



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

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 3-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.



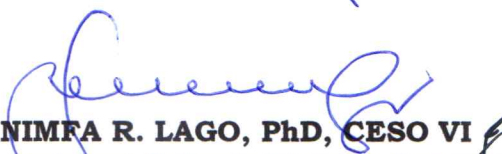
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5. The activity shall start at 8:00 a.m. and end at 5:00 p.m., *see attachment B for the program of activities.*
6. No registration fee shall be collected from the participants. Expenses relative to the conduct of the activity such as training materials, 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
Reference: 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	Bemafe 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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**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
DAY 1 (April 28, 2025)				
Registration and Opening Program	30 minutes	Day 1 (8:00-8:30 am)	Opening Program	Julita H. Bitay Head Teacher V
Pre-test	30 minutes	Day 1 (8:30-9:00 am)		
Session 1	60 minutes	Day 1 (9:00-10:00 am)	Session 1: Professional Development Priorities	Dionesio L. Liwagon, Jr. , CESE - ASDS
Health Break	30 minutes	Day 1 (10:00-10:30 am)	Health Break	Health Break
Session 2	90 minutes	Day 1 (10:30-12:00 am)	The NEAP Core Programs	Mary Joy G. Doromal SEPS, HRD
Lunch Break	60 mins	Day 1 12:00-1:00	Lunch Break	Lunch Break
Session 3	120 mins	Day 1 (1:00-3:00 pm)	Introduction to PD Planning	Jorenda P. Solitario Principal I
Health Break	30 minutes	Day 1 (3:00-3:30 am)	Health Break	Health Break
Session 3 cont.	90 mins	Day 1 (3:30-5:00 pm)	Workshop (Review of PD Needs Assessment) Mapping of the existing PD Programs	Rosalyn M. Lato SEPS, Planning and Research
Wrap-up/ Reminders/ Debriefing	30 mins	Day 1 (5:00-5:30 pm)	Debriefing with Core Management Team	PMT
Officers of the Day	Jeanelei L. Carolino and Samie B. Aso			



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PROGRAM OF ACTIVITIES

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



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PROGRAM OF ACTIVITIES

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



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PROGRAM OF ACTIVITIES

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



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PROGRAM OF ACTIVITIES

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



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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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