

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

**MEMORANDUM**

**TO:** Mary Jean S. Romero, Chief ES  
Romel G. Petajen, Chief ES  
Amelia B. Cabrera, EPS CID  
Marisol T. Lim, PSDS CID  
Carol P. Gil, SEPS HRD  
Achilles Alberto I, EPS II SMME  
Marigen M. Torrente, SP I Obo San Miguel ES  
Mary Rose V. Sta Rosa SP I, Palta National HS

**FROM:** By Authority of the OIC Schools Division Superintendent

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

**SUBJECT:** ATTENDANCE TO THE WORKSHOP ON THE DESIGN, DEVELOPMENT, AND QUALITY ASSURANCE OF PROFESSIONAL DEVELOPMENT PROGRAMS

**DATE:** October 7, 2024

1. In reference to Regional Memorandum No. 01064 s. 2024 titled: *“Workshop on the Design, Development, and Quality Assurance of Professional Development Programs”*, you are hereby advised to participate in the said Professional Development Program on October 21-25, 2024 (Phase 1) and November 4-8, 2024 (Phase 2) to a venue which shall be announced on a separate issuance.
2. The aims of the workshop are the following:
  - a. To identify existing Regional Office-, Schools Division Office-, and School-based professional development programs.
  - b. To review and consolidate results of PD needs assessment, conducted across governance levels.
  - c. To develop a pool of needs-based professional development programs for DepEd Region V teachers and school leaders that can be utilized for INSET, LAC and Collaborative Expertise Sessions/Engagements; and
  - d. To craft and review proposed professional development plan based on set quality standards.
3. Participants are expected to bring the proposed Professional Development Program or an existing or on-going Professional Development Programs for the teachers and school leaders. Likewise, they should bring their own laptop, extension wire and charger for the workshop.
4. Travel and accommodation expenses to this PD program shall be charged from the HRD funds/local funds subject to the usual accounting, budgeting, and auditing rules and regulations.
5. For your information, guidance and compliance.

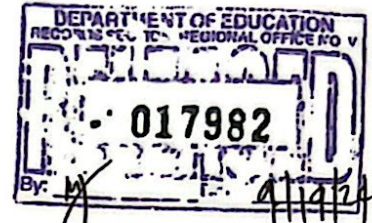


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Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



18 September 2024

REGIONAL MEMORANDUM  
 No. 01064, s. 2024

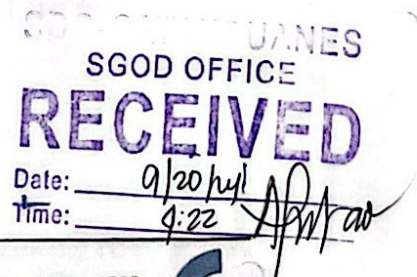
**WORKSHOP ON THE DESIGN, DEVELOPMENT, AND QUALITY ASSURANCE OF PROFESSIONAL DEVELOPMENT PROGRAMS**

To : Assistant Regional Director  
 Schools Division Superintendents  
 All Others Concerned

1. Pursuant to Republic Act No. 11713 otherwise known as the Excellence in Teacher Education Act and DepEd Order No. 11, s. 2019 entitled Implementation of the National Educators Academy of the Philippines (NEAP) Transformation, the Department is committed to strengthen the professional development of teachers and school leaders in public schools and learning centers.
2. With the goal of expanding access to professional development opportunities in schools, NEAP promotes the development of evidence-informed, result-driven, standards-based training programs for teachers and school leaders, aligned with established training standards and quality assurance mechanisms.
3. Anent to these, HRDD-NEAP R shall conduct a **Workshop on the Design, Development, and Quality Assurance of Professional Development Programs on 21-25 October 2024 (Phase 1) and 4-8 November 2024 (Phase 2)** to a venue which shall be announced on a separate issuance.
4. This workshop aims to:
  - a. identify existing Regional Office-, Schools Division Office-, and School-based professional development programs;
  - b. review and consolidate results of PD needs assessment conducted across governance levels;
  - c. develop a pool of needs-based professional development programs for DepEd Region V teachers and school leaders that can be utilized for INSET, LAC and Collaborative Expertise Sessions/ Engagements; and
  - d. craft and review proposed professional development plan based on set quality standards.

5. Below is the breakdown of expected participants:

1	Chief Education Supervisor	CLMD
4	Education Program Supervisors	CLMD



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1	Education Program Supervisor	QAD
13	Chief Education Supervisor	SGOD
13	Chief Education Supervisor	CID
13	Public Schools District Supervisor	CID
13	Education Program Supervisor	CID
13	Senior Education Program Specialists	HRDS
13	Senior Education Program Specialists	SMME
13	Elementary School Principal	
13	Secondary School Principal	

6. Participants shall at least have an existing proposed Professional Development Program or have an existing or ongoing Professional Development Programs being managed for teachers and school leaders.

7. Participants are also advised to bring the following PD Program package based on DepEd Memorandum 44, s. 2023 entitled Interim Guidelines for Quality Assurance and Monitoring and Evaluation of NEAP Core Programs that includes:


- a. Detailed PD Program Design
- b. PD Program Monitoring and Evaluation (M&E) Plan
- c. Program Implementation Plan
- d. Curriculum Vitae of the Prospected Resource Speakers
- e. Assessment Tools (formative and summative tools and rubrics)
- f. PD Learning Resource Materials
  - i. Session Guides
  - ii. Slide Decks
  - iii. Modules (if applicable)
  - iv. Non-print materials; audio visual presentations (if applicable)

8. Participants are also advised to bring their own laptop, extension wire and charger for the workshop.

9. Participants' names shall be enlisted through <https://tinyurl.com/PD-WORKSHOP-PAX> on or before 2 October 2024.

10. Expenses relative to the conducted of this activity shall be charged from respective Offices HRD funds/ local funds subject to the usual accounting, budgeting, and auditing rules and regulations.

11. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**GILBERT T. SADSAD**  
 Regional Director

To be indicated in the Perpetual Index  
 under the following subjects:  
 HRD PSF  
 PD PROGRAMS  
 NEAP CORE PROGRAMS

HRDD-NEAP R/rtb/jblc



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