



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

October 7, 2024

DIVISION MEMORANDUM  
No. 492 s. 2024

**PROFILING OF DEPED REGION V PROFESSIONAL DEVELOPMENT (PD)  
PROGRAM EVALUATORS**

To : Assistant Schools Division Superintendents  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Elementary and Secondary Teachers  
All Others Concerned

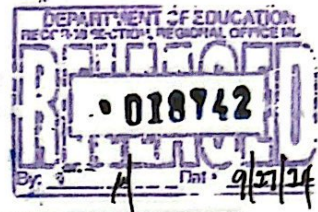
- Per Regional Memorandum No. 01126 s. 2024 titled: "Profiling of DepEd Region V Professional Development (PD) Program Evaluators" this Office announces the Profiling of DepEd Region V Professional Development (PD) Program Evaluators in the Schools, Districts, and in SDO Schools Division Office.
- PD Program Evaluators shall be responsible for the conduct of an evaluation of all PD program proposals submitted by the SDO Proper, districts, and schools' proponents, including all Learning Resource (LR) materials based on the standards and procedures articulated in **DepEd Memorandum No. 044 s. 2023 titled Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs.**
- PD Program Evaluators shall be composed of the following:
  - School PD Program Evaluators**  
School Head/Cluster Head/Teacher-In-Charge/Officer-In Charge  
Master Teachers, Key Teachers  
Teacher Representative Per Grade Level
  - District PD Program Evaluators**  
Public Schools District Supervisor/In-Charge of the Districts  
District Alternative Learning System (ALS) Coordinators
  - Division PD Program Evaluators**  
School Governance and Operations Division (SGOD) Chief  
Curriculum and Implementation Division (CID) chief  
Human Resource and Development Section Specialist  
Learning Area Specialists
  - Interested DepEd Teaching, Teaching-Related, Non-Teaching Personnel, Certified NEAP Facilitators, NEAP Assessors, Content- Experts, and/or Subject-Matter Experts.**
- PD Programs Evaluators and interested DepEd personnel may signify interest to become part of Division and Regional PD Program Evaluators by accomplishing registration form through <https://tinyurl.com/profilingneapeval>.
- Attached is the Regional Memorandum No. 01126, s. 2023 for your guidance.
- Widest dissemination of this memorandum is desired.

By Authority of the OIC-Schools Division Superintendent

*Muelit*  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III / Legal Officer  
Officer-In-Charge



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



19 September 2024

REGIONAL MEMORANDUM  
No. 01126, s. 2024

**PROFILING OF DEPED REGION V PROFESSIONAL DEVELOPMENT (PD)  
PROGRAM EVALUATORS**

To : Assistant Regional Director  
Schools Division Superintendents  
Chiefs of the Functional Divisions, *this Office*  
All Others Concerned

1. In line with our commitment to continuously ensure equitable access for teachers and school leaders to responsive, data-driven, and targeted professional development programs, and in accordance with DepEd Order No. 11, s. 2019 or the Implementation of NEAP Transformation, as well as Section 18, item (e) of Republic Act No. 11713, also known as the Excellence in Teacher Education Act, the Department of Education, through the National Educators Academy of the Philippines (NEAP), provides Human Resource Development (HRD) Fund allocations to Regional and Schools Division Offices to support the professional development of teachers and school leaders.

2. To further enhance the quality and impact of these professional development initiatives, this Office announces the **Profiling of DepEd Region V Professional Development (PD) Program Evaluators** in Schools, Schools Division Offices, and in the Regional Office. PD Program Evaluators play a crucial role in ensuring that NEAP programs are effective, responsive, and aligned with the professional development needs of teachers and school leaders.

3. PD Program Evaluators shall be responsible for the conduct of an evaluation of all PD program proposals submitted by the schools, including all Learning Resource (LR) materials based on the standards and procedures articulated in **DepEd Memorandum No. 044, s. 2023** titled **Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs**.

4. PD Program Evaluators shall be composed of the following:

**School PD Program Evaluators**

- Master Teacher
- Teacher Representative Per Grade Level

**Division PD Program Evaluators**

- School Governance and Operations Division (SGOD) Chief



Address: Regional Center Site, Rawis, Legazpi City, 4500  
Telephone Nos.: 0969 516 9555  
Email Address: [region5@deped.gov.ph](mailto:region5@deped.gov.ph)  
Website: <https://region5.deped.gov.ph/>



- Curriculum and Implementation Division (CID) Chief
- Human Resource and Development Section Supervisor
- Learning Area Specialists — E/S

**Regional PD Program Evaluators**

- Human Resource Development Division (HRDD) Chief
- Curriculum and Learning Management Division (CLMD) Chief
- Learning Area Specialists (Per Learning Area)

5. The detailed Duties and Responsibilities of PD Program Evaluators as listed in DepEd Memorandum No. 44, s. 2023 are as follows:

**PD Program Design Evaluators**

- a. Review and evaluate each element in the detailed PD program designed based on the quality standards set
- b. Evaluate the evidence of each quality standard in the relevant section of the detailed PD program design
- c. Evaluate the alignment of the objectives with the session content, methodology/activities, output and intended learning outcomes
- d. Ensure the alignment of the proposal to the Philippine Professional Standards for Teachers and School Leaders
- e. Check individual attachment for consistency, accuracy and compliance with the requirements
- f. Consolidate the result of evaluation through the Quality Assurance Recommendation Form
- g. Prepare clearly articulated recommendations for PD Programs that failed to meet the QA standards, for compliance of the PD program owner.
- h. Endorse the QA recommendation to the QA Certification approver.

**PD Program Content Evaluators**

- a. 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)/Philippine Professional Standards for Supervisors (PPSS)
- b. Evaluate the appropriateness, accuracy, and adequacy of the content based on the identified developmental needs of the target participants.
- c. Evaluate the structure and sequence of the content areas.
- d. Evaluate the alignment of the content areas with the curriculum standards.
- e. Assure the quality of the resource package (session guides, slide decks and participant's hand-outs) based on appropriateness, accuracy, and adequacy of content to support the attainment of the learning objectives.
- f. Consolidate the result of evaluation through the Quality Assurance Recommendation Form
- g. Prepare clearly articulated recommendations for PD programs/courses that failed to meet the QA standards, for compliance of the PD program owner
- h. Endorse the QA recommendation to the QA Certification approver.

6. More so, interested DepEd Teaching, Teaching-Related, Non-Teaching Personnel, Certified NEAP Facilitators, NEAP Assessors, Content-Experts, and/or Subject-Matter Experts may signify interest to become part of Division and Regional PD Program Evaluators by accomplishing registration form through <https://tiwurl.com/profilingneapeval>.

7. A separate issuance will be released to announce the pool of qualified PD Program Evaluators. A certificate of Recognition will be awarded to all evaluators who shared their expertise in the Quality Assurance process of NEAP PD programs.

8. Please refer to DepEd Memorandum No. 044, s. 2023 titled Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs for guidance.

9. Immediate dissemination of this Memorandum is desired.

  
GILBERT T. SADSAD  
Regional Director

Encis: As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
PD for Teachers and School Leaders  
NEAP Quality Assurance

HRDD-NEAP-R/jaa  
19/09/2024