



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 16, 2021

**REGIONAL MEMORANDUM**

No. **196**, s. 2021

**RE-ORIENTATION ON THE ENHANCED RECOGNITION EVALUATION TOOL IN THE  
CENTRAL OFFICE AND REGIONAL OFFICES FOR NEAP-R AND RECOGNITION  
EVALUATION COMMITTEE (REC) MEMBERS**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
All Others Concerned

- Attached is Memorandum No. OSEC-NEAP-OD-2021-44 dated April 12, 2021 on the conduct of virtual Re-Orientation on the Enhanced Recognition Evaluation Tool in the Central Office and Regional Offices for NEAP-R and Recognition Evaluation Committee (REC) Members on May 4-6, 2021, every 9:00 am to 11:00 am.
- The following are the identified participants for the virtual activity:

Name	Designation	RO Division/SDO
Alejandra B. Lagumbay	NEAP Focal Person	HRDD
Dina S. Superable	SEPS-NEAP	HRDD
Michael Parado	EPS II-NEAP	HRDD
Harvie D. Villamor	REC Co-Chairperson	HRDD
Elizabeth E. Caboboy	REC Member	Administrative Division
Romar C. Dianito	REC Member	Finance Division
Emmanuel P. Firmo	REC Member	ESSD
Gerardo L. Adtoon	REC Member	QAD
Teodorico C. Pelino jr.	REC Member	CLMD
Geraldine M. Magaliman	REC Member	FTAD
May Ann B. Ladrera	REC Secretariat	HRDD
Maureen Charisse Maltos	NEAP Assessor	HRDD
Elsie Jane Manitlla	NEAP Assessor	Southern Leyte Division
Milaner R. Oyoa	NEAP Assessor	Calbayog City Division
Stella Mariz Leonila V. Baylan	NEAP Assessor	Maasin City Division
Josemilo P. Ruiz	NEAP Assessor	Baybay City Division



3. Immediate dissemination of and appropriate action with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director 

Enclosures: As stated

References: List of Region VIII Assessors, Office Order of the REC Members

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

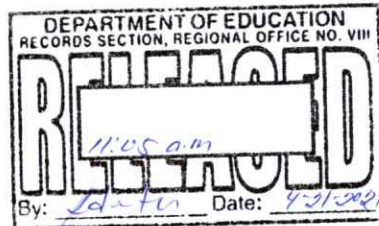
**EVALUATION**

**ORIENTATION**

**PROGRAM**

**RECOGNITION**

HRDD-ABL







Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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**Office of the Director**  
MEMORANDUM  
OSEC-NEAP-OD-2021-44

**TO** : **Central Office Bureaus and Services Directors**  
**Regional Directors**

**FROM** :   
**JOHN ARNOLD S. SIENA**  
Director IV, NEAP 

**SUBJECT** : Re-Orientation on the Enhanced Recognition Evaluation Tool in the Central Office and Regional Offices for NEAP-R and Recognition Evaluation Committee (REC) Members

**DATE** : April 12, 2021

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1. In line with DepEd Order No. 1 s. 2020 titled “**Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders**”, the National Educators Academy Philippines (NEAP) shall conduct a **Re-Orientation on the Enhanced Recognition Evaluation Tool in the Central Office and Regional Offices for NEAP-R and Recognition Evaluation Committee (REC) Members** on **May 4-6, 2021** (Batch 1) and **May 11-13, 2021** (Batch 2) via **Online**.
  2. The activity aims to:
    - a. **inform** the NEAP-R and REC Members on the progress of DepEd Order No. 001, s. 2020 implementation and its recent developments;
    - b. **equip** the REC Members on the evaluation of professional development programs and courses for teachers and school leaders submitted to NEAP Central Office and Regional Offices by the DepEd Service Providers (DSPs) and Authorized Learning Service Providers (LSPs) for Recognition; and
    - c. **guide** the REC Members in utilizing the enhanced FORM R.1 Recognition Application Form and FORM R.2 Recognition Evaluation Tool.
  3. The participants and the schedule of the activities for both Central Bureaus/Services and Regional Offices are provided in the table below. The **deadline for the submission of the list of participants** is on or before **April 16, 2021 (Friday)**.



**Address:** 2/F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
**Telephone No.:** (02) 8638-8638 / (02) 8633-7207 / (02) 8635-4796  
**Email Address:** neap.od@deped.gov.ph / askneap@deped.gov.ph

Concerned Offices	Participants	Participants	Date
<b>Batch 1</b>	Regions I, III, IV-B, VI, VIII, X, XII, CAR, CO	<ul style="list-style-type: none"> <li>● NEAP-R, SEPS and EPS II</li> <li>● Review Evaluation Committee (REC) Members in the Central Office and Regional Offices Identified as Content Experts</li> </ul>	<b>May 4-6, 2021</b> , (Tues-Thurs) 9:00-11:00 A.M
<b>Batch 2</b>	Region II, Region IV-A, Region V, Region VII, Region IX, Region XI, CARAGA, NCR, CO	<ul style="list-style-type: none"> <li>● 5 select NEAP Assessors</li> </ul>	May 04-06, 2021 (Tues-Thurs) 9:00-11:00 A.M

- The participants from the Regional Offices shall register to this link <https://cutt.ly/lx0byO6> , while the participants from the Central Office Bureaus and Services shall register to this link <https://cutt.ly/dx0bGPv> . The **deadline of the Registration** is on **April 20, 2021 (Monday)**.
- For queries and clarifications, please contact **Ms. MA. NIDA C. CARAMAT** at [ma.caramat@deped.gov.ph](mailto:ma.caramat@deped.gov.ph) or **Ms. MA. GRACIEL A. RETARDO**, at [ma.retardo@deped.gov.ph](mailto:ma.retardo@deped.gov.ph) of the National Educators Academy of the Philippines – Quality Assurance Division (NEAP-QAD).
- Immediate dissemination of and compliance with this Memorandum is desired.



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**Program of Activity:** Re-Orientation of NEAP R and the Recognition Evaluation Committee (REC) Members on the Enhanced Program Recognition Tool in the Central Office and Regional Offices

**Batch 1 :** May 04-06, 2021 (Tuesday - Thursday)  
**Batch 2 :** May 11-13, 2021 (Tuesday - Thursday)

Day	Time	Discussion Points
<b>Morning</b>  <b>Day 1</b> <b>8:30-11:00 A.M</b>	8:30 – 9:00 (30 Minutes)	Opening Program <ul style="list-style-type: none"> <li>• Preliminary</li> <li>• Introduction of Participants</li> <li>• Welcome Message</li> <li>• Expectation Setting</li> <li>• Purpose and Overview of the Activity</li> </ul>
	9:00 – 9:20 (20 Minutes)	DepEd Order No. 001, s. 2020 <ul style="list-style-type: none"> <li>• Implementation of DO No. 001, s. 2020</li> <li>• Milestones</li> </ul>
	9:20 – 9:50 (30 Minutes)	Recognition Process Map and Terms of Reference <ul style="list-style-type: none"> <li>• Central Office</li> <li>• NEAP-R (as the program owner in the Regional Offices)</li> <li>• Communications Team, Secretariat, REC, RAC</li> </ul>
	9:50 – 10:00 (10 Minutes)	<b>HEALTH BREAK</b>
	10:00 – 10:25 (25 Minutes)	Question and Answer Portion
	10:25-10:40 (15 minutes)	Professional Development Priorities vis-à-vis Recognition of Professional Development Program
	10:40-11:00 (20 Minutes)	Wrapping Up and Reminders  *Remind the participants to read the mock proposal/s for Recognition.
<b>Morning</b>  <b>Day 2</b> <b>9:00-11:00 A.M</b>	9:00-9:10 (15 minutes)	Attendance Checking  Recap of previous activity
	9:10-10:10 (45 minutes)	Short Presentation of Program Recognition Forms and Tool <ul style="list-style-type: none"> <li>• Recognition Checklist</li> <li>• FORM R.1 Recognition Application Form</li> <li>• FORM R.2 Recognition Evaluation Tool</li> <li>• FORM R.3 Recognition Endorsement</li> <li>• FORM R.4 Recognition Recommendation</li> <li>• Recognition Approval Form</li> <li>• Recognition Certificates</li> <li>• Recognition - Letter of Notice</li> </ul>
	10:10-10:30 (20 minutes)	Discussion on how to use FORM R.2 Recognition Evaluation Tool
	10:30-10:45	Question and Answer Portion



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	(15 Minutes)	
	10:45-11:00 (15 minutes)	Wrapping Up and Reminders
		Reminders for the Deliberation on the Next Day  *Remind the participants to work on the evaluations of the mock proposals
<b>Morning</b>  <b>Day 3</b> <b>9:00 A.M-12:00</b> <b>NN</b>	9:00-9:10 (10 minutes)	Attendance Checking  <b>Recap of previous activity</b>
	9:10-9:50 (40 Minutes)	Deliberation Meeting as a Team (Triad)
	9:50-10:00 (10 minutes)	<b>HEALTH BREAK</b>
	10:00-11:00 (60 Minutes)	Select Group Presentation of the Deliberated Recognition Evaluation Results
	11:00 – 11:30 (30Minutes)	Question and Answer Portion
	11:30 – 11:45 (15 minutes)	Wrapping Up, Next Steps and Reminders
	11:45-12:00 (15 minutes)	Closing
	<b>THE END 😊</b>	



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