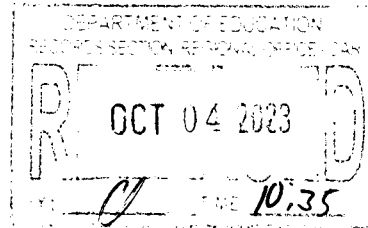




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



02 OCT 2023

**REGIONAL MEMORANDUM**

No. 583.2023

**CAPABILITY BUILDING OF NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES IN THE REGION AND SCHOOLS DIVISION OFFICE HUMAN RESOURCE DEVELOPMENT SECTION IN MANAGING AND IMPLEMENTING NEAP PROGRAMS**

To: Assistant Regional Director  
 All Schools Division Superintendents  
 All Others Concerned

1. Pursuant to the DM-OUHROD-2023-1393 titled “Conduct of Capacity Building of NEAP-R and SDO HRDS SEPS in Managing and Implementing NEAP Programs”, the National Educators Academy of the Philippines (NEAP) Central Office will conduct a Capacity Building of NEAP-R and SDO HRD SEPS in Managing and Implementing NEAP Programs on **October 16-20, 2023 at NEAP Baguio City**.

2. The activity aims to:
- a. capacitate NEAP counterparts in terms of Program Management and Implementation;
  - b. update the NEAP counterparts about 2024 NEAP CO strategic plans and programs; and,
  - c. streamline NEAP processes across governance levels.

3. The breakdown of participants shall be as follows:

| CLUSTER       | DATE                | REGION / DIVISION    | PARTICIPANTS  |
|---------------|---------------------|----------------------|---|
| Luzon Cluster | October 16-20, 2023 | Regional Office NEAP | Dexter B. Andres<br>Laureen B. Likigan<br>Elvernice S. Fanged |
|               |                     | Abra                 | Eden Adriatico  |
|               |                     | Apayao               | Allan Gobrin  |
|               |                     | Baguio City          | Jovelyn Balantin  |
|               |                     | Benguet              | Xylene Grail Kinomis  |
|               |                     | Ifugao               | Joel Gulgulway  |
|               |                     | Kaling               | Valentine Pallatao  |
|               |                     | Mt. Province         | Abegail Tumapang  |
|               |                     | Tabuk City           | Joan Reyes  |

4. For confirmation of attendance, the participants are directed to register through this link: <https://forms.gle/eBeCsQDRDYkjyeES9> on or before **October 9, 2023**.



5. Participants' board and lodging shall be charged to the HRD funds, while travel expenses shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.
6. The indicative program of activities is attached as Annex B lifted from the released memorandum by the OUHROD.
7. For queries and clarifications, please contact the Human Resource Development Division (HRDD) OIC Chief Rosita C. Agnasi via 09071734621 or through the email address [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).
8. Immediate dissemination of and strict compliance with this memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV / Regional Director 

*/HRDD/RCA/SJD/DeAn  
Capability Building Of National Educators Academy Of The Philippines In The Region And Schools Division Office  
Human Resource Development Section In Managing And Implementing Neap Programs*

**Annex B**

**INDICATIVE PROGRAM OF ACTIVITIES**

CAPACITY BUILDING OF NEAP R AND SDO HRDS SEPS IN MANAGING AND IMPLEMENTING NEAP PROGRAMS  
 NEAP-NCR, Marikina City; October 16-20, 2023 and November 13-17, 2023

| TIME  | ACTIVITY   | PERSON IN- CHARGE                                   |
|---|--|---|
| <b>DAY 1</b><br><b>October 16, 2023/November 17, 2023</b> |  |   |
| <b>DAY 1 AM</b>   | Arrival of Participants  |   |
| <b>DAY 1 PM</b>   | Participants are expected to arrive before 12:00NN at the venue  |   |
| 12:00 – 2:00PM  | Lunch and Registration   | Registration Committee                              |
| 2:00 - 2:30PM   | Preliminaries<br>- Prayer<br>- National Anthem<br>- Presentation of Activity Objectives and Program Flow<br>- Welcome Message<br>- Inspirational Message | Program Management Team<br><br>NEAP Management Team |
| 2:30 – 2:45 PM  | HEALTH BREAK   |   |
| 2:45 – 4:45 PM  | <b>Session 1:</b><br><b>Program Management (PM) 101</b><br>• Nature of Program Management<br>• Differentiation of Programs, Projects, and Portfolio      | Resource Speaker                                    |
| 4:45 – 5:00 PM  | Wrap-Up  |   |
| <b>DAY 2</b><br><b>October 17, 2023/November 14, 2023</b> |  |   |
| TIME  | SESSION  | PERSON-IN- CHARGE                                   |
| 8:00 – 8:15 AM  | Preliminaries  |   |
| 8:15 – 10:15 AM   | <b>Session 2: Becoming an Effective Program Manager</b>  | Resource Speaker                                    |
| 10:15 – 10:30 PM  | Health Break   |   |
| 10:30 – 12:00 PM  | <b>Session 3: Program Planning</b>   | Resource Speakers                                   |
| 12:00 – 1:00 PM   | Lunch Break  |   |
| 1:00 – 3:00 PM  | <i>continuation</i>  |   |

Room 102, Rizal Building, DepEd Complex, Merakco Ave., Pasig City 1600  
 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
 Email Address: user\_hrod@deped.gov.ph | Website: www.deped.gov.ph

|   |   |                          |
|---|---|--------------------------|
|   | <b>Program Planning</b>   | Resource Speakers        |
| 3:00 - 3:15 PM  | Health Break  |                          |
| 3:15 - 4:00 PM  | <i>continuation</i><br><b>Program Planning</b>  | Resource Speakers        |
| 4:00 - 5:00 PM  | Wrap-up<br>Assessment of Learning<br>(Simulation)   | Resource Speakers        |
| <b>DAY 3</b><br><b>October 18, 2023/November 15, 2023</b> |   |                          |
| <b>TIME</b>   | <b>SESSION</b>  | <b>PERSON-IN- CHARGE</b> |
| 8:00 - 8:15 AM  | Preliminaries   |                          |
| 8:15 - 10:00 AM   | <b>Session 4: Program Implementation</b>  | Resource Speakers        |
| 10:00 - 10:15 AM  | Health Break  |                          |
| 10:15 - 12:00 PM  | <b>Session 5: Program Monitoring &amp; Evaluation (M&amp;E)</b>   | Resource Speakers        |
| 12:00 - 1:00 PM   | Lunch Break   |                          |
| 1:00-2:00 PM  | Wrap-up<br>Assessment of Learning<br>(Simulation)   | Resource Speakers        |
| 2:00 - 3:00 PM  | <b>Session 6</b><br><b>GROUP 1: M&amp;E Standards</b><br><b>GROUP 2: Scholarship Process</b><br><b>GROUP 3: PD Requirements</b> | NEAP CO                  |
| 3:00 - 3:15 PM  | Health Break  |                          |
| 3:00 - 5:00 PM  | <b>Session 7</b><br><b>GROUP 1: PD Requirements</b><br><b>GROUP 2: NEAP PD Programs</b><br><b>GROUP 3: M&amp;E Standards</b>    | NEAP CO                  |
| <b>DAY 4</b><br><b>October 19, 2023/November 16, 2023</b> |   |                          |
| <b>DAY 4</b>  | <b>SESSION</b>  | <b>PERSON-IN- CHARGE</b> |
| 8:00 - 8:15 AM  | Preliminaries   |                          |
| 8:15 - 10:00 AM   | <b>Session 8</b><br><b>GROUP 1: Scholarship Process</b>   | NEAP CO                  |

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
 Telephone Nos. (+632) 86337206, (+632) 86318494, (+632) 86366549  
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

|   |  |                               |
|---|--|-------------------------------|
|   | <b>GROUP 2: M&amp;E Standards</b><br><b>GROUP 3: NEAP PD Programs</b>  |                               |
| 10:00 – 10:15 PM  | Health Break   |                               |
| 10:15 – 12:00 PM  | <b>Session 9</b><br><b>GROUP 1: NEAP PD Programs</b><br><b>GROUP 2: PD requirements</b><br><b>GROUP 3: Scholarship process</b> | NEAP CO                       |
| 12:00 – 1:00 PM   | Lunch Break  |                               |
| 1:00 – 2:30 PM  | <b>Induction Programs</b>  | NEAP CO                       |
| 2:30 – 3:30 PM  | <b>LAC &amp; INSET Policy updates</b>  | NEAP CO                       |
| 3:00 – 3:15 PM  | Health Break   |                               |
| 3:15 – 5:00 PM  | <b>Preparation of Program Management Plan</b>  | NEAP CO                       |
| <b>DAY 5</b><br><b>October 20, 2023/November 17, 2023</b> |  |                               |
| <b>DAY 5</b>  | <b>SESSION</b>   | <b>PERSON-IN- CHARGE</b>      |
| 8:00 – 8:15 AM  | Preliminaries  |                               |
| 8:15 – 10:00 AM   | <b>Presentation of Program Management Plan</b>   | Participants                  |
| 10:00 – 10:15 PM  | Health Break   |                               |
| 10:15 – 11:30 PM  | <b>Finalization of Program Management Plans based on comments and suggestions</b>  |                               |
| 11:30-12:00   | Closing Program<br>End of the Activity Evaluation  | Program Management Team (PMT) |

Room 102, Rizal Building, DepEd Complex, Marikina Ave., Pasig City 1600  
 Telephone Nos: (+632) 86337206, (+632) 86318494, (+632) 86366549  
 Email Address: uscc\_hrod@deped.gov.ph | Website: www.deped.gov.ph