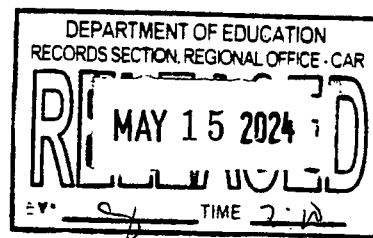




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



14 May 2024

REGIONAL MEMORANDUM

No. **287-2024**

**QUALITY ASSURANCE OF PROFESSIONAL DEVELOPMENT PROGRAMS (PDP)
PHASE 2: EVALUATION OF PROPOSALS**

To: All Schools Division Superintendents
All Other Concerned

1. This Office shall conduct the **Quality Assurance of PDPs, Phase 2: Evaluation of Proposals** on **May 22-24, 2024** at NEAP-R Hall, DepEd CAR, Wangal, La Trinidad, Benguet in compliance to the provisions in DM-OUHROD-2024-0427 (Guidelines on the Utilization of FY 2024 Human Resource Development (HRD) Fund).
2. The activity aims to enhance the screening, evaluation, and implementation of PD standards to ensure that PD programs remain evidence-informed, standards-based, and results-driven to meet the needs of educators across various learning areas and career stages.
3. SDO HRDs shall facilitate the confirmation of participants (Enclosure 1) by securing an endorsement from the SDS. In exceptional cases that the identified participant may not be available, a replacement duly oriented with DM 044, s. 2023 shall be endorsed. Complete list of participants shall be sent to car.neapr@deped.gov.ph **before May 16, 2024**.
5. Participants shall be guided by Enclosure 2 (Activity Matrix).
6. The RO PD Evaluators Core Team (Item C of Enclosure 1) are required to bring their complete and endorsed PD Proposals (Phase 1 Outputs) to be included in the quality assurance activities.
7. Board and lodging of participants, training kits, and supplies related to the conduct of the activity shall be charged to 2024 HRD Funds, while travel expenses from work station to the venue shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
8. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD through email address at car.hrdd@deped.gov.ph.
9. Immediate dissemination of and strict compliance with this Memorandum is desired.

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

For the Regional Director:


RONALD B. CASTILLO CESO V
Assistant Regional Director

HRDD/RCA/Ibl-CapB for PDP evaluators Phase 2
May 14, 2024



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>

List of Participants

Office/ SDO	Office/ Position	Number	Total
A. Regional Office			
	RD, ARD	1	1
	HRDD	5	5
	RO Program Owners	5	5
B. RO PD Evaluators		18	18
Abra	1. Abanilla, Ray		
Abra	2. Asencio, Rhoda		
Ifugao	3. Bongtiwon, Isabel U.		
Ifugao	4. Bruno, Shirley L.		
Ifugao	5. Buccahan, Mary Ann Julie		
Ifugao	6. Bumulyad, Michale D.		
	7. Cados, Jennifer		
Benguet	9. Calatero, Larson B.		
Ifugao	10. Kimmayong, Janice Alma P.		
Abra	11. Llana, Lorna		
Baguio City	12. Balutoc, Llybeth B.		
Baguio City	13. Lomboy, Gemma		
Ifugao	14. Lunag, Lauren		
Ifugao	15. Patnaan, Anita N.		
Abra	16. Ramos, Bless Maricar		
Baguio City	17. Vallejo April Lorraine A.		
	18. Zarate, Marilyn		
C. RO PD Evaluators (Core Team)		15	15
	1. Api-it, Marilyn		
	2. Adriatico, Eden		
	3. Abulencia, Fredalyn		
	4. Bab-Anga, Samuel		
	5. Bumanghat, Joane		
	6. Buslig, Harriet		
	7. Cannaoay, Narciso		
	8. Gulgulway, Joel		
	9. Hoggang, Herminia		
	10. Membrot, Jornaliza		
	11. Palattao, Valentine		
	12. Patnay, Jocelyn		
	13. Sumarita Jr., Nicasio		
	14. Tumapang, Abegail		
	15. Vicente, Edgar		
D. SDO PD Evaluators (2 per SDO)		2	16
TOTAL			60

Activity Matrix

Session No.	Duration	Topic	Session Objectives	Outputs	Resource Speaker/ Subject-Matter Expert
1	Day 1 9:00-10:00 AM	Issuances related to PD Standards and Guidelines	Analyze and interpret the key provisions outlined in DepEd issuances such as DM 2023 044, DepEd Memorandum 2024 0427, DO 001 2021, DO 30 s 2021, and DM 050, 2020, related to PD standards and guidelines.	DM-OUHROD-2024-0427 Enclosure 3 (Summary of PDP Proposals)	Rosita C. Agnasi
	10:15-11:00 AM	Preparing the Professional Development Program Proposal	Review a detailed PD program design, including session objectives, content, methodologies, session guides, evaluation plans, and budget estimates to ensure compliance and alignment	a. Detailed PD Program Design and M&E Plan Form (Enclosure 4 of DM 044) b. PD Design QS Checklist	Lauren B. Likigan
	11:00-12:00 NN	Workshop proper: QA of PDPs			
2	1:00-3:00 PM	Presentation and critiquing		Accomplished Enclosures 4 and 8	
	3:15-5:00 PM	Continuation of Workshop			
3	Day 2 8:30-10:00 AM	Developing Learning Resource Materials (LRMs)	<ul style="list-style-type: none"> a. Understand the specifications, standards, and key steps for developing and refining Learning Resource Materials (LRMs) according to the PD LR Materials Quality Standards Checklist. b. Develop, evaluate, and refine various LRMs, ensuring they meet quality standards and are effectively tailored for both participants and resource speakers. c. Commit to maintaining high quality and continuous improvement in the development of LRMs, ensuring they are engaging, relevant, and meet the needs of all participants 	PD LR Materials QS Checklist	Elizabeth C. Kial
	10:15-12:00 NN	Workshop proper		Accomplished Enclosure 9 and 10	
4	1:00-3:00 PM	End-of-PD Program Evaluation	<ul style="list-style-type: none"> a. Understand the comprehensive process and guidelines for conducting an End-of-PD Program Evaluation, including the steps for submitting the PD Program Completion Report, preparing the Inception Plan, and conducting the Level 3 Behavior Evaluation. b. Develop the ability to effectively analyze and synthesize data from various levels of evaluation (Reaction, Learning, Behavior, and Outcomes and Impacts) to produce a thorough Level 3 Evaluation Report, ensuring adherence to data privacy laws and evaluation best practices. 		Elvernice S. Fanged
5	3:15-5:00 PM	Delivery of Quality Assured PD Programs	<ul style="list-style-type: none"> a. Understand the comprehensive standards and key steps for both program management and learning management in delivering quality-assured PD programs. b. Effectively manage and facilitate PD programs, ensuring all logistics, resources, and learning activities are conducted according to quality standards and adult learning principles. c. Commit to providing a supportive and engaging learning environment, promoting participant well-being and active learning throughout the PD program delivery. 		Dexter B. Andres
	Day 3 8:30-10:00 AM	Workshop proper		Quality Assurance Certificate (Approved PDs)	
6	10:00-12:00 NN	Preparing the CPD Documents	Understand the specific requirements and templates necessary for the Continuing Professional Development (CPD) documentation process, including application for accreditation, instructional design, M&E plans, certificates, CVs, PRC IDs, budgetary requirements, and promotional materials.	CPD Forms and templates	Lauren B. Likigan
	1:00-3:00	Finalization of all outputs, Closing Program			