



16420

Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
CID – 2024 – 0541

To : Assistant Schools Division Superintendent  
Chief ES, Curriculum Implementation Division  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Secondary Schools

Subject : **CONDUCT OF TRAINING OF TEACHERS AND SCHOOL LEADERS FOR JHS AND SHS FILIPINO TEACHERS WHO ARE NON-FILIPINO MAJOR**

Date : October 9, 2024

Pursuant to Regional Memorandum HRDD-2024-243, re: Conduct of Training of Teachers and School Leaders for Junior High School and Senior High School Teachers Who are Not Filipino Majors on November 25-29, 2024. A separate memorandum will be released on the venue of the activity.

Participant of this activity is PETER A. MIJARES, EPS – CID-SDO

Board and lodging of the participants shall be charged against NEAP Human Resource Development (HRD)-Neap Funds while travelling expenses shall be charged against HRD/RO/Schools Division Funds, or other local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.

Other details and information are in the enclosure.

Immediate dissemination of this memorandum is desired.

  
**JINKY B. FIRMAN, PhD., CESO VI**  
Schools Division Superintendent


**RELEASED**

**CCT 10 2024**

Enclosed: As stated.  
CID / jey / pam



Schools Division of Panabo City  
City Hall Compound, Panabo City  
Tel. No. (084) 823-1469  
Email: panabocity.division@deped.gov.ph

RECORDS SECTION SDO PANABO CITY  
BY 

**CHAMPION ONE**  
DepEd Panabo: **Panabo ONE**  
Empowering Champions in Education  
through Journeying, Blending and Fostering commitment in providing quality education, MATATAG for all.





24-16420

Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**

HRDD-2024-243

To : Assistant Regional Director  
Schools Division Superintendents

Subject: CONDUCT OF TRAINING OF TEACHERS AND SCHOOL LEADERS  
FOR JHS AND SHS FILIPINO TEACHERS WHO ARE NON-  
FILIPINO MAJORS

Date : September 26, 2024

This has reference to DM-OUHROD-2024-1844 on the Implementation of Activities Relative to the SESP Training for JHS and SHS Filipino Teachers who are Non-Filipino Majors dated September 16, 2024, be informed that the conduct of **TRAINING OF TEACHERS AND SCHOOL LEADERS FOR THE TRAINING FOR JHS AND SHS FILIPINO TEACHERS WHO ARE NON- FILIPINO MAJORS** is scheduled on November 25-29, 2024. A separate memorandum will be released on the venue of the activity. The list of participants and other relevant details are found in the enclosures.

The participants including the vetted faculty and program management team may register <https://tinyurl.com/nonfilmaj>.

The board and lodging of the participants shall be charged against NEAP Human Resource Development (HRD)-NEAP Funds while travelling expenses shall be charged against HRD Fund, RO/SDO, or other local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.

Immediate dissemination of this Memorandum is directed.

ALLAN G. PABLAZO  
Director

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

Enclosed: As Stated.  
ROH3/glv

By: *[Signature]*  
Date: *Oct. 08, 2024*  
*38902*





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

Enclosure 1

**LIST of PROGRAM MANAGEMENT TEAM**  
November 25-29, 2024

DIVISION/OFFICE	NAME
RO XI	CRISTY C. EPE, CESO VI
HRDD	NELMA LYN R. BARNIJA
CLMD	MARY JEANNE B. ALDEGUER
HRDD	GLEN L. VILLONEZ
HRDD	ISIDRA B. DESPI
HRDD	KIRSTINE FHEB B. YAMOMO

**LIST of VETTED FACULTY (TRAINERS)**  
November 25-29, 2024

OFFICE	NAME
RO-CLMD	MARY JANE M. MEJORADA
TAGUM CITY - CID	CRISTY S. AGUDERA
MATI CITY - CID	MICHELLE P. DISONGLO

**LIST OF SCHOOLS WITH NUMBER OF PARTICIPANTS FOR TRAINING FOR  
JHS FILIPINO NON-MAJORS IN LINE WITH SECONDARY EDUCATION  
SUPPORT PROGRAM (SESP)**  
November 25-29, 2024

DIVISION	SCHOOL	Name of Identified Teacher - Participant
Davao City	Tagakpan NHS	Ritzel O. Gomera
Davao de Oro	San Miguel NHS	Czarina Nina S. Pabalan
Davao de Oro	Libay-libay NHS	Junald B. Cabrera
Davao de Oro	Babag NHS	Angie M. Garcia
Davao de Oro	Union NHS	Joyce C. Belogulo
Davao de Oro	Manurigao NHS	Ariel F. Dumanig
Davao del Norte	La Paz NHS	Zerlyn A. Gonzalo
Davao del Norte	Balagunan NHS	Joy Juanico
Davao del Sur	Pedro A. Arches NHS	Ireen D. Borla
Davao Oriental	San Luis NHS	Lovely Joy T. Masaling
Davao Oriental	Marayag NHS	Criselda B. Mantua
Davao Oriental	Old Macopa NHS	Merryflor B. Gambong
Island Garden City of Samal	Cogon NHS	Ladylyn S. Guanzon
Mati City	Davao Oriental Regional Science HS	Stephanie Anne U. Sibay





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**LIST OF SCHOOLS WITH NUMBER OF PARTICIPANTS FOR TRAINING FOR  
SHS FILIPINO NON-MAJORS IN LINE WITH SECONDARY EDUCATION  
SUPPORT PROGRAM (SESP)  
November 25-29, 2024**

DIVISION	SCHOOL	Name of Identified Teacher- Participant
Davao de Oro	Camansi NHS	Angelly L. Samson Novamay S. Doria
Davao del Norte	Naseco Integrated School	Kimberly M. Salinas Alfonso Jr. A. Santiala
Davao Oriental	Sangap NHS	Redores B. Ansuban Richelle R. Bayon
Davao City	Sirib NHS	Ganna Erica Marikit D. Sayasa John Roy T. Andoque
Davao City	Talandang NHS	Vanessa V. Gerodias Thea Beatriz B. Toñacao
Mati City	Davao Oriental Regional Science HS	Theodore D. Tee Sharon M. Morales

**LIST OF PARTICIPANTS - EDUCATION PROGRAM SUPERVISORS (EPS) IN  
FILIPINO  
November 25-29, 2024**

DIVISION	NAME
Davao de Oro	Arniel Castillo
Davao Oriental	Geraldine P. Burgos
Panabo City	Peter Mijares
Davao del Norte	Excelsis Deo Deloy
Davao del Sur	Rita Rellanos
Davao Occidental	Nelia A. Madelo





Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-1244**

**FOR : GINA O. GONONG**  
*Undersecretary for Curriculum and Teaching*

**Regional Directors**  
**Schools Division Superintendents**  
**HRDD Chiefs/NEAP R Focal Persons**  
**CLMD Chiefs**  
**CID Chiefs**  
**SGOD Chiefs**  
**SDO HRD Fund Focal Persons**  
**All Others Concerned**

**FROM : WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development*

**SUBJECT : IMPLEMENTATION OF ACTIVITIES RELATIVE TO THE SESP TRAINING FOR JHS AND SHS FILIPINO TEACHERS WHO ARE NON-FILIPINO MAJORS**

**DATE : 16 September 2024**

1. With the conclusion of the *Development of Training Design and Resource Package for the Secondary Education Support Program (SESP)*, the National Educators Academy of the Philippines (NEAP) will conduct the **Training for JHS and SHS Filipino Teachers who are Non-Filipino Majors - Pagsasanay para sa Guro ng JHS at SHS na Nagtuturo ng Filipino na Hindi Majors**, with the following schedule:

Activity	Date	Modality	Venue
Capacity Building of NEAP Faculty for the Training for JHS and SHS Filipino Teachers who are Non-Filipino Majors (Phase 5)	07-11 October 2024	Onsite	NEAP Marikina
Training of Teachers and School Leaders for the Training for JHS and SHS Filipino Teachers who are Non-Filipino Majors (Phase 6)	25-29 November 2024	Onsite	All Regions
Application of Learning (Phase 7)	January - April 2025	Onsite	All Regions
Monitoring and Evaluation (Phase 8)	August 2024 - March 2025	Onsite & Online	All Regions



2. The activities have the following objectives:

- a. Capacitate teachers and school leaders on Filipino content and pedagogy; and
- b. Improve the competency of JHS and SHS Filipino teachers.

3. Relative to the abovementioned activities are the enclosures, as follows:

- a. *Enclosure 1 – Qualification Standards for Vetted Faculty*
- b. *Enclosure 2 – Terms of Reference*
- c. *Enclosure 3 – Program Management Team Members*
- d. *Enclosure 4 – Training Protocol*
- e. *Enclosure 5 – Assessment Protocol*
- f. *Enclosure 6 – Number of Training Participants*
- g. *Enclosure 7 – Program of Activities for the Capacity Building of NEAP Faculty for the Training for JHS and SHS Filipino Teachers who are Non-Filipino Teachers on 07-11 October 2024*

4. The identified participants are enjoined to confirm their attendance through the link <https://tinyurl.com/SESP-Implementation> on or before **20 September 2024**.

5. The participants are advised to bring their own laptops, chargers, and extension cords for the whole duration of the activity.

6. The Phase 5 participants are advised to check in on 06 October 2024 (Sunday) and check out on 11 October 2024 (Friday). The first meal to be served is dinner and the last meal is afternoon snack. Please see the details below.

Meals	06 Oct 2024 Sun	07 Oct 2024 Mon	08 Oct 2024 Tue	09 Oct 2024 Wed	10 Oct 2024 Thu	11 Oct 2024 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

7. Board and lodging of the participants shall be charged against NEAP Central Office Human Resource Development (HRD) Funds while their transportation, per diem, and other incidental expenses shall be charged against Regional Office HRD Funds, subject to existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.

8. Should you have questions and concerns, please coordinate with the **NEAP Professional Development Division** through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.

9. For immediate dissemination and appropriate action.

**Copy furnished:**  
**OFFICE OF THE SECRETARY**

[NEAP-PDD/Villafuerte]



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## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 1

#### QUALIFICATION STANDARDS FOR VETTED FACULTY

1. Graduate with at least an MA degree or its equivalent
2. Attended at least 40 hours of training in Filipino
3. Has been a Resource Person/ Speaker/ Facilitator of a training, workshop, or seminar in Filipino subject-contents
4. Has good facilitation and communication skills when conducting a training session
5. Can write session guides and craft slide decks and other resource materials
6. Can use ICT and other relevant technology
7. Knowledgeable and updated with current trends in Filipino





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## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 2

### TERMS OF REFERENCE

#### PROGRAM MANAGEMENT TEAM

##### Human Resource Development Division (HRDD)

1. Manages the implementation of the entire program.
2. Oversees and coordinates the PMT to guarantee that all procedures are followed and that results are provided in accordance with standards.
3. Prepares participants' attendance according to PRC and NEAP format.
4. Explains the specifics of the program design and the terms of reference to the PMT and the subject matter experts/resource persons.
5. Facilitates the debriefing sessions with the PMT and outside speakers who are subject-matter experts.
6. Prepare the Certificate of appearance, participation, and recognition.
7. Check the completion of the end-of-day evaluation.
8. Prepares the CPD documents for submission to the PRC through the NEAP-R.
9. Leads in crafting the Program Completion Report.

##### Documentation

1. Documents the minutes of the learning sessions using the prescribed documentation template.
2. Captures photos or videos of the different parts of the program delivery.

##### Logistics and Finance

1. Oversees all program financial issues, including the timely and effective distribution of funds and the preparation of liquidation documentation.
2. Initiates the processes for obtaining resources, supplies, and pertinent services; monitors the distribution of funds in consultation with the relevant offices.
3. Keeps track of and records every payment made in excess of the budget to aid in liquidation.
4. Completes the program completion report by compiling a financial report and settling all fund disbursements.

##### Regional Medical Office (Welfare Officer)



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila  
Telephone Nos.: 8637-7206  
Email Address: usec.hrod@deped.gov.ph  
Website: <https://www.deped.gov.ph>

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## Department of Education

### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

1. Guarantees that sufficient and accessible provisions are made for the venue's inclusion, safety, security, health, and well-being of students, PMTs, and resource people at all times.
2. Responds to participant concerns about inclusion, safety, security, health, and well-being as well as those of the PMT and resource speakers/subject-matter experts (including instances of sexual harassment and social exclusion).

#### Quality Assurance Division (QAD)

1. Guarantees that the pre-assessment is administered.
2. Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator.
3. Analyses the M&E result. (Refer to DM 44, s.2023 for the templates)

#### LEARNING MANAGEMENT SYSTEM

##### Curriculum and Learning Management Division (CLMD)

1. Monitors the conduct of the program per session room.
2. Guarantees that the program is implemented in accordance with the comprehensive plan in coordination with the subject-matter experts and resource persons.
3. Ensures and maintains a conducive learning environment by facilitating management of learning, unfreezing, leveling expectations, norm-setting activities, and addressing emerging learning needs.
4. Identifies the career stage/ and profile (teacher/ school head/supervisor, position, subject, and/or grade/year level taught) of the target participants. (Refer to DM 44, s.2023 for the template).
5. Oversees the creation of the Workplace Application Plan during the integration session that follows the intervention.
6. Communicates to participants regarding program completion and the importance of implementing the Workplace Application Plan.







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**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**Enclosure 3**

**Program Management Team**  
Secondary Education Support Program (SESP)  
NEAP- Marikina - October 7-11, 2024

NAME	POSITION	OFFICE/ STATION
Jennifer E. Lopez	Director IV	NEAP -DepEd Central Office
Marife T. Morcilla	Project Development Officer V	NEAP-PDD, DepEd Central Office
Alexander Simagala	Project Development Officer IV	NEAP-PDD, DepEd Central Office
Marvin DJ. Villafuerte	Senior Education Program Specialist	NEAP-PDD, DepEd Central Office
Mathew M. Bofete	Project Development Officer II	NEAP-PDD, DepEd Central Office
Lara Grace A. Abaleta	Technical Assistant II	NEAP-PDD, DepEd Central Office
Aizyl Ann Natanaun	Technical Assistant II	NEAP-PDD, DepEd Central Office
Jojet T. Gabriel	Admin Support II	NEAP-PDD, DepEd Central Office





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**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**Enclosure 4**

**Training Protocol**

1. The training will cover 5 days of face-to-face sessions and at least 6 months of job-embedded learning.
2. Face-to-face training of teachers and supervisors shall be held on November 25-29, 2024 which are the assigned dates for In-Service Training for Teachers for SY 2024-2025.
3. Participants are expected to be present for the whole duration of the face-to-face training. Tardiness and absence may result in incompleteness of the training.
4. PMT shall ensure the performance of session tasks and submission of outputs of the participants.
5. Certificate of Participation shall be received by participants who will complete the training.
6. Job-embedded learning shall be conducted after the face-to-face training.
7. CLMD and CID Chiefs and Education Program Supervisors in Filipino, with NEAP-CO, shall monitor the conduct of job-embedded learning and performance of tasks as reflected in the WAP.
8. Assessments shall be conducted after the face-to-face training and job-embedded learning.