



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2024-495

To : Ida I. Juezan  
Public Schools District Supervisor  
Mt. Apo District

Subject : **ATTENDANCE TO THE CAPABILITY BUILDING FOR NEAP  
PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS**

Date : October 22, 2024

In reference to Regional Memorandum HRDD-2024-257 titled **ATTENDANCE TO THE CAPABILITY BUILDING FOR NEAP PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS**, and 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, you are hereby enjoined to attend the capability building for NEAP Professional Development (PD) Program Evaluators-Learning Area Specialists on October 27-31, 2024, in Cebu Business Hotel, Colon Corner, Junquera St., Cebu City.

Board and lodging of the participants shall be charged against the NEAP-Human Resource Development (HRD) Funds, while 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.

Immediate dissemination of this memorandum to all concerned is desired.

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
DATE: OCT 23 2024 TIME: 1:00 PM



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
(082) 553-8396 | (082) 553-8376  
www.depeddigoscity.org | digos.city@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

SCHOOLS DIVISION OFFICE  
 RECORDS SECTION  
**RECEIVED**  
 DATE: 18 OCT 2024 TIME: 3:16  
 10240  
 70837

October 17, 2024

REGIONAL MEMORANDUM  
 HRDD-2024-257

**ATTENDANCE TO THE CAPABILITY BUILDING FOR NEAP PROFESSIONAL DEVELOPMENT PROGRAM EVALUATORS**

To: Assistant Regional Director  
 Schools Division Superintendents

1. Relevant to 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 October 27-31, 2024, in Cebu Business Hotel, Colon Corner, Junquera St., Cebu City. Relevant details are found in the enclosures. The participants are:

No.	Name	Learning Specialist Area	Designation	Schools Division Office (SDO)
1.	Marites B. Chan	Science	Principal I	Davao City
2.	Elden D. Orbeta	Values Education	Education Program Supervisor	Panabo City
3.	Elsie E. Gagabe	MAPEH	Education Program Supervisor	Davao City
4.	Jose M. Barba	TLE	Education Program Supervisor	Mati City
5.	Ida I. Juezan	Elementary Education	Public Schools District Supervisor	Digos City

2. Board and lodging of the participants shall be charged against the NEAP-Human Resource Development (HRD) Funds, while 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.

3. Immediate dissemination of this Memorandum is highly desired.

DEPARTMENT OF EDUCATION - RD  
 RECORDS SECTION  
**RELEASED**

**ALLAN G. FARNAZO**  
 Director IV

Encl.: As stated:

ROH9/maba

BY: [Signature]  
 DATE: 18 OCT 2024  
 40163



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147  
 Email Address: region11@deped.gov.ph  
 Website: www.depedroxi.ph





Republic of the Philippines  
**Department of Education**

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Office of the Director IV

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
**RECEIVED**

**ADVISORY**  
 16 October 2024

By: 40174  
 Date: 10-17-24 Time: 10:55

**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	<b>October 27-31, 2024</b> (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	<a href="mailto:neap.qad@deped.gov.ph">neap.qad@deped.gov.ph</a>
Online registration of nominated participants	October 22, 2024	<a href="https://tinyurl.com/RegPDPEvaluators">https://tinyurl.com/RegPDPEvaluators</a>

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](mailto:neap.qad@deped.gov.ph).

For your guidance and reference.

Thank you.

  
**JENNIFER E. LOPEZ**  
Director IV





Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY DEPARTMENT OF EDUCATION ROXI  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT RECORDS SECTION

RECEIVED  
By: f 39877  
Date 10-11-24 Time: 8:24

**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 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](http://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.)

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](mailto: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]



Republika ng Pilipinas

**Department of Education**

**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**Annexure 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	10
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	5
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	7
Elementary Education	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	6
Inclusive Education/ALS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	6
<b>Total</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>90</b>

**Learning/content area not assigned**







Republika ng Pilipinas

# 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 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-----

Doc. Ref. Code	Rev	00
Effectivity	Page	1 of 1





Republika ng Pilipinas

## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 3: Daily Activity Matrix

<b>Activity Title:</b>	<b>Capability Building for NEAP Professional Development Program Evaluators</b>
<b>Indicative Date of Implementation and Venue Participants</b>	October 20-25, 2024 DepEd Ecotech Center, Lahug, Cebu City
<b>Activity Description</b>	Selected NEAP PD Program evaluators from the ROs, SDOs, and Schools 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.
<b>Terminal Objective</b>	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.
<b>Enabling Objectives</b>	To completely attain the terminal objective, the evaluators, particularly, will be able to: <ul style="list-style-type: none"> <li>a. rationalize PD program quality assurance mechanism;</li> <li>b. discuss the PD program design and learning resource materials quality standards;</li> <li>c. explain the PD program quality assurance process and requirements;</li> <li>d. evaluate PD program proposals based on existing quality standards and procedures;</li> <li>e. formulate PD program proposal evaluation results and recommendations.</li> </ul>
<b>Pre-work Requirements</b>	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>
<b>Materials</b>	<ul style="list-style-type: none"> <li>• Training resource packages</li> <li>• QA tools, templates, and forms</li> <li>• Laptop (individual)</li> </ul>
<b>Expected Outputs</b>	<ul style="list-style-type: none"> <li>• Trained and capacitated NEAP PD Program evaluators</li> <li>• Duly utilized QA tools and forms</li> </ul>



Doc. Ref. Code	Rev	Page
Effectivity	00	1 of 4

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





Republika ng Pilipinas

**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.	Registration	MOL/Clearing House	MOL/ Clearing House	MOL/ Clearing House	MOL/ Clearing House
8:00 - 8:30 a.m.					
8:30 - 9:00 a.m.		<b>Session 5:</b> Monitoring and Evaluation of PD Programs	<b>Continuation of Workshop A:</b> Individual Review	<b>Workshop B:</b> Group Deliberation	<b>Workshop D:</b> Output Presentation and Feedback
9:00 - 9:30 a.m.	Opening Program				
9:30 - 10:00 a.m.					
10:00 - 10:30 a.m.					
10:30 - 11:00 p.m.	<b>Session 1:</b> Rationale for Quality PD	<b>Session 6:</b> PD LRM Quality Standards	<b>Continuation of Workshop A:</b>	<b>Continuation of Workshop B:</b> Group	Closing Program
<b>Health Break</b>					

Doc. Ref. Code	Rev	00
Effectivity	Page	2 of 4





Republika ng Pilipinas

**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**Enclosure 3: Daily Activity Matrix**

	Programs for Teachers and School Leaders	Individual Review	Deliberation
11:00 - 11:30 p.m.	<b>Session 2:</b> PD Program Quality Assurance Process  <b>Session 3:</b> PD Program Package	<b>Session 7:</b> PD Program Quality Assurance Tools and Forms	<b>Workshop C:</b> Finalization of the QA Recommendations
11:30 - 12:00 p.m.			
12:00 - 1:00 p.m.			
<b>Lunch Break</b>			
<b>Health Break</b>			
1:00 - 1:30 p.m.	<b>Session 4:</b> PD Program Design Quality Standards	<b>Workshop A:</b> Individual Review	<b>Workshop C:</b> Finalization of the QA Recommendations
1:30 - 2:00 p.m.			
2:00 - 2:30 p.m.	<b>Session 4:</b> PD Program Design Quality Standards	<b>Workshop A:</b> Individual Review	<b>Workshop C:</b> Finalization of the QA Recommendations
2:30 - 3:00 p.m.			
3:00 - 3:30 p.m.	<b>Session 4:</b> PD Program Design Quality Standards	<b>Workshop A:</b> Individual Review	<b>Workshop C:</b> Finalization of the QA Recommendations
3:30 - 4:00 p.m.			
4:00 - 4:30 p.m.	<b>Session 4:</b> PD Program Design Quality Standards	<b>Workshop A:</b> Individual Review	<b>Workshop C:</b> Finalization of the QA Recommendations
4:00 - 4:30 p.m.			



Doc. Ref. Code	Rev	00
Effectivity	Page	3 of 4





Republika ng Pilipinas

# Department of Education

## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### 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.				
5:30 - 6:00 p.m.				

[NEAP-QAD/ Lunar]



Doc. Ref. Code	Rev	00
Effectivity	Page	4 of 4

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

