Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 233 , s. 2025

April 21, 2025

CONDUCT OF DIVISION TRAINING FOR SELECTED TEACHING-RELATED PERSONNEL, SCHOOL LEADERS, AND LEARNING AND DEVELOPMENT (L &D) FOCAL PERSONS: ELEVATING THE DESIGN, DEVELOPMENT, AND QUALITY ASSURANCE OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT PROGRAMS

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Teaching and Non-Teaching Personnel
All Others Concerned

1. This Office hereby announces the conduct of **"DIVISION TRAINING FOR SELECTED TEACHING-RELATED PERSONNEL, SCHOOL LEADERS, AND L AND D FOCAL PERSONS: ELEVATING THE DESIGN, DEVELOPMENT, AND QUALITY ASSURANCE OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT PROGRAMS"**. This Professional Regulation Commission (PRC)-accredited training program is equivalent to **12 Continuing Professional Development (CPD) units**. The training will be conducted on **May 20–22, 2025**, at a venue to be announced soon.

2. This activity aims to:
   a. explain the NEAP directions aligned with RA 11713 and DO 11, s. 2019, and critically analyze the priorities of Professional Development Programs, leveraging comprehensive training materials and real-world scenarios, achieving at least 90% accuracy and full alignment with DepEd standards;

   b. comprehend the critical context of Continuing Professional Development (CPD) and master the process and requirements for CPD program application, through engaging discussions and immersive hands-on activities, achieving at least 90% accuracy in completing application-related tasks and successfully developing a sample PDP that meets all established criteria;

   c. articulate the pivotal role of quality assurance in school-based Professional Development (PD) program proposals, drawing on key guidelines and compelling real-life case studies, with exceptional clarity and precision, as evaluated through an insightful reflective discussion or a thorough written assessment;

d. identify the steps in reviewing and evaluating school-based Professional Development (PD) program proposals, using provided evaluation tools and guidelines, with at least 90% accuracy as demonstrated in a practical review activity; and

e. accurately formulate the basic requirements and compile the necessary documents for the submission of a Professional Development Program, using the PRC CPD templates and guidelines, with 100% compliance to the specified standards.

3. **The participants in this training shall include** Education Program Supervisors, Administrative Officer V, School Principals, Assisting Principals, Assistant Secondary School Principals, Head Teachers, and one (1) designated L&D Focal Person from each school.

4. The members of the Program Management Team are the following:

Program Manager	:Wilfreda D. Bongalos PhD, CESO V
Assistant Program Manager	:John Ariel A. Lagura PhD
Co-Program Managers	:Janet T. Butalid PhD
	Miss Maurine C. Castaño
Overall Training Managers:	: Filomena C. Tanggaan PhD
	Rosene D. Olaivar PhD
QAME Monitor	: Esther L. Cagas PhD
Training Managers	: Miss Maurine C. Castaño
	:Janet T. Butalid PhD
	:Juanita C. Lafuente DevD
	:Esther L. Cagas PhD
	:Joselito C. Galendo EdD
	: Aljon S. Fronteras
	: Lanie G. Gutas EdD
First Aid:	:1 Division Nurse
Finance	:Michelle T. Sagaral CPA,PhD
	:Marife C. Rallos
Supplies	:Japhet A. Revereal

5. Identified participants are required to bring a laptop and an extension cord.

6. Teaching personnel who are involved in this activity shall be entitled to service credits pursuant to DO 13, s. 2004 titled "Revised Guidelines on the Grant of Vacation Service Credits to Teachers".

7. Expenses relative to the conduct of this activity shall be charged against HRTD Fund subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/rdo