



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

August 27, 2024

REGIONAL MEMORANDUM

No. **992** s. 2024

**CAPACITY BUILDING FOR FIELD IMPLEMENTERS ON THE
DESIGN, DEVELOPMENT AND QUALITY ASSURANCE OF
PROFESSIONAL DEVELOPMENT PROGRAMS**

To: Schools Division Superintendents
All Others Concerned

1. With reference to DM-OUHROD-2024-1576, this Office, through the National Educators Academy of the Philippines – Region VIII (NEAP-RVIII), shall conduct the Capacity Building for Field Implementers on the Design, Development and Quality Assurance of Professional Development Programs on **September 16-20, 2024**, at a venue to be announced in a separated issuance.
2. The activity aims to:
 - a. conduct inventory of the existing RO and SDO-developed professional development (PD) programs;
 - b. craft a needs-based professional development plan; and
 - c. review proposed professional development plan based on set quality standards.
3. Attached are the list of participants and the activity matrix. For confirmation of attendance, participants must register through the link **<https://bit.ly/CBonPDQA>** on or before **September 12, 2024**.
4. Participants are advised to bring their own laptop and extension cords for the workshop, and training designs of existing SDO-developed PD Programs and INSET.
5. Expenses incurred in the conduct of this activity, including travel expenses of the participants, shall be charged against the HRD Funds or local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosure: As stated

Reference: As stated

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

CAPACITY BUILDING FIELD IMPLEMENTERS PROFESSIONAL DEVELOPMENT

NEAPR-CDPA



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Enclosure 1 to Regional Memorandum No. **992**, s. 2024

LIST OF PARTICIPANTS

Office/ Division	Name/ Position	Number of Pax
SDO		
• CID	EPS (1 per SDO)	13
• SGOD	EPS (1 per SDO)	13
	SEPS – HRDS (1 per SDO)	13
	SEPS – SMME (1 per SDO)	13
• Elementary School	School Head (1 per SDO)	13
• Secondary School	School Head (JHS/SHS) (1 per SDO)	13
RO		
• CLMD	Chief	1
	EPS	2
• HRDD	Chief	1
	EPS	1
• NEAPR	Dr. Elena S. De Luna	1
	SEPS	1
	EPS II	1
• QAD	Jimmy G. Gula	1
• PMT	Administrative Staff	3
TOTAL		90

Prepared by:


CLARK DAVE P. ARANTE
 SEPS

Noted by:


HARVIE D. VILLAMOR EdD
 HRDD Chief



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 REGION VIII - EASTERN VISAYAS

Enclosure 2 to Regional Memorandum No. **992**, s. 2024

CAPACITY BUILDING FOR FIELD IMPLEMENTERS ON THE DESIGN, DEVELOPMENT AND QUALITY ASSURANCE OF PROFESSIONAL DEVELOPMENT PROGRAMS

Venue: TBD
 September 16-20, 2024

Time/Day	Day 0	Day 1	Day 2	Day 3	Day 4
7:30a.m.- 8:00a.m.	Travel Time	Attendance Check and Preliminaries	Attendance Check and Preliminaries	Attendance Check and Preliminaries	Attendance Check and Preliminaries
8:01a.m.- 9:00p.m.		Workshop 1A: Inventory of RO and SDO-Developed PD Programs	Session 4: Process of Fund Utilization	Continuation of Workshop 3: INSET Planning	Workshop 6: Finalization of PD Program Proposals
9:01a.m.-10:30a.m.		Workshop 1B: Review of PD Needs Assessment Results	Session 5A: Planning and Designing School-based INSET		Workshop 7: Presentation of the PD Program Proposals
10:31a.m.-12:00p.m.		Lunch Break	Lunch Break	Lunch Break	Lunch Break
12:01p.m.- 1:00p.m.	Arrival and Registration	Session 3: Introduction to PD Planning	Session 5B: Monitoring and Evaluation Planning	Workshop 4: Review and Evaluation of Proposed PD and School-based INSET Plan	Closing Program
1:01 p.m.- 2:00p.m.	Opening Program	Workshop 2A: PD Planning	Session 6: Quality Assurance Process and PRC Accreditation	Workshop 5: Revision of PD and School-based INSET Plan	Home bound
02:01 p.m.- 03:00 p.m.	Session 1: Professional Development Priorities	Workshop 2B: Presentation of PD Plans	Workshop 3: INSET Planning		
03:01 p.m.- 04:00 p.m.					
04:01 p.m.- 05:00 p.m.	NEAP Core Programs				

Prepared by:


CLARK DAVE P. ARANTE
 SEPS

Noted by:


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 HRDD Chief



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Doc. Ref. Code	RC-HRDD-F010	Rev	00
Effectivity	04.03.23	Page	1 of 1

