



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

September 13, 2024

OFFICE MEMORANDUM
HRDD-2024- **478**

**WORKSHOP ON QUALITY ASSURANCE OF PROFESSIONAL
DEVELOPMENT PROGRAM PROPOSALS**

To: Director III
Regional Functional Division Chiefs
All Others Concerned

1. Concerning DM-OUHROD-2024-1788 titled "Workshop on Quality Assurance of Professional Development Program Proposals" on September 15 – 20, 2024 at DepEd Ecotech Center, Lahug, Cebu City, the following DepEd Regional Office VIII personnel shall participate in the said activity:

No.	Name	Functional Division
1	Rowena T. Vacal	Human Resource Development Division
2	Dina S. Superable	Human Resource Development Division

2. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

HRDD-DSS





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1788

**TO : Regional Directors
Schools Division Superintendents
All Others Concerned**

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

**SUBJECT : WORKSHOP ON QUALITY ASSURANCE OF PROFESSIONAL
DEVELOPMENT PROGRAM PROPOSALS**

DATE : 11 September 2024

1. In line with efforts to improve access of teachers to evidence-informed, standards-based, and results-driven school-based professional development during the Midyear In-Service Training (INSET), the National Educators Academy of the Philippines (NEAP) Quality Assurance Division (QAD) will conduct the **Workshop on Quality Assurance of Philippine Professional Standards for Teachers (PPST) Aligned PD Program Proposals** on **15-20 September 2024** (inclusive of travel time) at **DepEd Ecotech Center, Lahug, Cebu City**.
2. The objectives of the workshop are as follows:
 - a. Evaluate PD program design and learning resource materials based on existing quality assurance standards and processes; and
 - b. Formulate quality assurance recommendations for evaluated PD programs.
3. For reference, attached are the *Detailed Activity Matrix (Enclosure 1)* and the *List of Participants – NEAP PD Program Evaluators (Enclosure 2)*.
4. The identified participants are requested to confirm their attendance through the registration link <https://bit.ly/RSPaPDp> on or before **13 September 2024**.

5. The participants are advised to check in on 15 September 2024 (Sunday), 2:00 p.m. and check out on 20 September 2024 (Friday), 12:00 p.m. Please see the meal schedule below.

Meals	15 Sep 2024 Sun	16 Sep 2024 Mon	17 Sep 2024 Tue	18 Sep 2024 Wed	19 Sep 2024 Thu	20 Sep 2024 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

6. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
7. The participants' board and lodging will be charged against NEAP HRD Fund while transportation, per diem, and other incidental expenses will be charged to Regional Office/Schools Division Office/School/local funds, subject to the usual accounting and auditing rules and regulations.
8. For other questions 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 / neap.od@deped.gov.ph or landline (02) 8633-7207.
9. For dissemination and appropriate action.

Copy furnished:
OFFICE OF THE SECRETARY

Enclosures:
Enclosure 1 - Detailed Activity Matrix
Enclosure 2 - List of Participants - NEAP PD Program Evaluators


[NEAP/Fulgencio/Dian]

Enclosure 1: Detailed Activity Matrix

Activity Title:	CAPABILITY BUILDING FOR NEAP INTERNAL AND EXTERNAL PD PROGRAM EVALUATORS (QUALITY ASSURANCE OF PHILIPPINE PROFESSIONAL STANDARDS FOR TEACHERS (PPST) ALIGNED PROFESSIONAL DEVELOPMENT PROGRAMS)
Date/s of Implementation and Venue	September 16-20, 2024 DepEd Ecotech Sudlon, Lahug, Cebu.
Participants	Selected NEAP Internal PD Program Evaluators from the Regions, SDOs, and Schools
Activity Description	This 5-day workshop aims to (a) evaluate PD program design and learning resource materials based on existing quality assurance standards and processes (b)Formulate quality assurance recommendations for evaluated PD programs.
Terminal Objective	By the end of this 5-day workshop, the evaluators will be able to prepare PD program/course evaluation results and recommendations for the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs aligned with the PD program design and learning resources quality standards.
Enabling Objectives	To completely attain the terminal objective, the evaluators, particularly, will be able to: a. evaluate P D P r o g r a m design and learning resource materials based on the quality standards and procedures b. formulate PD program quality assurance results and recommendations
Pre-work Requirements	1. Review DM No. 044, s. 2023 or the Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs
Materials	1. Training resource packages 2. QA tools, templates, and forms 3. Laptop (individual)
Expected Outputs	1. Reviewed and evaluated School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs 2. Quality Assurance (QA) recommendations

DETAILED ACTIVITY MATRIX

Day/Time	Learning Objectives <i>At the end of the session, participants will be able to:</i>	Activity/Topic	Responsible Person	Expected Outputs
Day 0 15 September 2024				
2:00 p.m. – 5:00 p.m.				
Day 1 16 September 2024				
Travel time, Registration and billeting				
8:00 a.m. – 8:30 a.m.		Opening Program <ul style="list-style-type: none"> ▪ National Anthem ▪ Prayer ▪ DepEd Quality Policy Statement ▪ Welcome Remarks ▪ Introduction of Participants 	Officer of the day: Ms. Lourdes U. Arguelles Technical Assistant II Quality Assurance Unit	
8:30 a.m. – 9:00 a.m.	a. map personal expectations to the objectives and expected outputs of the activity.	<ul style="list-style-type: none"> ▪ Leveling of Expectations ▪ Discussion of Activity Objectives and Matrix ▪ Activity Norms 	Ms. Lourdes U. Arguelles Technical Assistant II Quality Assurance Unit	Expectations/ Insights
9:00 a.m. –9:30 a.m.				
HEALTH BREAK/AM SNACKS				
9:30 a.m. –11:00 a.m.	a. determine the PD Program Design and Learning Resource Materials (LRM) QA standards/criteria. utilize PD Program proposals quality assurance tools and forms appropriately.	Session 1: Plenary Discussion <ul style="list-style-type: none"> ▪ Recap of the PD Program Design and LRM Quality Assurance (QA) standards/criteria ▪ PD Program QA Tool and Recommendation Form 	Mr. Alvin B. Fulgencio, Jr. Senior Education Program Specialist/Lead Mr. Mark Alvin M. Cruz Senior Education Program Specialist/Lead	

<p>11:00 a.m. - 12:00 n.n.</p>	<p>a. recognize duties and responsibilities expected from the evaluators during the evaluation process. b. formulate effective remarks and recommendations. c. rationalize the purpose of NEAP and Evaluators' Confidentiality Agreement.</p>	<p>Session 2: Plenary Discussion</p> <ul style="list-style-type: none"> Recall the duties and responsibilities of evaluators, the evaluation process and the effective formulation of remarks and recommendation The Confidentiality Agreement 	<p>Mr. Alvin B. Fulgencio, Jr. Senior Education Program Specialist/Lead, PD Programs for Teachers</p>	
<p>LUNCH BREAK</p>				
<p>12:00 nn-1:00 p.m. 1:00p.m.-3:00 p.m.</p>	<p>a. individually review and evaluate the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs based on the quality standards and procedures. b. prepare individual School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs</p>	<p>Session 3: Workshop A</p> <ul style="list-style-type: none"> Review and evaluate the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs 	<p>Mr. Mark Alvin M. Cruz Senior Education Program Specialist/Lead, PD Programs for Teachers</p>	<p>Reviewed School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs</p>
<p>HEALTH BREAK/PM SNACKS</p>				
<p>3:10 p.m. - 3:30 p.m. 3:30 p.m.-4:30 p.m.</p>	<p>a. individually review and evaluate the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs based on the quality</p>	<p>Continuation of Session 3: Workshop A</p> <ul style="list-style-type: none"> Review and evaluate the School-Based Philippine Professional Standards for 	<p>Mr. Mark Alvin M. Cruz Senior Education Program Specialist/Lead, PD Programs for Teachers</p>	<p>Reviewed School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs</p>

	standards and procedures. b. prepare individual School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Programs QA results and recommendations.	Teachers (PPST) Aligned Professional Development Programs *End-of-day evaluation	
4:30 p.m.-5:00 p.m.	PMT Debriefing		
Day 2 17 September 2024			
8:00 a.m.-8:30 a.m.		Management of Learning <ul style="list-style-type: none"> ▪ Nationalistic Song ▪ Prayer ▪ Attendance Check ▪ Energizer ▪ Clearinghouse Session 	Officer of the day: Mr. Rogeito III O. Dian Education Program Specialist II
8:30 a.m.-10:00 nn	a. individually review and evaluate the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages based on the quality standards and procedures. b. prepare individual School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA results and recommendations.	Continuation of Session 3: Workshop A Review and evaluate the MATATAG Curriculum training resource packages	QA Leads School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages

HEALTH BREAK / AM SNACKS			
10:00 a.m.-10:25 a.m.	<p>c. individually review and evaluate the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages based on the quality standards and procedures.</p> <p>d. prepare individual School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA results and recommendations.</p>	<p>Continuation of Session 3: Workshop A</p> <ul style="list-style-type: none"> ▪ Review and evaluate the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages 	<p style="text-align: center;"><i>QA Leads</i></p> <p style="text-align: center;">Reviewed School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages</p>
LUNCH BREAK			
12:00 nn-1:00 p.m.	<p>a. individually review and evaluate School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages based on the quality standards and procedures.</p> <p>b. prepare individual School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA results and recommendations.</p>	<p>Continuation of Session 3: Workshop A</p> <ul style="list-style-type: none"> ▪ Review and evaluate the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages 	<p style="text-align: center;"><i>QA Leads</i></p> <p style="text-align: center;">Reviewed and evaluated School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages</p>
1:00 p.m.-3:10 p.m.			

HEALTH BREAK/PM SNACKS			
3:10 p.m. - 3:30 p.m.	<p>a. individually review and evaluate School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs training resource packages based on the quality standards and procedures. prepare individual School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA results and recommendations.</p> <p>b.</p>	<p>Continuation of Session 3: Workshop A</p> <ul style="list-style-type: none"> ▪ Review and evaluate the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages <p>*End-of-day evaluation</p>	<p style="text-align: center;"><i>QA Leads</i></p> <p>Reviewed and evaluated School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs training resource packages</p>
4:30 p.m.-5:00 p.m.	PMT Debriefing		
Day 3 18 September 2024			
8:00 a.m.- 8:30 a.m.	<p>Management of Learning</p> <ul style="list-style-type: none"> ▪ Nationalistic Song ▪ Prayer ▪ Attendance Check ▪ Energizer ▪ Clearinghouse Session 		<p>Officer of the Day:</p> <p>Ms. Trisha Imare T. Lunar Technical Assistant II Quality Assurance Unit</p>

<p>8:30 a.m.- 10:00 nn</p>	<p>a. individually review and evaluate School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages based on the quality standards and procedures.</p> <p>b. prepare individual School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA results and recommendations.</p>	<p>Continuation of Session 3: Workshop A</p> <ul style="list-style-type: none"> Review and evaluate the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages 	<p>QA Leads</p>	<p>Reviewed School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages</p>
<p>HEALTH BREAK/AM SNACKS</p>				
<p>10:00 a.m.-10:25 a.m. n.n.</p>	<p>a. individually review and evaluate School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages based on the quality standards and procedures.</p> <p>b. prepare individual School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA results and recommendations.</p>	<p>Continuation of Session 3: Workshop A</p> <p>Review and evaluate the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages</p>	<p>QA Leads</p>	<p>Reviewed School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages</p>
<p>LUNCH BREAK</p>				
<p>12:00 nn-1:00 p.m.</p>				

<p>1:00 p.m. - 3:10 p.m.</p>	<p>a. individually review and evaluate School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs based on the quality standards and procedures.</p> <p>b. prepare individual School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA results and recommendations.</p>	<p>Continuation of Session 3: Workshop A</p> <ul style="list-style-type: none"> Review and evaluate the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages <p>*End-of-day evaluation</p>	<p>QA Leads</p>	<p>Reviewed School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages</p>
<p>HEALTH BREAK/PM SNACKS</p>				
<p>3:10 p.m. - 3:30 p.m.</p>	<p>a. individually review and evaluate School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs based on the quality standards and procedures.</p> <p>b. prepare individual School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA results and recommendations.</p>	<p>Continuation of Session 3: Workshop A</p> <ul style="list-style-type: none"> Review and evaluate the School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages <p>*End-of-day evaluation</p>	<p>QA Leads</p>	<p>Reviewed School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages</p>
<p>PMT Debriefing</p>				
<p>4:30 pm-5:00 pm</p>				

Day 4 | 19 September 2024

<p>8:00 a.m.-8:30 a.m.</p>		<p>Management of Learning</p> <ul style="list-style-type: none"> ▪ Nationalistic Song ▪ Prayer ▪ Attendance Check ▪ Energizer ▪ Clearinghouse Session 	<p>Officer of the day: <i>Ms. Pinky Perez</i> Technical Assistant I Quality Assurance Unit MOL – Lourdes Arguelles</p>	
<p>8:30 a.m.-10:00 a.m.</p>	<p>a. deliberate individual recommendations. b. consolidate and refine committee's QA recommendations. c. finalize School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs g resource packages QA recommendations.</p>	<p>Session 4: Workshop B</p> <ul style="list-style-type: none"> ▪ Deliberation of individual QA recommendations 	<p>QA Leads</p>	<p>Deliberated School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA Recommendations Accomplished QA Recommendation Forms</p>
<p>10:00 a.m.-10:25 a.m.</p>		<p>HEALTH BREAK/AM SNACKS</p>		
<p>10:25 a.m.-12:00 n.n.</p>	<p>a. deliberate individual recommendations. b. consolidate and refine committee's QA recommendations. c. finalize School-Based Philippine Professional Standards for Teachers</p>	<p>Session 4: Workshop B Deliberation of individual QA recommendations</p>	<p>QA Leads</p>	<p>Deliberated School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource</p>

	(PPST) Aligned Professional Development Programs resource packages QA recommendations.			packages QA Recommendations Accomplished QA Recommendation Forms
LUNCH BREAK				
12:00 nn-1:00 p.m.				
1:00 p.m.- 3:00 p.m.	<p>a. deliberate individual recommendations.</p> <p>b. consolidate and refine committee's QA recommendations.</p> <p>c. finalize School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA recommendations.</p>	<p>Continuation of Session 4: Workshop B</p> <ul style="list-style-type: none"> ▪ Deliberation of individual QA recommendations 	QA Leads	<p>Deliberated School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA Recommendations</p> <p>Accomplished QA Recommendation Form</p> <p>Finalized School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA Recommendation Forms</p>
HEALTH BREAK/PM SNACKS				
3:00 pm - 3:30 pm				

<p>3:30 pm – 5:00 pm</p>	<p>a. deliberate individual recommendations. b. consolidate and refine committee's QA recommendations. c. finalize School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA recommendations.</p>	<p>Continuation of Session 4: Workshop B</p> <ul style="list-style-type: none"> ▪ Deliberation of MATATAG Curriculum training resource packages QA recommendations <p>*End-of-day evaluation</p>	<p>QA Leads</p>	<p>Deliberated School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA Recommendations</p> <p>Accomplished QA Recommendation Form</p> <p>Finalized School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA Recommendation Form</p>	
<p>5:00 pm-5:30 pm</p>					
<p>Day 5 20 September 2024</p>					
<p>PMT Debriefing</p>					
<p>8:00 a.m. – 8:15 a.m.</p>	<p>Management of Learning</p> <ul style="list-style-type: none"> ▪ Nationalistic Song ▪ Prayer ▪ Attendance Check ▪ Energizer ▪ Clearing house Session 			<p>Officer of the day:</p> <p>Mr. Rogelio III O. Dian Education Program Specialist II</p>	

<p>8:15 a.m. – 9:00 a.m.</p>	<p>a. finalize School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs training resource packages QA recommendations. b. submit duly prepared QA recommendation forms</p>	<p>Continuation of Session 4: Workshop B</p> <ul style="list-style-type: none"> ▪ Finalization and submission of School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA recommendations 	<p>QA Leads</p>	<p>Finalized and submitted School-Based Philippine Professional Standards for Teachers (PPST) Aligned Professional Development Programs resource packages QA Recommendation Form</p>
<p>9:00 a.m.-10:00 a.m.</p>		<p>Closing Program</p> <ul style="list-style-type: none"> ▪ National Anthem ▪ Insights ▪ Challenge ▪ Acceptance of Challenge ▪ Way Forward ▪ Awarding of Certificates ▪ Closing Remarks 	<p>Program Management Team</p>	
<p>11:00 am-5:00 pm</p>				
<p>Program Management Team</p>	<p>Quality Assurance Unit, QAMED</p>			
<p>Advisers</p>	<p>Leah B. Apao, Director III Concurrent OIC, NEAP-QAMED</p> <p>Jennifer E. Lopez, Director III Officer of the Director IV</p>			