



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM
 No. **671**, s. 2026

24 AUG 2026

**ORIENTATION-WORKSHOP ON THE DEVELOPMENT OF QUALITY-ASSURED
 PROFESSIONAL DEVELOPMENT PROGRAMS FOR CURRICULUM
 IMPLEMENTATION, GOVERNANCE AND OPERATIONS**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to Republic Act No. 11713 (Excellence in Teacher Education Act), which institutionalizes quality-assured professional development for teachers and school leaders, and in reference to DepEd Memorandum No. 044, s. 2023 (Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs), this Division shall conduct the **Orientation-Workshop on the Development of Quality-Assured Professional Development Programs for Curriculum Implementation and Governance**, on **August 25-26, 2026** at the **SDO Vigan City Conference Hall**.
2. The activity aims to:
 - a) Enhance participants' understanding of the NEAP Quality Assurance and Monitoring and Evaluation (QAME) Framework and the requirements for operationalizing the Learning and Development System.
 - b) Develop quality-assured professional development program proposals aligned with curriculum implementation and governance priorities using the NEAP QAME Framework.
 - c) Present draft quality-assured professional development program proposals for quality review and refinement.
3. The official participants are the program owners who are expected to implement professional development programs for teachers and teaching-related personnel.
4. The participants shall accomplish the pre-work using the NEAP Template (Enclosure No. 4), as required by the Resource Speakers, and shall be ready for the critique. The attached template is provided for reference. Participants may also access the NEAP templates through the following link: <https://tinyurl.com/SharedNEAPTemplates>. Please download the files only.
5. The meals and snacks of participants and other expenses incurred during the conduct of the activity, shall be charged to the HRD Program Support Fund (Sub-ARO No. ROI-26-0666) subject to the usual accounting and auditing rules and regulations.
8. Attached are the Program Management Team, List of Participants, Activity Matrix and NEAP Enclosure No. 4 Template.





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9. For information and compliance of all concerned.

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD-HRD/ahem/ORIENTATION-WORKSHOP ON THE DEVELOPMENT OF
QUALITY ASSURED PROFESSIONAL DEVELOPMENT PROGRAMS FOR
CURRICULUM IMPLEMENTATION, GOVERNANCE AND OPERATIONS
2026-106/August 20, 2026





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Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

PROGRAM MANAGEMENT TEAM

Consultant	VILMA D. EDA, CESO V	Schools Division Superintendent
Consultant	ANNIE D. PAGDILAO, CESO VI	Asst. Schools Division Superintendent
Asst. Consultant	MARIE CHRISTINE L. NATIVIDAD	Chief ES, CID
Asst. Consultant	RODRIGO Q. REYES, JR.	Chief ES, SGOD
Program Manager/Facilitator	APHRODITE HOPE E. MARTINEZ	SEPS-HRDS
Monitoring & Evaluation Officer, QAME	SUSIEMAR M. RAPISURA	EPS-SGOD
Documenter/Secretariat	RACQUEL A. FOLLANTE	PII, QAME In-charge
Health Officer	RAYMART Q. QUEDADO	PDO II





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LIST OF PARTICIPANTS

NO.	NAME	POSITION / DESIGNATION
1.	VILMA D. EDA, CESO V	Schools Division Superintendent
2.	ANNIE D. PAGDILAO, CESO VI	Asst. Schools Division Superintendent
3.	MARIE CHRISTINE L. NATIVIDAD	Chief Education Supervisor - CID
4.	RODRIGO Q. REYES, JR.	Chief Education Supervisor – SGOD
5.	ATTY. KIM R. TAGORDA	Attorney III
6.	ELSIE C. AMORIN	Education Program Supervisor
7.	PELAGIO F. CARDENAS	Education Program Supervisor
8.	CLARITO A. SIABABA	Education Program Supervisor
9.	EDGAR L. PESCADOR	Education Program Supervisor
10.	SOLITO S. CORTEL	Education Program Supervisor
11.	NELSON A. ROBINOL	Education Program Supervisor
12.	FELIPA T. REGASPI	Education Program Supervisor
13.	PETER JOHN A. FRIAL	Education Program Supervisor
14.	AMELYN P. ABELLA	Education Program Supervisor
15.	ROMMEL R. RABO	Education Program Supervisor
16.	SUSIEMAR M. RAPISURA	Education Program Supervisor
17.	RACQUEL A. FOLLANTE	School Principal II, QAME In-charge
18.	CHERRY JOY D. GARMA	Senior Education Program Specialist
19.	APHRODITE HOPE E. MARTINEZ	Senior Education Program Specialist
20.	ERIC L. TAPAT	Information Technology Officer I
21.	AURELYN F. FIELDAD	Education Program Specialist II
22.	RAYMART Q. QUEDADO	PDO II - DRRM
23.	SHERWIN FABRE	PDO I-Learner Protection Program Focal
24.	DR. DINAH BONAO	CLMD Chief Education Supervisor
25.	DR. KATHLEEN MAY BAUTISTA	Senior Education Program Specialist - NEAP

*In the event that a participant is not available due to attendance to DepEd activities (CO/RO), or other valid reasons, an alternate participant shall be identified by the Chief ES or Unit/Section Head.





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Activity Matrix

Time	Activities	Person Responsible
Day 1 August 25, 2026		
7:30–8:00 AM	Registration	Secretariat
8:01–8:30 AM	Opening Program	
	Philippine National Anthem	AVP
	Prayer	AVP
	DepEd Quality Policy Statement	AVP
	Acknowledgement of Participants	PMT
8:31–8:35 AM	Opening Remarks	Annie D. Pagdilao, CESO VI Assistant Schools Division Superintendent
8:36–8:45 AM	Message	Vilma D. Eda, CESO V Schools Division Superintendent
8:46–8:50 AM	Statement of Purpose	Rodrigo Q. Reyes, Jr. CES-SGOD
8:51–9:30 AM	Advancing Inclusive and Responsive HRD Programs	Dr. Kathleen May Bautista SEPS - HRDD
9:31–10:00 AM	NEAP QAME Framework: Quality Assurance and M & E Procedures	Dr. Dinah Bonao CES - CLMD
10:01–10:15 AM	Health Break	
10:16–11:30 NN	Continuation of NEAP QAME Framework	Dr. Dinah Bonao CES - CLMD
11:31–12:00 NN	Duties & Responsibilities of Program Owners	Dr. Kathleen May Bautista SEPS - HRDD
12:01–01:00 PM	Lunch Break	
1:01–3:00 PM	Accreditation of Quality Assurance NEAP Core Programs and Programs with PRC	Dr. Dinah Bonao CES – CLMD
	NEAP and PRC Forms and Templates	Dr. Kathleen May Bautista SEPS - HRDD
3:01–3:15 PM	Health Break	
3:16–3:45 PM	Continuation- Accreditation of Quality Assurance NEAP Core Programs and Programs with PRC	Dr. Dinah Bonao CES – CLMD
	NEAP and PRC Forms and Templates	Dr. Kathleen May Bautista SEPS - HRDD
3:46–5:00 PM	Workshop Proper	Dr. Dinah Bonao CES – CLMD





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		Dr. Kathleen May Bautista SEPS - HRDD
5:01 PM	End of Day 1	
Day 2 August 26, 2026		
	Preliminaries	
8:01-8:15 AM	Prayer Zumba Exercise	
8:16-9:00 AM	Continuation of Workshop Final Reminders from NEAP- HRDD	Dr. Dinah Bonao CES – CLMD Dr. Kathleen May Bautista SEPS - HRDD
9:00-10:00	Planning Workshop, Focus Group Discussion on FY 2027 HRD Fund	
10:01-10:15 AM	Health Break	
10:16-11:30 NN	Finalization of FY 2027 HRD Fund	All participants
11:30 AM-12:00 NN	Closing Program Nationalistic Song Prayer Impression Awarding of Certificates Photo Opportunity	AVP AVP <i>Selected Participant</i> Participants
12:01–01:00 PM	Lunch Break	
1:01 PM	END of Activity	

Facilitator: **Aphrodite Hope E. Martinez**, SEPS - HRD



(Enclosure No. 4 to DepEd Memorandum No. 044, s. 2023)



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Detailed Professional Development Program Design Form

INSTRUCTIONS: Provide the details in the designated spaces as required. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

PROFESSIONAL DEVELOPMENT (PD) PROGRAM PROVIDER PROFILE

PD Program Owner					
Complete Office Address	Type the complete office address.				
Office Telephone No.	Type the office telephone no.	Office Email Address	Type the office email address.		
PD Program Manager	Type the complete name.	Email Address	Type email address.	Mobile No.	Type the mobile no.

PD PROGRAM PROFILE

Give an overview of your proposed PD program by providing the following details.

Title	Type the proposed PD program title.
Rationale	Discuss in no more than 600 words the reasons for proposing this PD program. A substantially written rationale shall capture the following: a. The context of the PDNA conducted: where, when, and how it was conducted. b. The significant results of the PDNA: specific target competencies for development. c. Relevant legal bases (if applicable) such as but not limited to DepEd issuances supporting the need for the proposed PD program. d. Relevant local and international literature validating the identified PD needs and the selected key contents and methodologies.
Program Description	State in no more than 350 words the main intention of the proposed PD program highlighting the key content to be delivered, knowledge and skills to be learned and how they will benefit the participants.
Program Objectives	State the following learning objectives: Results objective: As a results of the participants' improved competence and performance: (State what the program will be able to contribute to the attainment of organization goals as a result of participants' improved competency and performance.)
	Application objective: Back in the workplace, the participants will be able to: (State what the participants will be able to perform back in their workplace as a result of their improved competence.)
	Terminal objective: By the end of the PD program, the participants will be able to: (State what the participants will be able to do immediately after the PD program.)
	Enabling objectives: Specifically, the participants will be able to:

	(Identify major learning blocks or modules. Each block or module shall focus on enabling knowledge or skill/s participants should acquire in order to attain the terminal objective. State in specific behavioral terms what participants will be able to do by the end of each learning block or module.)				
Target Professional Standard with specific Domain/s, Strand/s, and Indicator/s	Professional Standard	E.g., PPST			Indicator/s
	Domain/s	Strand/s			
	1. Content Knowledge and Pedagogy	1.2 Research-based knowledge and principles of teaching and learning			1.2.1 Demonstrate an understanding of research-based knowledge and principles of teaching and learning. 1.2.2 Use research-based knowledge and principles of teaching and learning to enhance professional practice.
Target Participants	Participants Profile: Specify the target participants based on their career stage, job group, position, subject area, grade level, etc. Indicate your participants' selection criteria.				
	Total number of target participants:	How many participant s does this PD program proposal plan to cater?	Number of batches per implementation (if applicable):	To how many batches do you plan to deliver this PD program proposal?	Number of implementations :
			Number of participants per batch:	How many participants will there be in a batch?	
Delivery Platform	Indicate the delivery platform here.			Indicative Dates of Implementation	From Start Date to End Date

PD PROGRAM DESIGN

Session No.	Duration	Topic	Session Objectives	Methodology	Outputs	Resource Speaker/Subject-Matter Expert
Indicate session number	Determine time allocation for each session, considering the session objective/s and output to be accomplished	List content areas essential to attaining the learning objectives (producing the outputs).	State in behavioral terms what participants will be able to do right after a learning session.	Describe in detail or step-by-step procedure how the assigned resource speaker will deliver content and engage the learners. Indicate the relevant learning resources that will be used to support the delivery of content and the attainment of the session objectives. Incorporate the use of varied formative assessments such as multiple checks for understanding, guided practice, independent practice, etc.	Identify concrete outputs (e.g., recommendations, lesson exemplars, proposals, TA plan, reflection journal, instructional material, etc.) that will be produced by the participants during and by the end of each session.	Indicate the appropriate resource speakers/subject-matter experts who will deliver the session.
2	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.
3	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.
4	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

PD Program Management Team

PD Program Management Team	Name
a. Program Manager	
b. Learning Manager	
c. Resource Speaker/Subject-Matter Expert	
d. M&E Coordinator	
e. Documenter	
f. Secretariat	
g. Welfare Officer	
h. Logistics Officer	
i. Finance Officer	

Declaration:

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

I agree that the DepEd-National Educators Academy of the Philippines to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

To be signed by the PD Program Manager

Program Manager	Type here
Signature	Sign here
Date	Click here to enter a date.

This Form is not valid if not signed.



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Monitoring and Evaluation (M&E) Plan Form

This is the form for the M&E Plan following the Kirkpatrick Evaluation Model.

Level of M&E	Objectives	Methods and Tools	Data Sources	Schedule of M&E	Person/s Responsible	Support Needed	User of M&E Data
Level 4 - Results <i>(The degree to which targeted outcomes as a result of the training and support and accountability package.)</i>	<i>What will be measured?</i>	<i>What methods/tools will be used to collect data?</i>	<i>Who and/or what documents will provide data or evidence on the indicators?</i>	<i>When will M&E activities be undertaken?</i>	<i>Who will be accountable for ensuring that M&E activities are done?</i>	<i>What resources are needed to implement M&E activities?</i>	<i>Who will use the data gathered?</i>

**Level 3 -
Behavior**

*(The degree to which participants apply what they learned during training when they are back on the job. **This can be found in the application objective.**)*

**Level 2 -
Learning**

(The degree to which participants acquire the intended knowledge, skills, attitude, confidence, and commitment based on their participation in the training.)

Level 1 – Reaction <i>(The degree to which participants find the training favorable, engaging, and relevant to their jobs.)</i>							
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Declaration:

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I agree that the DepEd-National Educators Academy of the Philippines to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

To be signed by the PD Program Manager

Program Manager	Type here
Signature	Sign here
Date	Click here to enter a date.

This Form is not valid if not signed.