



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

October 21, 2024

REGIONAL MEMORANDUM

No. **1304** s. 2024

**CAPABILITY BUILDING FOR NEAP PROFESSIONAL DEVELOPMENT (PD)
 PROGRAM EVALUATORS – LEARNING AREA SPECIALISTS**

To: Schools Division Superintendents } Division of Baybay City
 } Division of Calbayog City
 } Division of Leyte
 } Division of Ormoc City

Regional Office Division Chiefs
 All Others Concerned

1. With reference to DepEd Memorandum No. DM-OUHROD-2024-2057 and Advisories dated October 14 and 16, 2024, the National Educators Academy of the Philippines – Region VIII (NEAP-RVIII) announces the conduct of the **Capability Building for NEAP Professional Development (PD) Program Evaluators – Learning Area Specialists** on **October 27-31, 2024** at **Cebu Business Hotel, Colon Corner Junquera St., Cebu City**.

2. Participants from the RO and SDOs are as follows:

Name	Office	Position
Dandy G. Acuin	RO-CLMD	EPS
Erwin L. Purcia	SDO Calbayog City	EPS
Beth Catherine M. Dongon	SDO Baybay City	EPS
Abel M. Dayandayan	SDO Ormoc City	PSDS
Ramil P. Bingco	SDO Leyte	PSDS
Clark Dave P. Arante	NEAP-RVIII	SEPS

3. All other details of the said activity are stipulated in the enclosed issuances.

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


EVELYN R. FETALVERO CESO III
 Regional Director

Enclosures: As stated
 References: As stated

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

EVALUATORS LEARNING AREAS PROFESSIONAL DEVELOPMENT PROGRAMS

NEAPR-CDPA





Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-2057

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
 - e. 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 **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.).

9. Board 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 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]



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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

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

Activity Title:	Capability Building for NEAP Professional Development Program Evaluators
Indicative Date of Implementation and Venue	October 20-25, 2024 DepEd Ecotech Center, Lahug, Cebu City
Participants	Selected NEAP PD Program evaluators from the ROs, SDOs, and Schools
Activity Description	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.
Terminal Objective	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.
Enabling Objectives	To completely attain the terminal objective, the evaluators, particularly, will be able to: <ul style="list-style-type: none"> 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.
Pre-work Requirements	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>
Materials	<ul style="list-style-type: none"> • Training resource packages • QA tools, templates, and forms • Laptop (individual)
Expected Outputs	<ul style="list-style-type: none"> • Trained and capacitated NEAP PD Program evaluators • Duly utilized QA tools and forms



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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

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
7:00 - 8:00 a.m.	Breakfast				
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.	Opening Program	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.					
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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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	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	Health Break	
2:30 - 3:00 p.m.			
3:00 - 3:30 p.m.		Continuation of Workshop A: Individual Review	Workshop C: Finalization of the QA Recommendations
3:30 - 4:00 p.m.	Session 4: PD Program Design Quality Standards		
4:00 - 4:30 p.m.			



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Enclosure 3: Daily Activity Matrix

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

[NEAP-QAD/Lunar]



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ADVISORY

14 October 2024

CHANGE OF DATE AND VENUE 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, please be informed of the following changes in schedule and venue:

Activity	Original Schedule and Venue	New Schedule and Venue
Capability Building for NEAP Professional Development Program Evaluators – Learning Area Specialists	October 20-25, 2024 (inclusive of travel time) DepEd Ecotech Center, Lahug, Cebu City	November 3-8, 2024 (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 22, 2024	neap.qad@deped.gov.ph
Online registration of nominated participants	October 25, 2024	https://tinyurl.com/RegPDPEvaluators

Further, the participants are advised to **check in** on **3 November 2024 (Sunday), 2:00 p.m.** and **check out** on **8 November 2024 (Friday), 12:00 p.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.

For your guidance and reference. Thank you.


JENNIFERE E. LOPEZ
Director IV





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	October 27-31, 2024 (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	neap.qad@deped.gov.ph
Online registration of nominated participants	October 22, 2024	https://tinyurl.com/RegPDPEvaluators

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.

For your guidance and reference.

Thank you.


JENNIFER E. LOPEZ
Director IV