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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

**CID - 2024 - 0562**

To : Chief of Curriculum Implementation Division (CID)  
Public School District Supervisors  
School Heads of Public Elementary & Secondary Schools  
**Elden D. Orbeta, PhD** - Education Program Supervisor  
**Rosalie D. Estimada** - Division Budget Officer  
All concerned

Subject : **PARTICIPATION TO THE CAPABILITY BUILDING FOR  
NEAP PROFESSIONAL DEVELOPMENT PROGRAM  
EVALUATORS**

Date : October 22, 2024


This has reference to Regional Memorandum HRDD-2024-2577 dated October 17, 2024. The DepEd Central Office through National Educators Academy of the Philippines (NEAP) shall conduct a **Capability Building for NEAP Professional Development Program Evaluation** on October 27-31 at Cebu Business Center Hotel, Junquare St., Cebu City. Other details of this memorandum are in the enclosures, which are self-explanatory.

In relation to the aforementioned, the participant for this activity is **Dr. Elden D. Orbeta**, Education Program Supervisor, CID.

Accommodation, travel and other incidental expenses of the participants shall be charged against the NEAP-Human Resource Development (HRD) Funds. In case the downloaded funds are insufficient, additional funds shall be obtained from the available Division MOOE/local funds, whichever is applicable, subject to the usual accounting and auditing rules and regulations.

Participant to this training shall be on Official Business the day before and after the schedule of the training workshop. Further, this office grants Compensatory Overtime Credit (COC) for the non-teaching participants for the service rendered during Saturday, Sunday or Holiday per Deped No. 53, s. 2003.

For your information and guidance.

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

CID/ey/edo



Schools Division Office of Panabo City  
City Hall Compound, Km 31, Panabo City  
Telephone No: (084) 823-1469  
Email: panabocity.division@deped.gov.ph

DepEd Panabo:  
**Empowering Champions in Education**  
through Journeying, Blending and Partnering  
providing quality education, MATATAG for all

CHAMPION  
AWARD

**RELEASED**

**OCT 24 2024**

RECORDS SECTION-SDO PANABO CITY  
BY 





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

October 17, 2024

REGIONAL MEMORANDUM  
HRDD-2024-257

**ATTENDANCE TO THE CAPABILITY BUILDING FOR NEAP PROFESSIONAL  
DEVELOPMENT PROGRAM EVALUATORS**

To: Assistant Regional Director  
Schools Division Superintendents

1. Relevant to Deped Memorandum No. 044, s. 2023 titled Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs, the NEAP Quality Assurance Division (QAD), will conduct a Capability Building for NEAP Professional Development (PD) Program Evaluators-Learning Area Specialists on October 27-31, 2024, in Cebu Business Hotel, Colon Corner, Junquera St., Cebu City. Relevant details are found in the enclosures. The participants are:

No.	Name	Learning Area Specialist	Designation	Schools Division Office (SDO)
1.	Marites B. Chan	Science	Principal I	Davao City
2.	Elden D. Orbeta	Values Education	Education Program Supervisor	Panabo City
3.	Elsie E. Gagabe	MAPEH	Education Program Supervisor	Davao City
4.	Jose M. Barba	TLE	Education Program Supervisor	Mati City
5.	Ida I. Juezan	Elementary Education	Public Schools District Supervisor	Digos City

2. Board and lodging of the participants shall be charged against the NEAP-Human Resource Development (HRD) Funds, while their transportation, per diem, and other incidental expenses shall be charged against HRD Funds/local funds, subject to the usual accounting and auditing rules and regulations.

3. Immediate dissemination of this Memorandum is highly desired.

DEPARTMENT OF EDUCATION - RO  
RECORDS SECTION  
**RELEASED**

ALLAN G. FARNAZO  
Director IV

Encl.: As stated:

ROH9/maba

BY: DATE: Oct. 18, 2024  
40163



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph







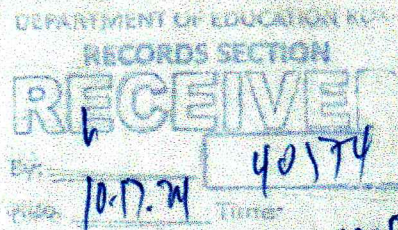
Republic of the Philippines  
**Department of Education**

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Office of the Director IV

**ADVISORY**

16 October 2024



**CHANGE OF DATE FOR THE CONDUCT OF THE CAPABILITY BUILDING FOR  
NEAP PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS  
- LEARNING AREA SPECIALISTS**

This has reference to the conduct of the **Capability Building for NEAP Professional Development Program Evaluators - Learning Area Specialists** released through Memorandum **DM-OUHROD-2024-2057** dated October 11, 2024.

Due to some administrative considerations and INSET preparation, please be informed of the following changes in schedule:

Activity	Schedule and Venue (indicated in the Advisory dated October 14, 2024)	New Schedule
Capability Building for NEAP Professional Development Program Evaluators - Learning Area Specialists	November 3-8, 2024 (inclusive of travel time)  Cebu Business Hotel, Colon Corner Junquera St., Cebu City	<b>October 27-31, 2024</b> (inclusive of travel time)  Cebu Business Hotel, Colon Corner Junquera St., Cebu City

In line with this, please be advised of the following new set of deadlines:

Document/Activity	Deadline on	Link/Platform
Submission of list of nominated participants	October 21, 2024	<a href="mailto:neap.qad@deped.gov.ph">neap.qad@deped.gov.ph</a>
Online registration of nominated participants	October 22, 2024	<a href="https://tinyurl.com/RegPDPEvaluators">https://tinyurl.com/RegPDPEvaluators</a>

Please be advised that the nominated participants shall not be an existing member of NEAP Central Office's pool of PD program evaluators. Kindly use the attached template for the Nomination Form.

Further, the participants are advised to **check in** on **27 October 2024 (Sunday), 2:00 p.m.** and **check out** on **31 October 2024 (Thursday), 12:00 p.m.** The **opening program** will commence on **28 October 2024 (Monday), at exactly 9:00 a.m.**





For relevant queries, you may contact **Mr. Alvin B. Fulgencio, Jr. / Mr. Rogelio III O. Dian** at (02) 8633-7207 or email at [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph).

For your guidance and reference.

Thank you.

  
**JENNIFER E. LOPEZ**  
Director IV





Republika ng Pilipinas


## Department of Education

OFFICE OF THE UNDERSECRETARY DEPARTMENT OF EDUCATION ROXI  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT RECORDS SECTION

**MEMORANDUM**  
**DM-OUHROD-2024-2057**

RECEIVED  
By: f 39877  
Date: 10 Nov Time: 8:24

**TO :** Regional Directors  
Schools Division Superintendents  
Human Resource Development Division Chiefs  
NEAP-R Focal Persons  
All Others Concerned

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

**SUBJECT :** **CAPABILITY BUILDING FOR NEAP PROFESSIONAL  
DEVELOPMENT PROGRAM EVALUATORS - LEARNING AREA  
SPECIALISTS**

**DATE :** 11 October 2024

1. In accordance with DepEd Memorandum No. 044, s. 2023 titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs*, the NEAP Quality Assurance Division (QAD) will conduct a **Capability Building for NEAP Professional Development (PD) Program Evaluators - Learning Area Specialists** on **20-25 October 2024** (inclusive of travel time) at **Ecotech Center, Lahug, Cebu City**.
2. The objectives of the activity are as follows:
  - a. Rationalize the quality assurance mechanism for PD programs;
  - b. Discuss the quality standards for PD program design and learning resource materials;
  - c. Explain the PD program quality assurance process and requirements;
  - d. Evaluate PD program proposals based on existing quality standards and procedures; and Formulate PD program proposal evaluation results and recommendations.





3. In this regard, the Regional Offices, through the HRDD/NEAP R, in coordination with the Curriculum and Learning Management Division and the Schools Division Offices, are requested to nominate participants according to the *Regional and Learning/Content Area Distribution (Enclosure 1)* and the criteria area as follows:

- a. Currently occupies the following positions/designations:
    - i. Chief Education Supervisor
    - ii. Education Program Supervisor
    - iii. Public Schools District Supervisor
    - iv. Senior Education Program Specialist
    - v. Education Program Specialist II
    - vi. School Head
    - vii. Head Teacher
  - b. Holds a Master's Degree in Learning/Content Area Specializations as specified in *Enclosure 1*; and
  - c. For the Information and Communications Technology (ICT) and Inclusive Education/Alternative Learning System Learning/Content Area Specializations – Currently holds an assignment/designation relative to the said specializations and must have attended relevant trainings.
4. The list of nominated participants must be submitted to NEAP-QAD through the email addresses provided below on or before 16 October 2024.
5. The nominated participants are requested to confirm their attendance through the link [tinyurl.com/RegPDPEvaluators](https://tinyurl.com/RegPDPEvaluators) on or before 17 October 2024.
6. The *Duties and Responsibilities of NEAP PD Program Evaluators (Enclosure 2)* and the *Daily Activity Matrix (Enclosure 3)* are attached for your reference.
7. The participants are advised to check in on 20 October 2024 (Sunday), 2:00 p.m. and check out on 25 October 2024 (Friday), 12:00 p.m. The meal schedule is as follows:

Meals	20 Oct 2024 Sun	21 Oct 2024 Mon	22 Oct 2024 Tue	23 Oct 2024 Wed	24 Oct 2024 Thu	25 Oct 2024 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

8. The participants are advised to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.)

and lodging of the participants shall be charged against the NEAP Human Resource Development (HRD) Funds. On the other hand, their transportation, per



diem, and other incidental expenses shall be charged against HRD funds/local funds, subject to the usual accounting and auditing rules and regulations.

10. For further inquiries and concerns, please coordinate with **Mr. Alvin Fulgencio Jr.** or **Mr. Rogelio III Dian**, NEAP-QAD Education Program Specialists, through email [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph) or landline (02) 8633-7207.

11. For immediate dissemination and appropriate action.

**Copy furnished:**

**OFFICE OF THE SECRETARY**

**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**Enclosures:**

*Enclosure 1 – Participants Regional and Learning/Content Area Distribution*  
*Enclosure 2 – Duties and Responsibilities of NEAP PD Program Evaluators*  
*Enclosure 3 – Daily Activity Matrix*

[NEAP-QAD/Fulgencio]





Department of Education  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1: Participants Regional and Learning/Content Area Distribution  
CAPABILITY BUILDING FOR NEAP PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS  
DepEd Ecotech Center, Lahug, Cebu City  
20-25 October 2024

Participants Regional and Learning/Content Area Distribution

Number of Participants Per Region Based on Learning Area Specialization																Learning/Content Area Specialization	
Total	I	II	III	IV-A	IV-B	V	VI	VII	VIII	IX	X	XI	XII	NCR	CAR	CARAGA	Total
English	1		1		1		1	1	1	1						1	9
Mathematics	1		1	1			1	1	1	1	1	1	1	1			9
Science		1		1		1	1	1		1					1		10
Filipino	1	1		1	1	1	1	1	1	1			1			1	10
Araling Panlipunan	1		1	1						1	1	1	1			1	10
Values Education	1	1		1				1	1	1	1	1	1		1		10
MAPEH				1				1				1			1		5
TLE						1										1	5
ICT			1			1				1			1				7
Elementary Education	1	1		1					1				1	1		1	6
Inclusive Education/ALS			1							1							6
Total	6	5	6	6	5	5	6	6	6	5	6	5	6	6	5	6	90

Learning/content area not assigned

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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### ***Enclosure 2: Duties and Responsibilities of NEAP PD Program Evaluators***

#### **CAPABILITY BUILDING FOR NEAP PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS**

DepEd Ecotech Center, Lahug, Cebu City  
20-25 October 2024

#### ***Duties and Responsibilities of NEAP PD Program Evaluators***

1. Evaluate the proposal based on the alignment of the objectives, content, methodology, and output with the Philippine Professional Standards for Teachers (PPST)/ Philippine Professional Standards for School Heads (PPSSH)/ or Philippine Professional Standards for Supervisors (PPSS.)
2. Evaluate the evidence of each quality standard in the relevant section/component of the detailed PD program design.
3. Evaluate the alignment of the objectives with the session content, methodology/activities, output and intended learning outcomes.
4. Evaluate the structure and sequence of the content areas.
5. Evaluate the alignment of the content areas with the curriculum standards.
6. Evaluate the appropriateness, accuracy, and adequacy of the content based on the identified developmental needs of the target participants.
7. Evaluate the quality of the resource package (session guides, slide decks and other non-print materials) based on appropriateness, accuracy, and adequacy of content to support the attainment of the learning objectives.
8. Check individual attachment for consistency, accuracy and compliance with the set quality standards.
9. Prepare clearly articulated recommendations for PD programs that failed to meet the QA standards, for compliance of the PD program owner.
10. Participate and the QA deliberation.
11. Submit duly accomplished QA tool and recommendation form.
12. Endorse the QA recommendation to the QA Certification Approval Committee for approval.
13. Protect the integrity and confidentiality of the PD program proposals evaluated.
14. Advocate needs-based, standardized, and result-driven design, development, and delivery of PD programs for teaching and school leaders.

-----nothing follows-----





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**Enclosure 3: Daily Activity Matrix**

<b>Activity Title:</b>	<b>Capability Building for NEAP Professional Development Program Evaluators</b>	
<b>Indicative Date of Implementation and Venue</b>	October 20-25, 2024	DepEd Ecotech Center, Lahug, Cebu City
<b>Participants</b>	Selected NEAP PD Program evaluators from the ROs, SDOs, and Schools	
<b>Activity Description</b>	This 5-day workshop aims to train PD program evaluators in the quality assurance of PD program proposals, focusing on the quality standards, procedures, and tools set by DM No. 044, s. 2023. Additionally, evaluators will be given guided practice in conducting a standards-based review and evaluation of submitted PD program proposals.	
<b>Terminal Objective</b>	By the end of this workshop, evaluators will be able to prepare evaluation results and recommendations for PD program proposals aligned with the PD program design and learning resources quality standards.	
<b>Enabling Objectives</b>	To completely attain the terminal objective, the evaluators, particularly, will be able to: a. rationalize PD program quality assurance mechanism; b. discuss the PD program design and learning resource materials quality standards; c. explain the PD program quality assurance process and requirements; d. evaluate PD program proposals based on existing quality standards and procedures; e. formulate PD program proposal evaluation results and recommendations.	
<b>Pre-work Requirements</b>	Review DM No. 044, s. 2023 or the <i>Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs</i>	
<b>Materials</b>	<ul style="list-style-type: none"><li>• Training resource packages</li><li>• QA tools, templates, and forms</li><li>• Laptop (individual)</li></ul>	
<b>Expected Outputs</b>	<ul style="list-style-type: none"><li>• Trained and capacitated NEAP PD Program evaluators</li><li>• Duly utilized QA tools and forms</li></ul>	





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## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 3: Daily Activity Matrix

### CAPABILITY BUILDING FOR NEAP PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS

DepEd Ecotech Center, Lahug, Cebu City  
20-25 October 2024

**DAY 0:** October 20, 2024 - 2:00 onwards: Arrival, Registration, and Billeting

DAY 0: October 20, 2024 - 2:00 onwards: Arrival, Registration, and Briefing					
TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Breakfast					
7:00 - 8:00 a.m.					
8:00 - 8:30 a.m.	Registration	MOL/ Clearing House	MOL/ Clearing House	MOL/ Clearing House	MOL/ Clearing House
8:30 - 9:00 a.m.		Session 5: Monitoring and Evaluation of PD Programs	Continuation of Workshop A: Individual Review	Workshop B: Group Deliberation	Workshop D: Output Presentation and Feedback
9:00 - 9:30 a.m.	Opening Program				
9:30 - 10:00 a.m.					
10:00 - 10:30 a.m.	Health Break				
10:30 - 11:00 p.m.	Session 1: Rationale for Quality PD	Session 6: PD LRM Quality Standards	Continuation of Workshop A:	Continuation of Workshop B: Group	Closing Program



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2<sup>nd</sup> Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86388638, (+632) 86337207  
Email Address: neap-qad@deped.gov.ph | Website: www.deped.gov.ph/neap





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**Enclosure 3: Daily Activity Matrix**

Enclosure 3: Daily Activity Matrix					
11:00 - 11:30 p.m.	Programs for Teachers and School Leaders		Individual Review	Deliberation	
11:30 - 12:00 p.m.					
12:00 - 1:00 p.m.	Lunch Break				
1:00 - 1:30 p.m.	Session 2: PD Program Quality Assurance Process	Session 7: PD Program Quality Assurance Tools and Forms	Continuation of Workshop A: Individual Review	Workshop C: Finalization of the QA Recommendations	
1:30 - 2:00 p.m.					
2:00 - 2:30 p.m.	Session 3: PD Program Package				
2:30 - 3:00 p.m.					
3:00 - 3:30 p.m.	Health Break				
3:30 - 4:00 p.m.	Session 4: PD Program Design Quality Standards	Workshop A: Individual Review	Continuation of Workshop A: Individual Review	Workshop C: Finalization of the QA Recommendations	
4:00 - 4:30 p.m.					





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**Enclosure 3: Daily Activity Matrix**

4:30 - 5:00 p.m.	End-of-Day Evaluation	End-of-Day Evaluation	End-of-Day Evaluation	End-of-Day Evaluation	
5:00 - 5:30 p.m.	Debriefing	Debriefing	Debriefing	Debriefing	
5:30 - 6:00 p.m.					

[NEAP-QAD/Lunar]