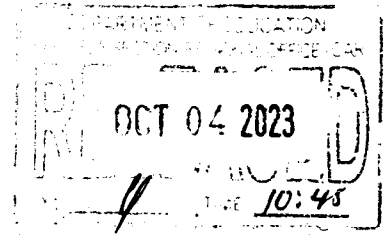




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



03 OCT 2023

**REGIONAL MEMORANDUM**  
 No. 584.2023

**PARTICIPANTS TO THE NATIONAL EDUCATORS' ACADEMY – QUALITY ASSURANCE DIVISION (NEAP-QAD) REVIEW AND EVALUATION OF PROFESSIONAL DEVELOPMENT (PD) PROGRAM PROPOSALS**

To: Assistant Regional Director  
 Assistant Schools Division Superintendent of SDO Kalinga  
 All Others Concerned

1. Pursuant to the DM-OUHROD-2023-1403 titled “Review and Evaluation of PD Program Proposals”, the National Educators Academy of the Philippines – Quality Assurance Division (NEAP-QAD) shall conduct a series of activities on the review and evaluation of Professional Development Program proposals with the implementation of DepEd Memorandum No. 44, 2023 titled “Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs.”
2. The activity aims to:
  - a. identify the standard, requirements, and procedures in the design, development, delivery, and evaluation of PD Programs;
  - b. identify the quality assurance and monitoring and evaluation requirements and procedures;
  - c. review and evaluate PD program proposals pursuant to DM No. 44, s. 2023; and,
  - d. prepare and finalize program recommendations.
3. The target participants and activity to be attended by the NEAP – Cordillera Administrative Region (NEAP CAR) personnel shall be as follows:

ACTIVITY	DATE	VENUE	PARTICIPANTS
Review and Evaluation of PD Program Proposals – 3 <sup>rd</sup> Batch	November 6-10, 2023 (Inclusive of travel time)	Crown Regency Residences, Guadalupe, Cebu City	Ginadine L. Balagso Rosita C. Agnasi Ethielyn Taqued Edgar Madlaing Dexter B. Andres Lauren B. Likigan Elvernice S. Fanged

4. Participants are advised to check in at 12:00 PM onwards on November 6, 2023 (Monday) and check out at 12:00 nn on November 10, 2023 (Friday). The first meal will be lunch on November 6, 2023 and last meal will be AM Snacks on November 10, 2023.
5. The indicative program of activities is presented in Enclosure 1.



6. Participants' board and lodging shall be charged to the HRD funds, while travel and other incidental expenses shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.

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*

*Participants To The National Educators' Academy – Quality Assurance Division (NEAP-QAD) Review And Evaluation Of PD Program Proposals*

Enclosure 1 to RM No. \_\_\_\_\_ : *Participants To The National Educators' Academy – Quality Assurance Division (NEAP-QAD) Review And Evaluation Of PD Program Proposals*

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON IN-CHARGE</b>
November 6, 2023 1:00 – 3:00 PM	Arrival, Registration & Opening Program	Mark Alvin Cruz
	Welcome Message	RD Salustiano Jimenez
3:00 – 3:30	Health Break	
3:30 – 4:30	Team Building Day Clearing and End-of-Day Evaluation	
November 7, 2023 8:00 – 8:30 AM	Preliminaries / Management of Learning	Officer of the Day: Mr. Alvin Fulgencio
8:30 – 10:00 AM	Discussion of DM 44, s. 2023 a. Background, Scope of the Policy, and QAME Framework b. The NEAP Core Programs c. Standards and Procedures for the design and development of PD Programs	Dir. Leah Apao Mr. Ariel Dagar Ms. Nida Caramat Mr. Alvin Fulgencio
10:00 – 10:30 AM	Health Break	
10:30 – 12:00	d. Requirements and Procedures for the QA of PD Program proposals e. Standards for PD LR Materials	Mr. Alvin Fulgencio Mr. Mark Alvin Cruz
12:00 – 1:00	Lunch	
1:00 – 2:30	f. Standards and procedures for End of PD Program evaluation g. Standards and procedures for awarding of certificates for PD program engagements h. Requirements and procedures for PRC Accreditation of PD Programs i. Standards and procedures for End-of PD program implementation (Levels 1 and 2) Open Forum End-of Day Evaluation	Mr. Lee Macalisang Mr. Edmar Constantino / Ms. Sara Jane Atienza
2:30 – 3:00	Health Break	
3:00 – 4:30	j. Standards and procedures on PD program delivery PMT Roles and TOR k. Standards, requirements, and procedures for Monitoring and Evaluation of PD Program implementation	Mr. Lee Macalisang Mr. Edmar Constantino / Ms. Sara Jane Atienza
November 8-9, 2023 8:00 – 8:30	Preliminaries / MOL	Officer of the Day: Mr. Edmer Constantino
8:30 – 12:00	Review and Evaluation of PD Program Proposals submitted by DepEd CO and ROs	Ms. Nida Caramat Mr. Alvin Fulgencio Mr. Mark Alvin Cruz

12:00 – 1:00	Lunch	Mr. Lee Macalisang Mr. Edmer Constantino Ms. Sarah Jane Atienza
1:00 – 5:00	Review and Evaluation of PD Program Proposals submitted by DepEd CO and Ros Day Clearing & End of Day Evaluation	
November 10, 2023 8:00 – 10:00	Presentation of Outputs and Closing Program a. Preliminaries b. Presentation of all outputs	Officer of the Day: Ms. Nida Caramat
10:00 – 11:00	c. Closing Program Synthesis Awarding of Certificates Closing Message End-of-Day Evaluation	
11:00 – 12:00	Health Break and Check out	
12:00 Onwards	Travel Back Home	