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

DIVISION MEMORANDUM
No. 957 , s. 2026

08 OCT 2026

DIVISION WRITESHOP ON THE DESIGN AND DEVELOPMENT OF QUALITY-ASSURED PROFESSIONAL DEVELOPMENT PROGRAMS (PDP) FOR SCHOOL HEADS AND TEACHERS

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

1. In reference to Republic Act No. 11713 (Excellence in Teacher Education Act), and DepEd Memorandum No. 044, s. 2023 (Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs), this Division shall conduct the Division Writeshop on the Design and Development of Quality-Assured Professional Development Programs (PDP) for School Heads and Teachers, on October 14, 2026, at the SDO Conference Hall, Vigan City, Ilocos Sur.

2. The aim of the activity is to facilitate collaborative planning, drafting and finalizing of PDP proposals for NEAP quality assurance and PRC accreditation.

3. The official participants from this Division are as follows:

School-based:
a) Paulino Aninag, Jr. – Principal I, JSES
b) Ana Castor – Principal IV, VCS
c) Royston Quidolit – Principal I, CAMIS

Division-based:
a) Chief Education Supervisors
b) Education Program Supervisors
c) Senior Education Program Specialists
d) Education Program Specialists II
e) QAME In-Charge
f) Project Development Officers

4. The participants are advised to bring their laptops, and extension cords.

5. The NEAP templates are accessible through the link: https://tinyurl.com/SharedNEAPTemplates.

5. The snacks, meals and other expenses of the participants shall be charged to local funds subject to usual accounting and auditing rules and regulations.

6. For information and compliance of all concerned.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
08 OCT 2026
RELEASED
BY

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/RRQ/ahem

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Republic of the Philippines

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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
QAME	RACQUEL A. FOLLANTE	PII, QAME In-charge
Documenter/Secretariat	RAYMART Q. QUEDADO	PDO II

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Activity Matrix

Time	Activities	Person Responsible
October 14, 2026		
7:30–8:00 AM	Registration	PMT
8:01–8:20 AM	Preliminaries	AVP
	Acknowledgement of Participants	PMT
8:21-8:30 AM	Welcome Message	**Annie D. Pagdilao, CESO VI** Assistant Schools Division Superintendent
8:31-8:40 AM	Message	**Vilma D. Eda, CESO V** Schools Division Superintendent
8:41–9:00 AM	Walkthrough of Templates and Required Documents	**Aphrodite Hope E. Martinez** SEPS-HRD
9:01-9:30 AM	Presentation of PDPs for NEAP-QA, PRC-accreditation	**Marie Christine N. Natividad** CES – CID SGOD Representatives
9:31-12:00 NN	Collaborative Planning and Writeshop	All participants
12:01–01:00 PM	Lunch Break	
1:01–3:00 PM	Presentation of Outputs and Feedback	All participants
3:01-3:15 PM	Health Break	
3:16–4:00 PM	Refinement of Outputs	All participants
4:01-5:00 PM	Output Consolidation and Submission of Final PDPs	PMT
5:01 PM	END	