



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

Office of the Schools Division Superintendent

January 14, 2026

DIVISION MEMORANDUM

SGOD-2025-021

To : Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public School District Supervisors
Public School Heads
Public School Teachers
All Others Concerned

Attention:

**ZANDRIA M. SY - EPS
MARY JOY B. FORTUN - PSDS
RONALD B. DEDACE - PSDS
REYZEN O. MONSERATE - SEPS (SMME)
IDA I. JUEZAN - PSDS
ABDUL GAPOR M. DE GUZMAN - SCHOOL HEAD**

Subject: **STATUS MONITORING ON THE IMPLEMENTATION AND
COMPLETION OF WORKPLACE APPLICATION PLAN ON DESIGN,
DEVELOPMENT, AND QUALITY ASSURANCE OF PD PROGRAMS**

1. This is in reference to Regional Memorandum HRDD-2026-006 dated January 9, 2026, signed by Allan G. Farnazo, Director IV, re: Status Monitoring on the Implementation and Completion of Workplace Application Plan on Design, Development, and Quality Assurance Of PD Programs, be informed that the participants who attended the Regional Training of Division Core Team Trainers on Design, Development, and Quality Assurance of School-Based Professional Development Programs conducted on January 13-17, 2025 are advised to submit the approved and implemented Workplace Action Plan (WAP) with completion report indicating milestones and other major Means of Verification (MOVs) via <https://tinyurl.com/wapddqapd> on or before January 16, 2026.
2. Further, the Division HRD Senior Education Program Specialist with the assistance of Education Program Specialist II are requested to provide guidance and facilitate the prompt submission of documents for endorsement to the Regional Office duly signed by the Schools Division Superintendent.
3. Relevant details and information are found in the enclosures.
4. ~~Immediate dissemination of this Memorandum is directed.~~

RECORDS SECTION

REF No: 78281
DATE: 15 JAN 2026 TIME: 1:49 pm
Enclosed: As stated
Sgd/s: _____

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

Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
| (082)553-8375





Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 005

To : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisor
Concerned School Heads
Concerned Personnel

Subject : **PARTICIPANTS FOR THE REGIONAL TRAINING OF DIVISION CORE TEAM TRAINERS ON DESIGN, DEVELOPMENT, AND QUALITY ASSURANCE OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT (PD) PROGRAMS**

Date : January 13, 2025

In reference to Regional Memorandum HRDD-2025-005 re: **Regional Training of Division Core Team Trainers on Design, Development, and Quality Assurance of School-Based Professional Development (PD) Programs**, this Office hereby directs the participants to attend the said activity on January 14-19, 2025 at Sunny Point Hotel, Maa Road, Davao City.

The following are the participants to the said activity.

Zandria M. Sy	Education Program Supervisor
Mary Joy B. Fortun	Public Schools District Supervisor
Ronald B. Dedace	HRD SEPS
Reyzen O. Monserate	SEPS SMME
Ida I. Juezan	Public Schools District Supervisor
Abdul Gapor M. De Guzman	Principal I

The participants are directed to register via <https://tinyurl.com/3cwjdc4h> on or before January 10, 2025. They are advised to check in on January 14, 2025 (Tuesday), 4:00PM and check out on January 19, 2025, 12:00NN. The first meal is dinner on January 14, 2025 and last meal is afternoon snacks on January 19, 2025.

The following **pre-work requirements** shall be submitted through <https://tinyurl.com/5n8hp2vs> on or before January 10, 2025:

- a. Training designs or SDO and School-based PD outputs focusing in English, Science, and Math; and
- b. Results of PD Needs Assessment conducted across governance levels.

Travel expenses and board lodging of the participants shall be charged against HRD support funds or local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Participants are entitled to Service credits or Compensatory Time-Off in accordance with DepEd Order No. 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers and Compensatory Time-off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 or Non-Monetary Remuneration for Overtime Service rendered on Saturday, Sunday, or holiday.

Immediate dissemination and compliance of this Memorandum is desired.

M. Estacio
MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent

Enclosed: As stated.
CID/bsd

01250 70205-
DATE: 13 JAN 2025 TIME: 4:54
SY: 2024

RECORDS

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Republic of the Philippines
Department of Education
DAVAO REGION



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January 9, 2026

REGIONAL MEMORANDUM
HRDD-2026-006

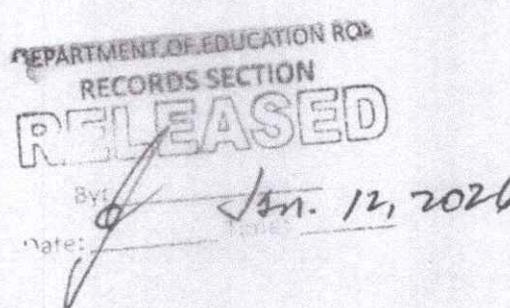
STATUS MONITORING ON THE IMPLEMENTATION AND COMPLETION OF
WORKPLACE APPLICATION PLAN ON DESIGN, DEVELOPMENT, AND
QUALITY ASSURANCE OF PD PROGRAMS

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to the RM-HRDD-2025-019 dated January 28, 2025, be informed that the participants who attended the Regional Training of Division Core Team Trainers on Design, Development, and Quality Assurance of School-Based Professional Development Programs conducted on January 13-17, 2025 are advised to submit the approved and implemented Workplace Application Plan (WAP) with completion report indicating milestones and other Means of Verifications (MOVs) via <https://tinyurl.com/wapddqapd> on or before January 16, 2026. Relevant details and other information are found in the enclosures.
2. Further, the Division HRD Senior Education Program Specialist with the assistance of Education Program Specialist II are requested to provide guidance and facilitate the prompt submission of documents from their respective SDOs, for endorsement to Regional Office duly signed by the Schools Division Superintendent.
3. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As Stated.
ROH3/glv



RR/ROH3

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Republic of the Philippines
Department of Education
DAVAO REGION

January 28, 2025

REGIONAL MEMORANDUM
HRDD-2025-019

SUBMISSION OF WORK APPLICATION PLAN (WAP) TO THE LEARNING
AND DEVELOPMENT PROGRAMS ATTENDED

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to RM-HRDD-2025-005 entitled Regional Training of Division Core Team Trainers on Design, Development, and Quality Assurance of School-based Professional Development (PD) Programs dated January 8, 2025. The participants are requested to submit the signed Work Application Plan (WAP) on or before January 29, 2025 via <https://tinyurl.com/42h6u788>. The HRD-SEPS and EPS II are advised to facilitate the WAP submission with Means of Verifications (MOVs) including the MATATAG Curriculum for K147, HOTS-PLPs, ILT, and other implemented PD or L and D programs.
2. Furthermore, given the importance of this data or output submission, it is crucial that these will be completed and submitted promptly. In view thereof, Schools Division Offices are highly encouraged to prioritize and expedite the data/output collection process.
3. Immediate dissemination of this Memorandum is directed.

Encl.: As stated
ROH3/gbv

RECORDED MAIL
RECORDED MAIL
RELEASED

ALLAN G. FARNAZO
Director IV

1/28/2025 1/30, 2025
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RECORDED

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Republic of the Philippines
Department of Education
DAVAO REGION

January 9, 2025

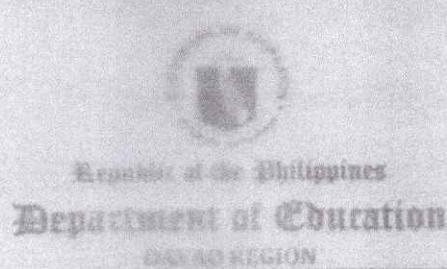
REGIONAL MEMORANDUM
HRDD-2025-005

**REGIONAL TRAINING ON DISSEMINATION TEAM TRAINERS ON DESIGN,
DEVELOPMENT, AND QUALITY ASSURANCE OF SCHOOL-BASED
PROFESSIONAL DEVELOPMENT (PD) PROGRAMS**

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-000000-2024-1765 titled Conduct of Regional Office-Led Workshops on the Design, Development, and Quality Assurance of School-Based Professional Development Programs and RM-HRDD-2024-236 on Participants for the Regional Training of Dissemination Team Trainers on Design, Development, and Quality Assurance of School-based Professional Development Programs, be informed that the activity is scheduled on January 13-17, 2025 at Sunay Point Hotel, Mao Road, Davao City. The list of participants, program of activity, and other relevant details are found in the enclosure.
2. The participants are directed to register via <https://tinyurl.com/3ewid6th> on or before January 10, 2025. They are advised to check in on January 12, 2025 (Sunday), 4:00PM and check out on January 17, 2025, 12:00NN. The first meal is dinner on January 12, 2025 and breakfast, afternoon snacks on January 17, 2025.
3. The following pre-work requirements shall be submitted through <https://tinyurl.com/3ndhj2z> on or before January 10, 2025:
 - a. Training designs of SBP-based PD outputs focusing in English, Science, and Math; and
 - b. Results of PD Needs Assessment conducted across governance levels.
4. Travel expenses and board and lodging of the participants from Regional Office shall be charged against the HRD support funds or from NEAP and other local funds contingent upon its availability. While the participants from the Schools Division Offices and schools, expenses incurred shall be charged against the HRD support funds or local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.
5. Along this vein, the Resource Speakers, Process Observers, HRD-SEPs, and EPS II are advised to attend a meeting, meeting with the Program Management Team on January 9, 2025 from 9:00AM - 10:00AM via <https://bit.ly/3PovCes>.
6. Further, the members of the Program Management Team are entitled to Service Credits or Compensatory leave in accordance with DepEd Order No. 53, s. 2003 titled Updated Guidelines on Award of Vacation Service Credits to Teachers.





specifically on January 12, 2025, in viewing and preparing the materials of the training.

7. Immediate dissemination of this memorandum is directed.

~~REBONFAMIL R. BAGUIO~~
Director III
Officer-in-Charge
Office of the Regional Director

Encl: As stated
M. M. J. g

~~REBONFAMIL R. BAGUIO~~

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