



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID- 2624 - 0660

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor (SGOD)  
 Chief Education Supervisor (CID)  
 All Concerned

Subject: **CONDUCT OF MASTER CLASSES FOR KINDERGARTEN & GRADE 1,4,7 (K147) TEACHERS ACROSS ALL LEARNING AREAS**

Date: November 25, 2024

Attached is RM no. HRDD-2024-256 re: Information on the Conduct of Master Classes for K147 Teachers Across Learning Areas, Contents of which is explanatory.

With this, please be informed that the conduct of online Master Classes for kindergarten & Grade 1,4,7 (K147) Teachers Across All Learning Areas assigned for SDO Panabo City shall be on November 25-29, 2024, at Sotogrande Hotel, Davao City.

With this, the following personnel are hereby directed to attend and facilitate the said activity, to wit.

1. TYRON O. DUJALI	6. LEA JANE M. ISLETA
2. ARMANDO AGUILON JR	7. PETER B. MIJARES JR.
3. WARREN M. EDROZO	8. EDGAR ESTOMAGO
4. RONMAR V. JAYOMA	9. KENNETH S. DELIGENCIA
5. LILANNIE L. SOMOSO	

Meals, board and lodging shall be chargeable against downloaded Funds from the Central Office, while travel expenses and other incidental expenses shall be chargeable against local funds, subject to the usual accounting and auditing rules and regulations.



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

For your information and guidance.

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

for and in the absence of the Schools Division Superintendent

**AXELINO D. BITANG**  
Public Schools District Supervisor  
Officer-In-Charge  
Office of the Schools Division Superintendent

**RELEASED**

**NOV 25 2024**

RECORDS SECTION-SDO PANABO CITY  
BY 



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

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

## Technics

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

October 15, 2024

**REGIONAL MEMORANDUM**  
**HRDD-2024-256**

## INFORMATION ON THE CONDUCT OF MASTERCLASSES FOR K147 TEACHERS ACROSS ALL LEARNING AREAS DURING INSET

To: Assistant Regional Director  
Schools Division Superintendents of Davao City and Panabo City  
Chief ES of CLMD and HRDD

1. This has reference to DM-OUHROD-2024-2032 dated October 9, 2024, entitled **Conduct of Master Classes for Kindergarten and Grades 1, 4, and 7 (K147) Teachers Across All Learning Areas- Downloading of Funds and Request for Assistance**, be informed that the activity is scheduled on November 25-29, 2024 with the assistance of Davao City and Panabo City Divisions. Relevant details are found in the enclosures.
2. The identified Schools Division Offices are requested to provide the names, contact information, and other relevant details of their personnel who will form part of the Program Management Team (PMT) via <https://tinyurl.com/MasterClass-SDO-Contact-Info>.
3. Immediate dissemination of this Memorandum is directed

**ALLAN G. FARNAZO**  
DIRECTOR

Encl.: As stated  
ROH3/ghu

DEPARTMENT OF EDUCATION, RUM  
RECORDS OF THEM  
RELEASED

By: John Oct. 11, 2024  
39752





Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

39752  
11-0

### MEMORANDUM

DM-OHROD-2024-2031

TO : **Regional Directors [Regions IV-A, VII, and XI and NCR]**  
**All Others Concerned**

ATTENTION : **LERMA L. FLANDEZ**  
*OIC Schools Division Superintendent, SDO Antipolo City*

**NIMFA D. BONGO**  
*Schools Division Superintendent, SDO Cebu City*

**BIANITO A. DAGATAN**  
*Schools Division Superintendent, SDO Mandaue City*

**REYNANTE A. SOLARIO**  
*Schools Division Superintendent, SDO Davao City*

**ALONA C. UY**  
*Schools Division Superintendent, SDO Tagum City*

**CARLEEN S. SEDILLA**  
*Schools Division Superintendent, SDO Quezon City*

**ROMELA M. CRUZ**  
*Schools Division Superintendent, SDO Mandaluyong City*

**MA. EVALOU CONCEPCION A. AGUSTIN**  
*Schools Division Superintendent, SDO Makati City*

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 : **CONDUCT OF MASTER CLASSES FOR KINDERGARTEN AND GRADES  
1, 4, AND 7 (K147) TEACHERS ACROSS ALL LEARNING AREAS –  
DOWNLOADING OF FUNDS AND REQUEST FOR ASSISTANCE**

DATE : 09 October 2024

1. As part of its Career Progression Professional Development (CPPD) Programs, the National Educators Academy of the Philippines (NEAP) in partnership with the Bureau of Curriculum and Development and the Bureau of Learning Delivery, will conduct online **Master Classes for Kindergarten and Grades 1, 4, and 7 Teachers Across All Learning Areas** during the In-Service Training (INSET) on **25-29 November 2024** with

select Schools Division Offices (SDOs) identified to have met the information and communications technology (ICT) requirement.

2. NEAP will invite expert practitioners who will deliver relevant and targeted topics during the master classes to enhance teacher competencies based on professional standards and promote learning beyond their current expertise.
3. In this regard, NEAP Central Office shall download Human Resource Development (HRD) Funds amounting to **EIGHT HUNDRED THOUSAND PESOS (Php 800,000.00)** to the *Identified SDOs* (**Enclosure 1**) to cover the board and lodging of the SDO Program Management Team and the Central Office monitors.
4. To facilitate the downloading of funds, the identified recipient SDOs are requested to submit a *Certificate of Concurrence* (**Enclosure 2**) to the email addresses provided below **not later than 18 October 2024**, to signify their agreement to accept the fund.
5. Upon receipt of the Sub-Allotment Release Order, the Human Resource Development Sections (HRDS), as the HRD Fund implementer in the SDO, shall adhere to the following guidelines:
  - a. Coordinate with the Budget/Planning Officer for proper updating in the Program Management Information System (PMIS) reflecting the amount of fund received;
  - b. Encode the corresponding activity and its purpose in the PMIS;
  - c. Coordinate with the Program Focal for the preparation and submission of Activity Request/Authority to Conduct and other documents relative to the conduct of the activity, for approval;
  - d. Upload/record the physical and financial accomplishments in the PMIS, as provided in DepEd Order No. 011, s. 2021 "Guidelines on the Operationalization of the PMIS"; and
  - e. The savings generated from the activity may be used for technical assistance to the schools and other program-related activities or for reimbursements of travel expenses relative to other activities conducted by NEAP Central Office, subject to the usual accounting and auditing rules and regulations.
6. Furthermore, we would like to request assistance from the select SDOs to form their respective Program Management Teams (PMTs), through the School Governance and Operations Division (SGOD) and the ICT Services, with representatives from NEAP Professional Development Division (PDD) in the actual conduct and implementation of the master classes. The *Terms of Reference* of the PMT members are as follows:

PMT Member	No. of Representatives	Terms of Reference
NEAP-PDD	2	<ul style="list-style-type: none"><li>• Facilitate the virtual INSET</li><li>• Provide information/session flow to partner SDO</li><li>• Collaborate with identified SDO in the technical run and other matters relative to the activity</li><li>• Coordinate with invited resource persons and other concerned Central Office bureaus/offices</li><li>• Facilitate initial registration of participants</li><li>• Consolidate and evaluate session outputs</li><li>• Prepare accomplishment report</li></ul>

		<ul style="list-style-type: none"> <li>• Ensure certification of participants' attendance to PRC</li> <li>• Provide certificates to participants</li> <li>• Co-facilitate the virtual INSET</li> <li>• Serve as SDO focal person for master classes INSET</li> <li>• Ensure smooth flow of the program</li> <li>• Identify and coordinate with potential host/emcee for the virtual INSET</li> </ul>
SDO Senior Education Program Specialist – Human Resource Development (HRD-SEPS)	1	<ul style="list-style-type: none"> <li>• Assist the HRD-SEPS in the master classes INSET</li> <li>• Facilitate link for daily attendance</li> <li>• Determine number of hours of attendance of each participant</li> </ul>
SDO Education Program Specialist II – Human Resource Development	1	<ul style="list-style-type: none"> <li>• Consolidate and provide analysis of the session evaluation</li> </ul>
SDO Senior Education Program Specialist – School Management Monitoring and Evaluation (SMME)	1	<ul style="list-style-type: none"> <li>• Assist the SMME-SEPS in the master classes INSET</li> <li>• Provide link for monitoring and evaluation</li> <li>• Consolidate session SMME</li> <li>• Submit to NEAP-PDD the consolidated report of session evaluation and analysis</li> </ul>
Information Technology Officer	1	<ul style="list-style-type: none"> <li>• Ensure that all technical aspects of the online training session will run smoothly, including setting up, livestreaming, managing online platform, and troubleshooting technical issues</li> <li>• Closely coordinate with NEAP to address any technical needs or challenges that may arise before, during, and after the training sessions</li> <li>• Lead the technical run</li> <li>• Lead the hosting of the SDO Facebook Page</li> </ul>
ITO Co-Focal	2	<ul style="list-style-type: none"> <li>• Assist the ITO in the conduct of the master classes INSET</li> </ul>

7. In relation to this, the identified SDOs are requested to provide the names, contact information, and other relevant details of their personnel who will form part of the SDO PMT through the link <https://tinyurl.com/MasterClass-SDO-Contact-Info>.
8. For reference, enclosed are the *Activity Matrix of the Master Classes (Enclosure 3)* and the *List of the Central Office PMT Members (Enclosure 4)*.
9. To discuss further details of the master classes, a **Virtual Orientation Meeting** will be held on **11 October 2024, 1:00-3:00 p.m.** via *Microsoft Teams* with the link <https://tinyurl.com/MC-CoordinationMeeting>.
10. Should you have questions and concerns on the downloading of funds, please coordinate with **Mr. Eric Sarmiento**, NEAP Administrative Officer V, through email

[eric.sarmiento003@deped.gov.ph](mailto:eric.sarmiento003@deped.gov.ph) / [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8638-8638. As to the actual implementation of the master classes, you may contact **Mr. Marvin D.J. Villafuerte**, NEAP-PDD Senior Education Program Specialist, through email [marvin.villafuerte@deped.gov.ph](mailto:marvin.villafuerte@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.

11. For immediate dissemination and appropriate action.

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

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

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

**Enclosures:**

Enclosure 1 - Allocation List per Regional Office of Funds for Downloading  
Enclosure 2 - Certificate of Concurrence/Acceptance of Funds  
Enclosure 3 - Activity Matrix of the Master Classes  
Enclosure 4 - List of Central Office PMT Members

/NEAP-PDD/ Villaflorte/Rosales/





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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**Enclosure 1**

**ALLOCATION LIST PER REGIONAL OFFICE OF FUNDS FOR DOWNLOADING**

No	Division	Total Participants	Rate	No. Of Days	Total Amount (Board and Lodging)
1	Quezon City	10	2,000.00	5	100,000.00
2	Mandaluyong City	10	2,000.00	5	100,000.00
3	Makati City	10	2,000.00	5	100,000.00
4	Antipolo City	10	2,000.00	5	100,000.00
5	Cebu City	10	2,000.00	5	100,000.00
6	Mandaue City	10	2,000.00	5	100,000.00
7	Davao City	10	2,000.00	5	100,000.00
8	Tagum City	10	2,000.00	5	100,000.00
<b>TOTAL</b>					<b>800,000.00</b>



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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### Enclosure 2

### CERTIFICATE OF CONCURRENCE/ACCEPTANCE OF FUNDS

#### CERTIFICATION

This is to certify concurrence to receive the planned downloaded funds in the amount of \_\_\_\_\_ (Php xxx) for the conduct of Master Classes for Kindergarten, Grades 1, 4, and 7 (K147) Teachers across all Learning areas.

The said funds shall be used in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.

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School Division Superintendent



Room 208, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 8638 8638  
Email Address: neap.od@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	PAWIM-F-022	Rev	01
Effectivity	09.20.21	Page	2 of 5





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#### Enclosure 3

#### ACTIVITY MATRIX IN THE CONDUCT OF MASTER CLASSES FOR KINDERGARTEN, GRADES 1, 4, AND 7 (K147) TEACHERS ACROSS ALL LEARNING AREAS

November 25-29, 2024

##### ***A. Indicative Program of Activities***

**Output:** Trained K147 teachers in the effective delivery of MATATAG curriculum  
**Participants:** Kindergarten and Grade 4 Teachers across all learning areas

Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:00 – 9:00 AM	Technical preparation				
9:01 – 10:00 AM		AM Session	AM Session	AM Session	AM Session
10:01 – 11:00 AM	Opening Program	Topic: RP:	Topic: RP:	Topic: RP:	Topic: RP:
11:01 – 12:00 AM		Q and A	Q and A	Q and A	Q and A
12:01 - 1:00 PM	<b>LUNCH BREAK</b>				

**Note:** For Morning Session participants, they will comply with the requirements provided by the Resource Person/s (RPs) through Workshop for Output Development in the afternoon schedule.

**Participants:** Grades 1 and 7 Teachers across all learning areas /

1:01 – 2:00 PM	PM Session	PM Session	PM Session	PM Session	
2:01 – 3:00 PM	Topic: RP:	Topic: RP:	Topic: RP:	Topic: RP:	Asynchronous session of AM participants
3:01 – 4:00 PM					
4:01 - 5:00 PM	Q and A	Q and A	Q and A	Q and A	
4:31 - 5:00 PM	Q and A	Q and A	Q and A	Q and A	



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**Note:** For Afternoon Session participants, will comply with the requirements provided by the Resource Person/s (RPs) through Workshop for Output Development in the afternoon schedule.



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**Enclosure 4**

**LIST OF CENTRAL OFFICE PMT MEMBERS**

Master Classes for Kindergarten, Grades 1, 4, and 7 (K147) Teachers Across All Learning Areas

November 25 – 29, 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
Florentino L. Varron Jr.	Senior Education Program Specialist	NEAP-PDD, DepEd Central Office
Jessica Kristel C. Abeleda	Education Program Specialist II	NEAP-PDD, DepEd Central Office
Mathew M. Bofete	Project Development Officer II	NEAP-PDD, DepEd Central Office
Aizyl Ann Natanaun	Technical Assistant II	NEAP-PDD, DepEd Central Office
Toni Rose H. Rosales	Technical Assistant II	NEAP-PDD, DepEd Central Office
Roselle D. Cabiling	Technical Assistant II	NEAP-PDD, DepEd Central Office