



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024 - 524

To : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Education Program Supervisors
 Elementary and Secondary School Heads

Subject : **GUIDELINES ON THE CONDUCT OF RO, SDO AND SCHOOL-DEVELOPED PROFESSIONAL DEVELOPMENT PROGRAMS FOR FY 2024**

Date : September 2, 2024

This is in reference to Regional Memorandum HRDD-2024-208 dated August 22, 2024, signed by Allan G. Farnazo, Director IV, re: **Guidelines on the Conduct of RO, SDO and School-Developed Professional Development Programs for FY 2024**, be informed that PD programs shall undergo quality assurance as requirement prior to the conduct of initiated activities and programs to ensure effective delivery with relevant pedagogy responsive to the needs of DepEd personnel.

Further, the above-mentioned guidelines shall cover the following development programs:

- a. Regional Office-developed;
- b. Schools-Division Office-developed
- c. 3-day School-Based In-Service Training (INSET)
- d. Learning Action Cell (LAC)

Use of funds for the design, development, quality assurance, delivery, and monitoring and evaluation of professional development programs shall be governed by the Guidelines on the Utilization of FY 2024 HRD Fund (issued through DM-OUHROD-2024-0427 dated March 2024).

Access bit.ly/3WVA6zU for Enclosures 1-14, for reference and guidance.

For wide dissemination and compliance.

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: SEP 03 2024 TIME: 1:27

Enclosed: As stated
 SGOD/jsd

BY: [Signature]

MELANIE P. ESTACIO, PhD, CESO VI
 OIC-Schools Division Superintendent

[Signature]
 9/2/24



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RECORDS

24-36501



Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division of Digos City
RECORDS SECTION



RECEIVED 126580

DATE: 30 AUG 2024 TIME: 5:17

Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2024-208

To : Assistant Regional Director
Schools Division Superintendents

Subject: GUIDELINES ON THE CONDUCT OF RO, SDO AND SCHOOL-
DEVELOPED PROFESSIONAL DEVELOPMENT PROGRAMS
FOR FY 2024

Date : August 22, 2024

In adherence to DM-OUHROD-2024-1576 titled Conduct of Regional Office, Schools Division Office, and School-Developed Professional Development Programs FY 2024, be informed that PD programs shall undergo quality assurance as requirement prior to the conduct of initiated activities and programs to ensure effective delivery with relevant pedagogy responsive to the needs of DepEd personnel.

Further, the abovementioned guidelines shall cover the following development programs:

- a. Regional Office-developed;
- b. Schools Division Office-developed
- c. 3-day School-Based In-Service Training (INSET)
- d. Learning Action Cell (LAC)

Use of funds for the design, development, quality assurance, delivery, and monitoring and evaluation of professional development programs shall be governed by the Guidelines on the Utilization of FY 2024 HRD Fund (issued through DM-OUHROD-2024-0427 dated 11 March 2024).

Access bit.ly/3WVA6zU for Enclosures 1-14, for reference and guidance.

For wide dissemination and compliance.

ALLAN G. FARNAZO
Director

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

Enclosed: As Stated

ROH07/jlb

BY: [Signature]
Date: 30 Aug 2024
TIME: 36501



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Doc. Ref. Code	RO-KMT-F001	Rev	00
Effectivity	07.01.24	Page	1 of 1





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RECEIVED
By: [Signature]
Date: 8-19-24

MEMORANDUM
DM-OUHROD-2024-1576

TO : Regional Directors
Schools Division Superintendents
School Heads

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource
and Organizational Development

SUBJECT : **GUIDELINES ON THE CONDUCT OF REGIONAL OFFICE-,
SCHOOLS DIVISION OFFICE-, AND SCHOOL-DEVELOPED
PROFESSIONAL DEVELOPMENT PROGRAMS FOR FY 2024**

DATE : 16 August 2024

1. The Department, through the National Educators Academy of the Philippines (NEAP), is committed to strengthen the professional development of teachers and school leaders in public schools and learning centers, pursuant to DepEd Order No. 011, s. 2019 titled *Implementation of the NEAP Transformation* and Republic Act No. 11713 or the *Excellence in Teacher Education Act*.
2. In ensuring effective and efficient development and implementation of school-based professional development programs, NEAP hereby issues these **Guidelines on the Conduct of Regional Office-, Schools Division Office-, and School-Developed Professional Development Programs for FY 2024**. These guidelines have the following objectives:
 - a. Provide guidance to the field offices on the proper utilization of FY 2024 Human Resource Development (HRD)/Maintenance and Other Operating Expenses (MOOE)/local funds for school-based professional development programs;
 - b. Set standard process in identifying professional development needs, planning, designing, development, quality assurance, Professional Regulation Commission (PRC) Continuing Professional Development (CPD) Accreditation, delivery, and monitoring and evaluation of school-based professional development programs;



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Effectivity	03.23.23	Page	1 of 3



- c. Ensure equitable access of all teachers and school leaders to NEAP quality-assured and PRC-accredited school-based professional development programs; and
- d. Promote a coaching culture, integrating collaborative expertise to school-based professional development programs.

3. These guidelines shall cover the following professional development programs:

- a. Regional Office-developed;
- b. Schools Division Office-developed;
- c. 3-day School-Based In-Service Training (INSET) scheduled on 25-29 November 2024 (in accordance with DepEd Order No. 009, s. 2024 titled *Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025*); and
- d. Learning Action Cell (LAC).

4. Based on identified professional development needs, Regional Offices (ROs), Schools Division Offices (SDOs), and Schools shall determine appropriate programs for development and delivery/implementation according to the following matrix:

Governance Level	NEAP Core Programs				
	Induction	Career Progression			Special Program
		Regular Program	Subject-Content Program	Master Class	
RO		✓	✓	✓	✓
SDO	✓	✓	✓	✓	✓
School	INSET	✓	✓	✓	✓
	LAC		✓	✓	

- 5. Professional development programs at RO and SDO levels shall be designed, developed, quality-assured, delivered, and monitored and evaluated according to the standards and processes set by DepEd Memorandum (DM) No. 044, s. 2023 titled *Interim Guidelines for Quality Assurance and Monitoring and Evaluation of NEAP Core Programs*.
- 6. While DM No. 044 governs the quality assurance and delivery process of professional development programs at RO and SDO levels, the school-level development and implementation of school-based programs shall be governed by the enclosed guidelines (**Enclosure 1: Guidelines on the School-Level Development and Implementation of School-Based Professional Development Programs**).
- 7. Topics for School-Based INSET shall be aligned with any of the following priority programs:
 - a. MATATAG Curriculum for Kindergarten and Grades 1, 4, and 7;
 - b. National Learning Camp;
 - c. National Reading Program;
 - d. National Mathematics Program;

- e. Inclusive Education (Alternative Learning System, Indigenous Peoples Education, Madrasah Education Program, Special Needs Education, etc.);
 - f. Comprehensive Sexuality Education (DepEd Order No. 031, s. 2018);
 - g. Gender and Development;
 - h. Induction Program for Beginning Teachers;
 - i. Higher Order Thinking Skills – Professional Learning Packages (HOTS-PLP) for Mathematics, Science, and English;
 - j. Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy; and
 - k. Subject Content-Based Professional Development Programs.
8. School-Based INSET for SY 2024-2025 may be designed based on existing Central Office-, RO-, and SDO-developed programs that are quality-assured by NEAP.
 9. School-Based INSET and LAC plans shall be prepared, delivered, quality-assured, PRC accredited, and monitored and evaluated, in adherence to the standards and processes outlined in these guidelines.
 10. Use of funds for the design, development, quality assurance, delivery, and monitoring and evaluation of professional development programs shall be governed by the *Guidelines on the Utilization of FY 2024 HRD Fund* (issued through DM-OUHROD-2024-0427 dated 11 March 2024).
 11. Should you have questions and concerns, please coordinate with **NEAP Office of the Director**, through email neap.od@deped.gov.ph or landline (02) 8638-8638.
 12. For immediate dissemination and appropriate action.

Copy furnished:

GINA O. GONONG

Undersecretary for Curriculum and Teaching

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Operations

Enclosures:

Enclosure 1 - *Guidelines on the School-Level Development and Implementation of School-Based PD Programs*

Enclosure 2 - *PD Learning Resource Materials Quality Standards*

Enclosure 3 - *Sample PD Needs Prioritization Matrix*

Enclosure 4 - *School-Based INSET Plan*

Enclosure 5 - *Five-Month LAC Plan*

Enclosure 6 - *Curriculum Vitae of Resource Speaker/ Subject Matter Expert*

Enclosure 7 - *Sample End-of-Day Evaluation Tool*

Enclosure 8 - *Budget Matrix*

Enclosure 9 - *School-Based PD Program Design Quality Standards Checklist*

Enclosure 10 - *School-Based PD Program Delivery Quality Standards*

Enclosure 11 - *PD Compliance Monitoring Tool*

Enclosure 12 - *School-Based PD Program Learning Action Plan*

Enclosure 13 - *PD Program Completion Report Form*

Enclosure 14 - *Actual Participants Sheet*