02 July 2025

**REGIONAL MEMORANDUM**
No. 477 · 2025

### SUBMISSION OF PARTICIPANTS FOR THE PROFESSIONAL DEVELOPMENT PROGRAM (PDP) ON BUILDING TEACHER EXPERTISE: ENHANCING TEACHERS' COMPETENCE IN CONTENT AND PEDAGOGY

To:     All Schools Division Superintendents
        All Others Concerned

1.      Relative to DM-OUHROD-2025-1708, titled **Conduct of the PDP on "Building Teacher Expertise: Enhancing Teacher's Competence in Content and Pedagogy**, the National Educators Academy of the Philippines (NEAP) Central Office shall run the classes from **August to November 2025.**

2.      This program aims to enhance teachers' pedagogical content knowledge, subject-matter expertise, and instructional strategies to strengthen their teaching competencies across various learning areas and key stages.

3.      The program is composed of five (5) days of in-person sessions complemented by forty (40) hours of asynchronous experiential professional learning. The participants will be given five (5) months to complete their Workplace Application Plans (WAPs).

4.      In this regard, the SDOs, through the School Governance and Operations Division, Human Resource Development Section (SGOD-HRDS), are requested to endorse participants based on the allocated slots per learning area (Enclosure 1), guided by qualification standards prescribed in Enclosure 2.

5.      The endorsement shall follow the template in Enclosure 3, accessible via **https://tinyurl.com/bteccpCAR.** The accomplished and signed endorsement form must be submitted via email to car.neapr@deped.gov.ph. **The same details must be encoded in the same link before 20 July 2025.**

6.      In addition, the SGOD-HRDS shall inform endorsed participants to bring their own laptops, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.), and any necessary medication/s. Likewise, participants shall be entitled to Compensatory Time-Off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered.

7.      Respective SDOs shall remind concerned school heads to implement necessary arrangements to ensure that participation in the program of personnel under their governance level will not cause class disruptions and hamper office operations.

8.      Board and lodging of participants shall be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to RO/SDO/school/local funds, subject to the usual accounting and auditing rules and regulations.

9.    In addition, Enclosure 4 identifies the RO personnel designated to serve as members of the Program Management Team (PMT) and/or Technical Working Group (TWG), in accordance with the provided Terms of Reference.

10.    For queries and clarifications, please contact the Human Resource Development Division through Rosita C. Agnasi, OIC-HRDD-NEAPR through the office email.

11.    Immediate and widest dissemination of this Memorandum is directed.

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

## Number of Participants per SDO

| SDO | BATCH 1 | | | | | | | | | | | BATCH 2 | | | | | | | | | | | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A. Early Childhood Education | B. Key Stage 2 | | | | | C. Key Stage 3 | | | | | A. Early Childhood Education | B. Key Stage 2 | | | | | C. Key Stage 3 | | | | | |
| | | Physical Science | English | MAPEH | EPP | GMRC | Physical Science | English | Mathematics | TLE | Values Education | | Physical Science | English Nov 3-7 TBA | MAPEH Sept 22-26 TBA | EPP Oct 13-17 TBA | GMRC Nov 17-21 TBA | Physical Science Nov 3-7 TBA | English Sept 22-26 TBA | Mathematics Oct 13-17 TBA | TLE Nov 17-21 TBA | Values Education | |
| | Oct 20-24 NEAP Marikina | August 4-8, 2025 NEAP Baguio City | | | | | August 18-22, 2025 NEAP Baguio City | | | | | November 24-28 TBA | Sept 1-5 NEAP Baguio | | | | | | | | | Sept 29-Oct 3 TBA | |
| Abra | 1 | 1 | | 1 | | | | | 1 | | | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 2 | 18 |
| Apayao | 1 | 1 | | | 1 | | 1 | | | 1 | | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 18 |
| Baguio City | | 1 | | | 1 | | 1 | | | 1 | | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 19 |
| Benguet | | | 1 | | 1 | | | 1 | | 1 | | 2 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 19 |
| Ifugao | | | 1 | | | 1 | | 1 | | | 1 | 2 | 2 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 2 | 19 |
| Kalinga | | | 1 | | | 1 | | 1 | | | 1 | 2 | 2 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 2 | 19 |
| Mt. Province | | | | 1 | | 1 | | | 1 | | 1 | 2 | 2 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 2 | 19 |
| Tabuk City | 1 | | | 1 | | | 1 | | 1 | | | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 2 | 19 |
| Total | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 15 | 15 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 15 | 150 |

## Guidelines in the Selection of Participants for the Training

To ensure the overall success of the program and uphold the quality and integrity of its implementation, NEAP strongly encourages the conduct of a rigorous evaluation process at all levels of governance. This is to guarantee that only the most qualified individuals are selected and endorsed to the official pool of trainers.

All nominated participants must meet the following Qualification Standards (QS):
1. Must be currently holding any of the following positions:
   a. Head Teacher;
   b. School Principal;
   c. Assistant School Principal;
   d. Public Schools District Supervisor; or
   e. Education Program Supervisor;
2. With at least Master's degree and/or Doctorate Degree in a specialization relevant to the identified Learning Areas;
3. Must have at least a Very Satisfactory (VS) performance rating for the last rating period;
4. Must NOT be currently serving or have previously served as a trainer in any ongoing NEAP or DepEd recognized Professional Development Programs; and
5. Must possess good facilitation skills to effectively and engagingly deliver professional development programs.

The participants are expected to attend the entire duration of the in-person training and complete all required tasks for the asynchronous component of the program.

Tardiness, absences, or failure to fulfill assigned tasks may result in non-completion of the program and disqualification from receiving certification.

*(Enclosure 3 to RM No. 477.2025*

## Template for Submission of Endorsed Participants

| BATCH | NO | SDO | DISTRICT | SCHOOL | SCHOOL ID | Email Address | NAME [e.g. JUAN C. DELA CRUZ] | PRC ID | CURRENT POSITION | DESIGNATION (i.e. TIC) | CONTACT NUMBER | SEX | KEY STAGE | GRADE LEVEL | LEARNING AREA TO ATTEND |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1. | | | | | | | | | | | | | | |
| | 2. | | | | | | | | | | | | | | |
| | 3. | | | | | | | | | | | | | | |
| | 4. | | | | | | | | | | | | | | |
| | 5. | | | | | | | | | | | | | | |
| | 6. | | | | | | | | | | | | | | |
| | 7. | | | | | | | | | | | | | | |
| | 8. | | | | | | | | | | | | | | |
| | 9. | | | | | | | | | | | | | | |
| | 10. | | | | | | | | | | | | | | |
| | 11. | | | | | | | | | | | | | | |
| | 12. | | | | | | | | | | | | | | |
| | 13. | | | | | | | | | | | | | | |
| | 14. | | | | | | | | | | | | | | |
| | 15. | | | | | | | | | | | | | | |
| | 16. | | | | | | | | | | | | | | |
| | 17. | | | | | | | | | | | | | | |
| | 18. | | | | | | | | | | | | | | |
| | 19. | | | | | | | | | | | | | | |
| | 20. | | | | | | | | | | | | | | |

_____

*Schools Division Superintendent*

*Note: This form is accessible via https://tinyurl.com/bteccpCAR. The accomplished and signed endorsement form must be submitted via email to car.neapr@deped.gov.ph. The same details must also be encoded in the same link **before 20 July 2025.***

## Program Management Team (PMT)/ Technical Working Group (TWG)
### Composition and Terms of Reference

| Date | Venue | Name of Personnel |
|------|-------|-------------------|
| August 4-8, 2025 | NEAP, Baguio City | Rosita C. Agnasi, OIC-HRDD |
| August 18-22, 2022 | NEAP, Baguio City | Laureen B. Likigan, SEPS-NEAP |
| September 1-5, 2025 | NEAP, Baguio City | Laureen B. Likigan, SEPS-NEAP |
| September 22-26, 2025 | TBA | Dexter B. Andres, EPS-HRDD |
| September 29-October 3, 2025 | TBA | Laureen B. Likigan, SEPS-NEAP |
| October 13-17, 2025 | TBA | Elvernice S. Fanged, EPSpII-NEAP |
| October 20-24, 2025 | NEAP Marikina | Laureen B. Likigan, SEPS-NEAP |
| November 3-7, 2025 | TBA | Ide A. Liwanen, EPSpII-HRDD |
| November 17-21, 2025 | TBA | Elvernice S. Fanged, EPSpII-NEAP |
| November 24-28, 2025 | TBA | Sasha Joseph L. Daganos, EPS-HRDD |

Program Management Team members assigned to session rooms are expected to carry out the following tasks to ensure the smooth, effective, and learner-centered implementation of the program:

| Tasks | Documents/ Resources Needed |
|-------|----------------------------|
| 1. Assist the Central Office - Program Management Team (NEAP-PMT) in supervising the overall implementation of the program within the assigned session room, ensuring a constructive and engaging learning environment. | • Parking Lot for Q&A<br>• Matrix of Activities indicating specific topics<br>• Bionote of speakers for the introduction<br>• Program paper<br>• Labels per table or per room<br>• List of participants, speakers and PMT |
| 2. Coordinate with resource persons and/or learning area experts to ensure that the program is delivered in alignment with the approved instructional design and session objectives. | • Link of resources<br>• Session Guide and Slide Decks<br>• List of Instructional Materials: Manila papers, meta cards, markers, scissors, cut-outs, etc.<br>• Online activities<br>• Timer placards |
| 3. Establish a conducive learning atmosphere by initiating unfreezing activities, aligning participant expectations, and setting learning norms at the start of the program. | • Leveling of expectation activity<br>• House rules and learning norms slide deck<br>• Link of AVPs |
| 4. Monitor and respond to emerging learning needs and challenges within the session room, referring complex issues to the Program Lead as necessary for resolution or escalation. | • Debriefing session schedule and tasking<br>• QAME collaborator's link for the monitoring of responses |
| 5. Facilitate the execution of scheduled learning activities and provide logistical and instructional support for any required adjustments. | • Speakers and audio/ video setup per room<br>• Extension cords and audio jack/ Bluetooth<br>• Projectors and adapters<br>• Certificates of Recognition, Participation and Appearance<br>• Microphone setup: wired/ wireless<br>• Designated area for preparation and retrieval of materials<br>• Internet access |
| 6. Ensure the proper administration of both pre-test and post-test assessments, in accordance with the program's assessment protocols. | • Pre and post-test links with QR code<br>• Collaborator's link for the monitoring of responses |

| | |
|---|---|
| 7. Document the learning sessions accurately, including key discussions, activities, insights, and participant engagement. Capture relevant photographs to support program documentation and reporting. | • Process observation tool template<br>• Photo documentation with label: 2 relevant photos per day only<br>• Activity completion report template<br>• Access to summary results of daily QAME |
| 8. Assist in the distribution of learning materials and necessary supplies, ensuring participants have access to required resources throughout the training. | • Training kits<br>• Workshop templates<br>• Name tags |
| 9. Ensure the completion and submission of daily attendance sheets and daily evaluation forms by participants to designated NEAP personnel. | • Printed attendance and registration sheets<br>• QAME daily links |