



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. 463 , s. 2025

July 23, 2025

**SUBMISSION OF TRAINING RESOURCE PACKAGE AND UPDATE OF SCHEDULE OF  
ACTIVITIES FOR SCHOOL-BASED PROFESSIONAL DEVELOPMENT PROGRAMS  
(PDPS) SUBMITTED FOR MIDYEAR IN-SERVICE TRAINING 2025**

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

1. To complete the evaluation process of the submitted School-Based Midyear In-Service Training, this Office hereby calls for the **SUBMISSION OF THE TRAINING RESOURCE PACKAGE (TRP) AND THE UPDATE OF THE SCHEDULE OF ACTIVITIES FOR THE SCHOOL-BASED PROFESSIONAL DEVELOPMENT PROGRAMS (PDPS) SUBMITTED FOR MIDYEAR IN-SERVICE TRAINING 2025.**
2. The TRP shall be composed of **PowerPoint presentations** for each topic, along with **session guides**.
3. The documents must be submitted **on or before August 4, 2025, in two soft copies: one in PDF format and the other in a non-PDF format.** Please send them to: **rosene.olaiivar@deped.gov.ph.**
4. The Program owners must use their **official DepEd email addresses** for submissions and **not personal email accounts.**
5. Kindly review the attached schedule pertaining to your submitted Professional Development Programs (PDPs).
6. Immediate dissemination of this memorandum is desired.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/rdo



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177  
(038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph

Schedule of Activities

July 22-23, 2025	Division PD Evaluators are advised to forward their comments to the program owners.
July 25, 2025 to July 29, 2025	Resubmission of corrected documents from program owners, with all comments addressed.
July 30, 2025	Division PD Evaluators shall re-evaluate the documents.
July 31, 2025	<ul style="list-style-type: none"> <li>- Division PD Evaluators are advised to forward their comments to the program owners for resubmissions only.</li> <li>- Resubmission of corrected documents from program owners with remaining comments addressed.</li> </ul>
August 1, 2025 & August 4, 2025	Program owners are required to upload the documents to CPDAS. Technical assistance will be provided during the uploading process; please notify us in advance to schedule the upload time.
Beginning August 5, 2025	Program owners are requested to wait for comments from the Professional Regulation Commission (PRC), which will be sent through their official DepEd email.