



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

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March 11, 2025

**DIVISIONAL MEMORANDUM**

No. 106, s. 2025

**CAPABILITY-BUILDING ON THE DESIGN, DEVELOPMENT  
AND QUALITY ASSURANCE OF SCHOOL-DEVELOPED PROFESSIONAL  
DEVELOPMENT PROGRAM FOR FIELD IMPLEMENTERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Public Elementary/Secondary School Heads/Department Heads  
This Division

1. To ensure consistency in implementing high quality professional development initiatives across schools and empower field implementers to tailor professional development programs in addressing specific local needs, this Office shall conduct a Capability-Building on the Design, Development and Quality Assurance of School-Developed Professional Development Program for Field Implementers at BE Palace Hotel, Valconcha St., Aguada, Ozamiz City on April 28-May 02, 2025.
2. At the end of the 5-day training-workshop the participants are expected to:
  - a. define the process and other considerations in developing and implementing a Professional Development (PD) program;
  - b. identify the guidelines and criteria when evaluating a Professional Development (PD) program;
  - c. craft a Professional Development (PD) program that incorporates learned principles and standards; and
  - d. evaluate the crafted Professional Development (PD) programs whether they follow the standards.
3. The participants in this training are the 50 school heads/department heads of the Division of Ozamiz City, *see attachment A for the list of participants.*
4. The activity has a Certificate of Quality Assurance from the National Educators Academy of the Philippines (NEAP) with 31.25 active learning hours and accredited by Professional Regulation Commission (PRC) with 15 CPD units.



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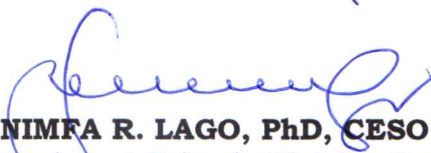




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5. The activity shall start at 8:00 a.m. and end at 5:00 p.m., *see attachment B for the program of activities.*
6. No registration fee shall be collected from the participants. Expenses relative to the conduct of the activity such as training materials, meals and snacks and other incidental expenses shall be charged against downloaded 2024 Human Resource Development Program Support Fund (HRD-PSF) subject to the usual accounting and auditing rules and regulations.
7. Teaching-related and non-teaching personnel involved in the activity shall be granted Compensatory Time-Off (CTO), re: Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004.
8. A pre-work activity shall be conducted at BE Palace Hotel, Valconcha St., on April 15, 2025, *see attachment C for the list of participants.*
9. Participation of school leaders to the Conduct of the Capability-Building on the Design, Development and Quality Assurance of School-Developed Professional Development Program for Field Implementers is in adherence to this Office's Implementation of Equal Opportunity Policy (EOP) that is regardless of age gender, sexual orientation, gender identity, ethnicity, civil status, disability, religion, political affiliation, among others.
10. Queries on this matter shall be channeled to Mary Joy G. Doromal, SEPS-HRD and Jeanelei L. Carolino, EPS-II HRD.
11. This Office directs the immediate dissemination of this Memorandum.

  
**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



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Encl.: As Stated

Refence: DepEd Memorandum No. 44, s. 2023

To be indicated in the Perpetual Index  
under the following subjects:

**NON- TEACHING**

**PERSONNEL**

**TRAINING- WORKSHOP**

JAG/DM    Capability-Building on the Design, Development and Quality Assurance  
              of School-Developed Professional Development Program for Field  
              Implementers  
\_\_\_\_\_    March 11, 2025



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**CAPABILITY-BUILDING ON THE DESIGN, DEVELOPMENT, AND QUALITY ASSURANCE OF SCHOOL-DEVELOPED PROFESSIONAL DEVELOPMENT PROGRAM FOR FIELD IMPLEMENTERS**

**BE Palace Hotel, Valconcha St., Carangan, Ozamiz City**

**April 28-May 02, 2025**

**LIST OF PARTICIPANTS**

No.	Name of Participant	Position	Station	District
1	Anelyn G. Engracia	Public School District Supervisor	CID, Division Office	1
2	Clarinda Fe L. Simblante	Elementary School Principal II	Andrea D. Costonera Elementary School	1
3	Jovy O. Bonita	Elementary School Principal II	Sancho V. Capa Integrated School	1
4	Lilibeth Y. Abamonga	Secondary School Principal II	Ozamiz City National High School	1
5	Melanie G. Lagus	Elementary School Principal II	Felipe Carreon Central School	1
6	Bernafe N. Agapay	Elementary School Principal I	Ozamiz City Central School	2
7	Bernadita A. Algodon	Elementary School Head Teacher III	Ozamiz City Central School	2
8	Eugenio C. Bucog	Elementary School Principal II	Ozamiz City Central School	2
9	Jasmine I. Gaogao	Public School District Supervisor	CID, Division Office	2
10	Marestelle M. Olandre	Elementary School Head Teacher III	Ozamiz City Central School	2
11	Catherine C. Oracion	Elementary School Principal I	Baybay Central School	3
12	Charyljoy C. Navarez	Secondary School Principal I	Misamis Annex Integrated School	3
13	Cheryl V. Duma-og	Elementary School Principal I	Sta Cruz Elementary School	3
14	Dave D. Manili	Elementary School Head Teacher III	Misamis Annex Integrated School	3
15	Juves C. Colarte	Elementary School Principal I	Catadman Elementary School	3
16	Jujie A. Buenbrazo	Elementary School Principal I	Gango Elementary School	4
17	Marjorie A. Sagario	Elementary School Principal III	Maningcol Central School	4
18	Milagros Z. Mendoza	Public School District Supervisor	CID, Division Office	4
19	Ramil G. Cabural	Elementary School Principal II	San Antonio Elementary School	4
20	Candelaria P. Maghanoy	Secondary School Head Teacher I	Ozamiz City School of Arts and Trades	4



21	Emelito C. Viernes	Elementary School Head Teacher III	Mintalar Elementary School	5
22	Marites B. Barrientos	Elementary School Principal II	Labo Central School	5
23	Menerva D. Barola	Public School District Supervisor	CID, Division Office	5
24	Miraluna M. Gaabucayan	Elementary School Principal I	Domingo A. Barloa Integrated School	5
25	Jane A. Credo	Elementary School Head Teacher III	Sangay Integrated School	5
26	Angel Grace E. Bandiala	Elementary School Principal I	Hilarion J. Ramiro, Jr. Elementary School	6
27	Jean B. Alindo	Secondary School Principal I	Jose Lim Ho National High School	6
28	Lady Shammah E. Bello	Elementary School Head Teacher III	Roman E. Mabanag Sr., Elementary School	6
29	Marie Claire B. Fuentes	Elementary School Principal I	Maximino S. Laurete Sr., Elementary School	6
30	Ian Francis E. Veloso	Public School District Supervisor	CID, Division Office	6
31	Alie A. Bongcawil	Assistant School Principal II	Montol National High School	7
32	Gem P. Acapulco	Elementary School Head Teacher II	Guingona Integrated School	7
33	Giezel C. Gongob	Public School District Supervisor	CID, Division Office	7
34	Jupey Q. Rupinta	Elementary School Head Teacher III	Pershing Tan Queto Sr. Elementary School	7
35	Mary Jane A. Pondar	Elementary School Principal I	Antero U. Roa Central School	7
36	Ammie A. Ogao-ogao	Elementary School Principal I	Cogon Integrated School	8
37	Darlene Sheila J. Pescador	Secondary School Head Teacher III	Gala National High School	8
38	Marvin S. Tusoy	Secondary School Head Teacher I	Marcelino C. Regis Integrated School	8
39	Melchie A. Paderanga	Elementary School Head Teacher II	Gala Elementary School	8
40	Sesame C. Rubio	Elementary School Principal I	Juan A. Acapulco Elementary School	8
41	Joselito D. Caseros	Elementary School Principal I	Bongbong Elementary School	9
42	Junriel B. Sinarillos	Secondary School Principal I	Pulot National High School	9
43	Lalaine Y. Ponce	Elementary School Principal I	Cruz Lanzado Saligan Integrated School	9
44	Lorena P. Rivera	Public School District Supervisor	CID, Division Office	9
45	Maida S. Garnada	Elementary School Principal I	Dimaluna Integrated School	9
46	Ester F. Viernes	Elementary School Principal I	Tabid National High School	10
47	Fernando D. Sumundong	Public School District Supervisor	CID, Division Office	10
48	Jeanalyn A. Carreon	Elementary School Head Teacher III	Narciso B. Ledesma Central School	10
49	Joseph M. Amisola	Elementary School Principal I	Labinay Elementary School	10
50	Melanie T. Paredes	Elementary School Principal I	Narciso B. Ledesma Central School	10





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**SCHOOLS DIVISION OF OZAMIZ CITY**

**Capability-Building on the Design, Development, and Quality Assurance  
 of School-Developed Professional Development Programs for Field  
 Implementers**

Be Palace Hotel, Valconcha St., Aguada, Ozamiz City  
 April 28-May 2, 2025

## PROGRAM OF ACTIVITIES

Session No.	Duration	Day & Time	Topic	Focal Person
<b>DAY 1 (April 28, 2025)</b>				
<b>Registration and Opening Program</b>	30 minutes	Day 1 (8:00-8:30 am)	Opening Program	<b>Julita H. Bitay</b> Head Teacher V
<b>Pre-test</b>	30 minutes	Day 1 (8:30-9:00 am)		
<b>Session 1</b>	60 minutes	Day 1 (9:00-10:00 am)	Session 1: Professional Development Priorities	<b>Dionesio L. Liwagon, Jr.,</b> CESE - ASDS
<b>Health Break</b>	30 minutes	Day 1 (10:00-10:30 am)	Health Break	Health Break
<b>Session 2</b>	90 minutes	Day 1 (10:30-12:00 am)	The NEAP Core Programs	<b>Mary Joy G. Doromal</b> SEPS, HRD
<b>Lunch Break</b>	60 mins	Day 1 12:00-1:00	Lunch Break	Lunch Break
<b>Session 3</b>	120 mins	Day 1 (1:00-3:00 pm)	Introduction to PD Planning	<b>Jorenda P. Solitario</b> Principal I
<b>Health Break</b>	30 minutes	Day 1 (3:00-3:30 am)	Health Break	Health Break
<b>Session 3 cont.</b>	90 mins	Day 1 (3:30-5:00 pm)	Workshop (Review of PD Needs Assessment) Mapping of the existing PD Programs	<b>Rosalyn M. Lato</b> SEPS, Planning and Research
<b>Wrap-up/ Reminders/ Debriefing</b>	30 mins	Day 1 (5:00-5:30 pm)	<b>Debriefing with Core Management Team</b>	PMT
<b>Officers of the Day</b>	<b>Jeanelei L. Carolino and Samie B. Aso</b>			



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Be Palace Hotel, Valconcha St., Aguada, Ozamiz City  
 April 28-May 2, 2025

**PROGRAM OF ACTIVITIES**

<b>DAY 2 (April 29, 2025)</b>				
<b>Management of Learning</b>	30 mins	Day 2 (8:00-8:30 am)	<ul style="list-style-type: none"> <li>Nationalistic Song</li> <li>Ecumenical Prayer</li> <li>Energizer</li> <li>Recap</li> <li>Reminders</li> </ul>	<b>Mary Joy G. Doromal</b> SEPS, HRD
<b>Session 4</b>	90 mins	Day 2 (8:30-10:00 am)	Session 4: Guidelines on the Utilization of Human Resource Development (HRD) Fund	<b>Mary Joy G. Doromal</b> SEPS, HRD
<b>Health Break</b>	30 mins	Day 2 (10:00-10:30 am)	Health Break	Health Break
<b>Session 5A</b>	90 mins	Day 2 (10:30 am-12:00 pm)	Session 5A: INSET Planning and Designing	<b>Julita H. Bitay</b> Head Teacher V
<b>Lunch Break</b>	60 mins	Day 2 (12:00 - 1:00 pm)	Lunch Break	Lunch Break
<b>Session 5B</b>	60 mins	Day 2 (1:15-2:15 pm)	PD Planning Workshop	<b>Julita H. Bitay</b> Head Teacher V
<b>Session 6B</b>	60 mins	Day 2 (2:15-3:15pm)	Session 5B: Monitoring and Evaluation Planning	<b>Samie B. Aso</b> EPS II, SMME
<b>Health Break</b>	30 mins	Day 2 (3:15-3:45 pm)	Health Break	Health Break
<b>Session 6A cont.</b>	75 mins	Day 2 (3:45-5:00 pm)	Session 6B: QA Process	<b>Rosalyn M. Lato</b> SEPS, Planning and Research
<b>Wrap-up/ Reminders/ Debriefing</b>	30 mins	Day 2 5:00-5:30 pm	<b>Debriefing with Core Management Team</b>	PMT
<b>Officers of the Day</b>	<b>Estelita C. Saquin and Ma. Fritzie D. Amigable</b> NEAP Certified Facilitators			



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## PROGRAM OF ACTIVITIES

<b>DAY 3 ( April 30, 2025)</b>				
<b>Management of Learning</b>	30 mins	Day 3 (8:00-8:30 am)	<ul style="list-style-type: none"> <li>Nationalistic Song</li> <li>Ecumenical Prayer</li> <li>Energizer</li> <li>Recap</li> <li>Reminders</li> </ul>	<b>Jorenda P. Solitario</b> Principal I
Workshop	90 mins	Day 3 (8:30-10:00 am)	Workshop on Crafting of PDP	<b>Rowell C. Villarubia</b> EPS, Mathematics
<b>Health Break</b>	30 mins	Day 3 (10:00-10:30 am)	Health Break	Health Break
<b>Workshop</b>	90 mins	Day 3 (10:30 am -12:00 pm)	Workshop on Crafting of PDP (cont.)	<b>Rowell C. Villarubia</b> EPS, Mathematics
<b>Lunch Break</b>	60 mins	Day 3 12:00 - 1:00 pm	Lunch Break	Lunch Break
<b>Workshop</b>	120 mins	Day 3 (1:00-3:00 pm)	Workshop on Crafting of PDP (cont.)	<b>Rowell C. Villarubia</b> EPS, Mathematics
<b>Health Break</b>	30 mins	Day 3 (3:00-3:30 pm)	Health Break	Health Break
<b>Workshop</b>	90 mins	Day 3 (3:30 – 5:00 pm)	Workshop on Crafting of PDP (cont.)	<b>Rowell C. Villarubia</b> EPS, Mathematics
<b>Wrap-up/ Reminders/ Debriefing</b>	30 mins	Day 3 5:00-5:30 pm	Debriefing with Core Management Team	PMT
<b>Officers of the Day</b>	<b>Mary Joy G. Doromal and Jorenda P. Solitario</b>			



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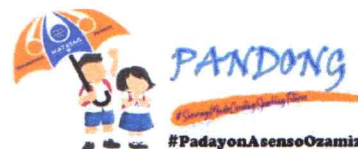
**PROGRAM OF ACTIVITIES**

<b>DAY 4 ( May 01, 2025)</b>				
<b>Management of Learning</b>	30 mins	Day 4 (8:00-8:30 am)	<ul style="list-style-type: none"> <li>Nationalistic Song</li> <li>Ecumenical Prayer</li> <li>Energizer</li> <li>Recap</li> <li>Reminders</li> </ul>	<b>Samie B. Aso</b> EPS II, SMME
<b>Workshop</b>	90 mins	Day 4 (8:30-10:00 am)	Workshop on QA of PDP	<b>Rebecca P. Postrano</b> EPS, HRDD <b>Rowell C. Villarubia</b> EPS, Mathematics
<b>Health Break</b>	30 mins	Day 4 (10:00-10:30 am)	Health Break	Health Break
<b>Workshop</b>	90 mins	Day 4 (10:30 am -12:00 pm)	Workshop on QA of PDP (cont)	<b>Rebecca P. Postrano</b> EPS, HRDD <b>Rowell C. Villarubia</b> EPS, Mathematics
<b>Lunch Break</b>	60 mins	Day 4 12:00 - 1:00 pm	Lunch Break	Lunch Break
<b>Workshop</b>	120 mins	Day 4 (1:00-3:00pm)	Workshop on QA of PDP (cont)	<b>Rebecca P. Postrano</b> EPS, HRDD <b>Rowell C. Villarubia</b> EPS, Mathematics
<b>Health Break</b>	30 mins	3:00-3:30pm	Health Break	Health Break
<b>Workshop</b>	90 mins	Day 4 (3:30-5:00pm)	Deliberation on QAd PDP	<b>Rebecca P. Postrano</b> EPS, HRDD <b>Rowell C. Villarubia</b> EPS, Mathematics
<b>Wrap-up/ Reminders/ Debriefing</b>	30 mins	Day 4 (5:00-5:30 pm)	Debriefing with Core Management Team	PMT
<b>Officers of the Day</b>	<b>Samie B. Aso and Jeanelei L. Carolino</b>			



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 April 28-May 2, 2025

**PROGRAM OF ACTIVITIES**

<b>DAY 5 ( May 02, 2025)</b>				
<b>Management of Learning</b>	30 mins	Day 5 (8:00-8:30 am)	<ul style="list-style-type: none"> <li>Nationalistic Song</li> <li>Ecumenical Prayer</li> <li>Energizer</li> <li>Recap</li> <li>Reminders</li> </ul>	<b>Jeanelei L. Carolino</b> EPS II, HRD
<b>Workshop</b>	90 mins	Day 5 (8:30-10:00 am)	Workshop on Finalization of PDP	<b>Rowell C. Villarubia</b> EPS, Mathematics
<b>Health Break</b>	30 mins	Day 5 (10:00-10:30 am)	Health Break	Health Break
<b>Workshop</b>	90 mins	Day 5 (10:30 am -12:00 pm)	Workshop on Finalization of PDP	<b>Rowell C. Villarubia</b> EPS, Mathematics
<b>Lunch Break</b>	60 mins	Day 5 12:00 – 1:00 pm	Health Break	Health Break
<b>Session 6A</b>	120 mins	Day 5 (1:00-3:00 pm)	Workshop on Finalization of PDP	<b>Rowell C. Villarubia</b> EPS, Mathematics
<b>Health Break</b>	30 mins	(3:00-3:30pm)	Health Break	Health Break
	60 mins	Day 5 (3:30-4:30pm)	PRC Accreditation	<b>Jeanelei L. Carolino</b> EPS II, HRD
<b>Post-test</b>	30 mins	Day 5 (4:30-5:00pm)	Post-test	PMT
<b>Closing Program</b>	30 mins	Day 5 (5:00-5:30 pm)	Closing Program	<b>Jeanelei L. Carolino</b> EPS II, HRD
<b>Officers of the Day</b>	<b>Julita H. Bitay and Samie B. Aso</b>			



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Be Palace Hotel, Valconcha St., Aguada, Ozamiz City  
April 28-May 02, 2025  
8:00 a.m.-5:00 p.m.

**PRE-WORK ACTIVITY**

LIST OF PARTICIPANTS	
Name	Role
1. Dionesio L. Liwagon, CESE	Speaker
2. Anacleta A. Gacasan	Learning Manager
3. Johnnel A. Guangco	Program Manager
4. Rowell C. Villarubia, EdD	Speaker
5. Rosalyn M. Lato	Speaker, Process Observer
6. Anthony P. Marollano	Speaker
7. Mary Joy G. Doromal	Speaker, Process Observer
8. Jorenda P. Solitario	Speaker
9. Julita H. Bitay	Speaker
10. Jeanelei L. Carolino	Speaker
11. Samie B. Aso	Speaker, QAME
12. Estelita C. Saquin, EdD	Co-Facilitator, Certified NEAP Facilitator
13. Maria Fritzie D. Amigable, PhD	Co-Facilitator, Certified NEAP Facilitator
14. Sheena Fe Lomoctos	Resource Material Manager
15. Ethel R. Manuel	Food Manager
16. Lourben Mae O. Lumasag	Nurse II
17. Regie A. Cathedral	ITO
18. Jefferson A. Bolos	Documentation



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