

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 çeso 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

NEAPR-CDPA





Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738 Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph



DEPARTMENT OF EDUCATION



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.







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Effectivity	03.23.23	Rev Page	1 of 3

- 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:
 - Chief Education Supervisor
 - Education Program Supervisor ii.
 - Public Schools District Supervisor iii.
 - Senior Education Program Specialist iv.
 - Education Program Specialist II v.
 - School Head vi.
 - 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 Education/Alternative Learning Inclusive 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		✓	1	1	1	✓
AM Snack		1	1	1	1	1
Lunch		✓	✓	✓	1	√
PM Snack	1	√	1	1	1	
Dinner	✓	✓	✓	1	✓	

- 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.gad@deped.gov.ph or landline (02) 8633-7207.
- 11. For immediate dissemination and appropriate action.

Copy furnished: OFFICE OF THE SECRETARY

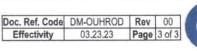
ATTY. REVSEE A. ESCOBEDO Undersecretary for Operations

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]







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

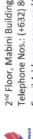
DepEd Ecotech Center, Lahug, Cebu City 20-25 October 2024

Participants Regional and Learning/Content Area Distribution

Nu	mbei	of P	artic	Number of Participants Per Region Based on Learning Area Specialization	Per R	egio	n Bas	ed on	Learn	ing A	rea	Spec	cializa	tion			
Learning/Content Area Specialization	I	п	Ш	IV-A	IV-B	>	VI	VII	VIII	ĸ	×	IX	XII	NCR	CAR	CAR CARAGA Total	Total
English	1		1		1		1	1	1		1			1		1	6
Mathematics	1		1	1		1	1	1	П	П						1	6
Science		-		1			1		1		1	1	1	1	1		6
Filipino	1	1		П	1	1	1	1		1	1				1		10
Araling Panlipunan	1		1	-	-			1	1	1			1	1		1	10
Values Education	П	-	1		1	1				П	1	1	1		1		10
MAPEH			1	1			1	1		1	-	-	1		1	1	10
TLE					1		1				1	1			1		S)
ICT		-				1			-					1		1	ıo
Elementary Education	1	1		1				1				1	1	1			7
Inclusive Education/ALS			1			1			1				1	1		1	9
Total	9	ro	9	9	2	N	9	9	9	Ŋ	9	ro.	9	9	D	9	90

Learning/content area not assigned





Email Address: neap.gad@deped.gov.ph | Website: www.deped.gov.ph/neap 2nd Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600 Telephone Nos.: (+632) 86388638, (+632) 86337207





Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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 OA 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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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES Department of Education

Enclosure 3: Daily Activity Matrix

Activity Title:	Capability Building for NEAP Professional D	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	ROs, SDOs, and Schools
Activity Description	This 5-day workshop aims to train PD prographoposals, focusing on the quality standards	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.
	evaluation of submitted PD program proposals.	placific in conducting a season to the same
Terminal Objective	By the end of this workshop, evaluators will be	By the end of this workshop, evaluators will be able to prepare evaluation results and recommendations
	101 FD program proposars anglicu with the r.D.	Togram wesign and realining resources quantly standards
Enabling Objectives	To completely attain the terminal objective, the evaluators, particularly, will be able to:	evaluators, particularly, will be able to:
	 a. rationalize PD program quality assurance mechanism; 	e mechanism;
	b. discuss the PD program design and lear	discuss the PD program design and learning resource materials quality standards;
	c. explain the PD program quality assurance process and requirements;	ce process and requirements;
	d. evaluate PD program proposals based or	d. evaluate PD program proposals based on existing quality standards and procedures;
	e. formulate PD program proposal evaluati	program proposal evaluation results and recommendations.
Pre-work Requirements	Review DM No. 044, s. 2023 or the Interim C	s. 2023 or the Interim Guidelines for the Quality Assurance and Monitoring and
	Evaluation of the NEAP Core Programs	
Materials	Training resource packages	
	QA tools, templates, and forms	
	Laptop (individual)	
Expected Outputs	Trained and capacitated NEAP PD Program evaluators	am evaluators
	Duly utilized QA tools and forms	





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Department of Education

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.		Session 5: Monitoring and Evaluation of PD	Continuation of Workshop A:	Workshop B: Group Deliberation	Workshop D: Output Presentation and
9:00 - 9:30 a.m.	Opening Program	riograms	maividudai Acvicw		гееараск
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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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES Department of Education

Matrix
Activity
: Daily
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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	Session 7: PD Program Quality Assurance Tools	Continuation of Workshop A:	Workshop C: Finalization of the QA	
1:30 - 2:00 p.m.	Flocess	alla Follis	וומוגותמסו ואכאוכא	Recommendations	
2:00 - 2:30 p.m.	Session 3: PD Program Package				
2:30 - 3:00 p.m.					
3:00 - 3:30 p.m.		Health Break	Break		
3:30 - 4:00 p.m.	Session 4: PD Program Design Quality	Workshop A: Individual Review	Continuation of Workshop A:	Workshop C: Finalization of the QA	
4:00 - 4:30 p.m.	Statitualus			Necommendations	





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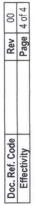
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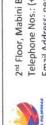
Enclosure 3: Daily Activity Matrix

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

[NEAP-QAD/Lunar]







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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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	October 20-25, 2024	November 3-8, 2024
NEAP Professional Development Program	(inclusive of travel time)	(inclusive of travel time)
Evaluators – Learning	DepEd Ecotech Center,	Cebu Business Hotel,
Area Specialists	Lahug, Cebu City	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.







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 October 27-31, 2024 (inclusive of travel time)	
Capability Building for NEAP Professional Development Program	November 3-8, 2024 (inclusive of travel time)		
Evaluators – Learning Area Specialists	Cebu Business Hotel, Colon Corner Junquera St., Cebu City	Cebu Business Hotel, Colon Corner Junquera St., Cebu City	

In line with this, please be advised of the following new set of deadlines:

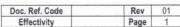
Document/Activity	Deadline on	Link/Platform
Submission of list of nominated participants	October 21, 2024	neap.qad@deped.gov.ph
Online registration of nominated participants	October 22, 2024	https://tinyurl.com/RegPDPEvaluators

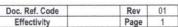
Please be advised that the nominated participants shall not be an existing member of NEAP Central Office's pool of PD program evaluators. Kindly use the attached template for the Nomination Form.

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







