Bachao ES |
| 17. Charlotte Grace S. Larga | Teacher-in-Charge | Bacongbacong ES |
| 18. Dr. Villaluz V. Pahilagmago | Principal I | Bangbang ES |
| 19. Rosenda S. Medina | Principal I | Banot-Mahunig ES |
| 20. Romel S. Sanchez | Head Teacher III | Banuyo ES |
| 21. Mylene M. Forteza | Principal I | Bognuyan ES |
| 22. Mylene Jasmine M. Rolloque | Principal II | Dawis ES |
| 23. Remen O. Manggol | Teacher-in-Charge | Bocboc ES |
| 24. Lyra J. Nunez | Head Teacher I | Danao ES |
| 25. Melanie M. Arce | Teacher-in-Charge | Hinadharan ES |
| 26. Tonette L. Ornedo | Teacher-in-Charge | Hinanggayon ES |
| 27. Maricon L. Manoos | Teacher-in-Charge | Lamesa ES |
| 28. Alita L. Marciano | Head Teacher III | Magapua ES |
| 29. Aaron S. Labaguis | Teacher-in-Charge | Malayak ES |
| 30. Rosemarie P. Palermo | Principal I | Banogbog ES |
| 31. Renante P. Eterno | Teacher-in-Charge | Biga ES |
| 32. Noemi P. Rey | Head Teacher III | Devilla ES |
| 33. Maria Dolores A. Cabral | Head Teacher III | Masaguisi NHS |
| 34. Gerry P. Rivamonte | Principal II | Masaguisi ES |
| 35. Darwin Z. Pilar | Head Teacher III | Masalukot ES |
| 36. Renato M. Cipriano | Head Teacher III | Morales ES |
| 37. Donwency R. Monterozo | Principal I | Aturan ES |
| 38. Ofelia C. Maano | Principal I | Baliis ES |
| 39. Rafael P. Ariola | Principal II | Balogo ES |
| 40. Anelin P. Reginio | Teacher-in-Charge | Banguangan ES |

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|----------------------------------|-------------------|-----------------|
| 41. Enrico M. Mercene | Head Teacher III | Botilao ES |
| 42. Marife M. Moreno | Head Teacher I | Botilao NHS |
| 43. Rhoda R. Rodelas | Head Teacher I | Dating Bayan ES |
| 44. Marivic P. Plamio | Principal II | Buyabod ES |
| 45. Marie Antonette A. Romasanta | Head Teacher III | Kaganhao ES |
| 46. Analiza R. Paulin | Head Teacher III | Labo ES |
| 47. Rafael John G. Jao | Teacher-in-Charge | Libjo ES |
| 48. Arnel R. Robles | Head Teacher III | Makulapnit ES |
| 49. Annalisa P. Rodas | Principal I | Maniwaya ES |
| 50. Maria Judhee S. Rivamonte | Teacher-in-Charge | Banukbok PS |
| 51. Rosa Lea R. Santelices | Teacher-in-Charge | Bayakbakin ES |
| 52. Carol R. De Luna | Teacher-in-Charge | Bolo PS |
| 53. Mario V. Almonte | Head Teacher I | Bonliw ES |
| 54. Jaime R. Almonte | Principal II | Buangan ES |
| 55. Rosalia M. Almonte | Head Teacher I | Cabuyo ES |
| 56. Meleah P. Rey | Head Teacher III | Cagpo ES |
| 57. Marlon S. Valenzuela | Principal I | Dampulan ES |
| 58. Virginia R. Grimaldo | Teacher-in-Charge | Kay Duke PS |
| 59. Oliva R. Rivadenera | Teacher-in-Charge | Mabuhay PS |
| 60. Zimre F. Fadriquela | Principal I | Makawayan ES |

Batch 4 (May 21-23, 2025)

| NAME | POSITION/DESIGNATION | SCHOOL/OFFICE |
|--------------------------------|-----------------------------|----------------------------|
| 1. Eva P. Janda | Teacher-in-Charge | Mahinhin ES |
| 2. Ronilo A. Nabing | Principal I | Maligaya ES |
| 3. Mario Jose M. Medalla | Head Teacher II | Pawa ES |
| 4. Merlie L. Llave | Head Teacher II | Pili-Balogo ES |
| 5. Nelsie M. Mampusti | Head Teacher III | Celso M. Mataac Sr. ES |
| 6. Clarissa P. Jamig | Teacher-in-Charge | Tumagabok ES |
| 7. Pacifico P. Belarmino | Head Teacher III | Catubugan ES |
| 8. Mary Amor F. Jandusay | Principal II | Cawit ES |
| 9. Daryl S. Janda | Head Teacher I | Don Severino Lardizabal MS |
| 10. Henedina F. Monteras | Teacher-in-Charge | Mansiwat PS |
| 11. Mary Ann M. Luistro | Principal I | Maybo ES |
| 12. Melvin M. Logdat | Teacher-in-Charge | Tambunan ES |
| 13. Vanneza F. Morgado | Principal I | Sihi ES |
| 14. Christian S. Fiegalan | Teacher-in-Charge | Timbo ES |
| 15. Christian M. Narvas | Teacher-in-Charge | Gaspar ES |
| 16. Freddie S. Saliendres | Head Teacher III | Matandang Gasan ES |
| 17. Carolyn A. Lining | Head Teacher III | Pangi ES |
| 18. Analyn V. Sapalaran | Head Teacher III | Pinggan ES |
| 19. Mildred S. Madriaga | Head Teacher I | Tabionan ES |
| 20. Venus D. Adonis | Principal I | Tapuyan ES |
| 21. Marlita C. Vitto | Principal I | Tapuyan NHS |
| 22. Karen Krista L. Saliendrez | Teacher-in-Charge | Tiguion I ES |
| 23. Genevy M. Janda | Teacher-in-Charge | Mampaitan ES |
| 24. Rowena L. Macunat | Teacher-in-Charge | Mendez ES |
| 25. Leo L. Mapacpac | Principal II | Mogpog CS |
| 26. Marife L. Maano | Principal I | Paye ES |
| 27. Carina M. Magante | Head Teacher I | Pili ES |
| 28. George V. Marciano | Head Teacher I | Puting Buhangin ES |
| 29. Marilyn A. Garay | Teacher-in-Charge | Silangan ES |
| 30. Arleen P. Rodelas | Teacher-in-Charge | Tarug ES |
| 31. Ricardo A. Del Mundo, Jr. | Head Teacher II | Pansoy ES |
| 32. Ma. Amparo R. Miras | Teacher-in-Charge | Pantayin ES |
| 33. Genelyn J. Regio | Principal I | Pulong Parang ES |
| 34. Mateo G. Garcia | Principal II | Santa Cruz East CS |
| 35. Cristino O. Romasanta | Head Teacher III | Tamayo ES |
| 36. Mandy R. Piguerra | Head Teacher I | Tambangan ES |
| 37. Elizabeth Z. Valdoria | Teacher-in-Charge | Tambangan NHS |
| 38. Josephine L. Pastorfide | Principal II | Tawiran ES |
| 39. Ronnel R. Real | Principal II | Ipil ES |
| 40. Dave Henry R. Nobleza | Teacher-in-Charge | Ipil NHS |

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|--------------------------------|-------------------|----------------|
| 41. Alvin P. Reynoso | Teacher-in-Charge | Kalangkang ES |
| 42. Lorna Q. Rivamonte | Principal II | Kamandugan ES |
| 43. Emalyn R. Rodil | Principal I | Kasily NHS |
| 44. Julio R. Constantino | Principal II | Lusok ES |
| 45. Edna R. De Luna | Head Teacher III | Punong ES |
| 46. Aldrin P. Reynoso | Principal I | San Isidro ES |
| 47. Miriam F. Quiogue | Head Teacher II | Manlibunan ES |
| 48. Analy R. Buhay | Principal I | Polo ES |
| 49. Rolando P. Pelobello | Principal I | Polo NHS |
| 50. Ma. Divina M. Puente | Principal I | San Antonio ES |
| 51. George Giovannie Preclaro | Principal I | Tapian ES |
| 52. Maria Vanissa R. Melendrez | Head Teacher III | Malinao ES |
| 53. Rosalie M. Pernia | Head Teacher I | Maranlig NHS |
| 54. Edna M. Jalos | Principal II | Marlangga ES |
| 55. Christopher Q. Recana | Head Teacher I | Matuyatuya ES |
| 56. Joseph L. Regis | Principal I | Nangka ES |
| 57. Guillerma P. Alvarez | Head Teacher I | Pakaskasan ES |
| 58. Cristina C. Colopano | Head Teacher III | Payanas ES |
| 59. Richard R. Zoleta | Head Teacher III | Poctoy ES |
| 60. Girlie W. Mirano | Teacher-in-Charge | Sinambahan PS |
| 61. Joselito P. Linga | Principal I | Torrijos CS |

LIST OF PMT MEMBERS AND RESOURCE SPEAKERS
*Capacity Building on NEAP Quality Assurance and PRC CPD
 Accreditation Process for School Leaders (Batches 2, 3, & 4)*

Batch 2 (April 28-30, 2025)

| 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 / Learning Manager |
| 3. Dr. Fretzie P. Alcantara | Senior Education Program Specialist | SGOD | M&E Officer |
| 4. Rey R. Raymundo | Education Program Specialist II | SGOD | M&E Assistant |
| 5. Thessie P. Oracion | Nurse II | SGOD | Welfare Officer |
| 6. Susan P. Fatalla | Nurse II | SGOD | Welfare Officer |
| 7. Kym Luzette S. Maming | Nurse II | SGOD | Welfare Officer |
| 8. Anna Mae SD. Luslos | Nurse II | SGOD | Welfare Officer |
| 9. Joy Eltona N. Raza | Nurse II | SGOD | Welfare Officer |
| 10. Ruby M. Tan | Administrative Officer IV | OSDS | Logistics Officer |
| 11. Guiller B. Maulion | Clerk I | OSDS | Logistics Assistant |
| 12. Fatima M. Vilanueva | Administrative Assistant II | SGOD | Documenter |
| 13. Kelvin Rei J. Labaguis | Clerk I | OSDS | Documenter |
| 14. David M. Zoleta, Jr. | Information Technology Officer I | OSDS | IT Officer |
| 15. Cherrylou G. Morales | Administrative Officer II | OSDS | Secretariat |
| 16. Jane Carla J. Larraquel | Administrative Officer II | OSDS | Secretariat |
| 17. Maita M. Lazares | Education Program Supervisor | SGOD | Resource Speaker |
| 18. Dr. Mariam B. Rivamonte | Education Program Supervisor | CID | Resource Speaker |
| 19. Dr. Ma. Corazon A. Borja | Principal II | Mogpog NCHS | Resource Speaker |
| 20. Norman P. Romasanta | Principal II | Malibago ES | Resource Speaker |

Batch 3 (May 7-9, 2025)

| 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 / Learning Manager |
| 3. Dr. Fretzie P. Alcantara | Senior Education Program Specialist | SGOD | M&E Officer |
| 4. Rey R. Raymundo | Education Program Specialist II | SGOD | M&E Assistant |
| 5. Ma. Concordia M. Eborá | Nurse II | SGOD | Welfare Officer |

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|-------------------------------------|----------------------------------|-------------|---------------------|
| 6. Joy Eltona N. Raza | Nurse II | SGOD | Welfare Officer |
| 7. Maria Kristine Nicola D. Iglesia | Nurse II | SGOD | Welfare Officer |
| 8. Susan P. Fatalla | Nurse II | SGOD | Welfare Officer |
| 9. Melannie M. Llasos | Nurse II | SGOD | Welfare Officer |
| 10. Ruby M. Tan | Administrative Officer IV | OSDS | Logistics Officer |
| 11. Guiller B. Maulion | Clerk I | OSDS | Logistics Assistant |
| 12. Fatima M. Vilanueva | Administrative Assistant II | SGOD | Documenter |
| 13. David M. Zoleta, Jr. | Information Technology Officer I | OSDS | IT Officer |
| 14. Cherrylou G. Morales | Administrative Officer II | OSDS | Secretariat |
| 15. Jane Carla J. Larraquel | Administrative Officer II | OSDS | Secretariat |
| 16. Maita M. Lazares | Education Program Supervisor | SGOD | Resource Speaker |
| 17. Dr. Mariam B. Rivamonte | Education Program Supervisor | CID | Resource Speaker |
| 18. Dr. Ma. Corazon A. Borja | Principal II | Mogpog NCHS | Resource Speaker |
| 19. Norman P. Romasanta | Principal II | Malibago ES | Resource Speaker |

Batch 4 (May 21-23, 2025)

| 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 / Learning Manager |
| 3. Dr. Fretzie P. Alcantara | Senior Education Program Specialist | SGOD | M&E Officer |
| 4. Rey R. Raymundo | Education Program Specialist II | SGOD | M&E Assistant |
| 5. Loida M. Ordillano | Nurse II | SGOD | Welfare Officer |
| 6. Rowena M. Malabana | Nurse II | SGOD | Welfare Officer |
| 7. Perry N. Jardiniano | Nurse II | SGOD | Welfare Officer |
| 8. Anna Mae SD. Luslos | Nurse II | SGOD | Welfare Officer |
| 9. Jarrence S. Narito | Nurse II | SGOD | Welfare Officer |
| 10. Ruby M. Tan | Administrative Officer IV | OSDS | Logistics Officer |
| 11. Guiller B. Maulion | Clerk I | OSDS | Logistics Assistant |
| 12. Fatima M. Vilanueva | Administrative Assistant II | SGOD | Documenter |
| 13. David M. Zoleta, Jr. | Information Technology Officer I | OSDS | IT Officer |
| 14. Cherrylou G. Morales | Administrative Officer II | OSDS | Secretariat |
| 15. Jane Carla J. Larraquel | Administrative Officer II | OSDS | Secretariat |
| 16. Maita M. Lazares | Education Program Supervisor | SGOD | Resource Speaker |

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|------------------------------|------------------------------|-------------|------------------|
| 17. Dr. Mariam B. Rivamonte | Education Program Supervisor | CID | Resource Speaker |
| 18. Dr. Ma. Corazon A. Borja | Principal II | Mogpog NCHS | Resource Speaker |
| 19. Norman P. Romasanta | Principal II | Malibago ES | Resource Speaker |



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TRAINING MATRIX

Capacity Building on NEAP Quality Assurance and PRC CPD Accreditation Process for School Leaders (Batches 2, 3, & 4)

Batch 2 (April 28-30, 2025)

| DATE AND TIME | DURATION | TOPIC / ACTIVITY | PERSON/S RESPONSIBLE |
|-------------------------------|----------|--|---------------------------|
| Day 1 April 28, 2025 | | | |
| 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-12:00PM | 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 April 29, 2025 | | | |
| 6:00 – 8:00AM | 120 mins | Breakfast | |
| 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 |

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| 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 April 30, 2025 | | | |
| 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 | Program Management Team |
| 11:45AM-12:00PM | 15 mins | End-of-Activity Evaluation | Program Management Team |

Batch 3 (May 7-9, 2025)

| DATE AND TIME | DURATION | TOPIC / ACTIVITY | PERSON/S RESPONSIBLE |
|----------------------------|-----------------|--|-----------------------------|
| Day 1 May 7, 2025 | | | |
| 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-12:00PM | 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 May 8, 2025 | | | |
| 6:00 – 8:00AM | 120 mins | Breakfast | |
| 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 |

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|----------------------------|----------|--|-------------------------|
| 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 May 9, 2025 | | | |
| 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 | Program Management Team |
| 11:45AM-12:00PM | 15 mins | End-of-Activity Evaluation | Program Management Team |

Batch 4 (May 21-23, 2025)

| DATE AND TIME | DURATION | TOPIC / ACTIVITY | PERSON/S RESPONSIBLE |
|-----------------------------|----------|--|---------------------------|
| Day 1 May 21, 2025 | | | |
| 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-12:00PM | 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 May 22, 2025 | | | |
| 6:00 – 8:00AM | 120 mins | Breakfast | |
| 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 |

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|-----------------------------|----------|--|-------------------------|
| 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 May 23, 2025 | | | |
| 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 | Program Management Team |
| 11:45AM-12:00PM | 15 mins | End-of-Activity Evaluation | Program Management Team |