



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

September 30, 2024

**DIVISION MEMORANDUM**

NO. 594 S. 2024

**TRAINING WORKSHOP ON EMPOWERING SECONDARY  
SCHOOLS THROUGH CPD FOR TRANSFORMATIVE  
IN-SERVICE TRAINING ACTIVITIES**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Secondary Schools

1. In line with the Department of Education's commitment to continuously enhance the competencies of educators and support professional growth through Continuing Professional Development (CPD), this Office will conduct a **Training Workshop on Empowering Secondary Schools through CPD for Transformative In-Service Training Activities** on October 12, 2024. The venue will be announced later.

2. This activity aims to:
- equip secondary school heads with enhanced competencies aligned with the CPD framework;
  - introduce innovative strategies and tools aimed at improving teacher quality;
  - provide a platform for professional collaboration and sharing of best practices.; and
  - guide participants in aligning their In-Service Training programs and designs with the CPD requirements set by the PRC (Professional Regulation Commission).



Address: Banica, Roxas City  
Contact Number: (036) 6518 456/0968-869-5867  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



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3. Program

Time	Activity	Person/s in charge
Opening Program		
8:30-9:00	Preliminaries National Anthem Prayer Regional Hymn Capiz Hymn (To be played on air)  Opening Remarks: <b>Dr. Segundina F. Dollete</b> Chief, Curriculum Implementation Division Inspirational Messages:  <b>Dr. Miguel Mac D. Aposin, CESO V</b> Schools Division Superintendent	
9:00-9:10	Legal Basis of PRC Accreditation	Dr. Immaculada J. Amores
9:10-9:30	Navigating the PRC Accreditation Process: Key Updates and Best Practices	Mark Nel R. Venus
9:30-11:00	Crafting Impactful Session Guides: Strategies for Effective INSET Design	Dr. Lalain Delos Santos PSDS, Cuartero and Dao
1:00-2:30	Mastering Instructional Design for PRC Accreditation: A Step-by-Step Guide	Dr. Judith Tu PSDS  Jonel Sembrano Principal



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2:30-5:00	Presentation and Provision of Technical Assistance	Participants and Panelists NEAP Facilitators
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4. Resource Persons and TWG

Name	School
<b>Resource Persons</b>	
Dr. Edna B. Azcarraga	OIC-SGOD
Dr. Lalain Delos Santos	PSDS
Alan Vincent B. Altamia	PSDS
Dr. Immaculada J. Amores	SDO-Capiz
Jerry Mosquite	SDO-Capiz
Judith Tu	PSDS
Jonel Sembrano	Principal
Mark Nel R. Venus	CLRANHS
<b>TWGs/Facilitators</b>	
Edwin C. Salanatin	CLRANHS
Stepanie Canto	CLRANHS
Milbert Bechayda	CLRANHS
Krizel Aguadera	Marciamo M. Patricio NHS
Evita Rose Busil	PES
Marylyn De Guzman	Pilar Central School
Nahrudin Roxas	Jose Diva Avelino Jr NHS
Jonalyn Buenvenida	Feliciano Yusay Consing NHS
Maricris Venus	PES

5. Participants to this training are the 54 secondary school heads, one (1) ICT coordinator and one (1) L and D coordinator per school. They are advised to attend all sessions of the program. The first session will start at 8:00 AM.

6. Participants are advised to bring a laptop and extension cord.

7. Participants involved in this activity are entitled to service credits per DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, Non-Teaching Personnel shall be provided with compensatory time off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) joint Circular No. 2, s. 2004 on non-monetary remuneration for overtime service rendered.



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8. A registration fee of Six Hundred Pesos (P600) shall be charged from each participant to cover expenses for one (1) meal (lunch) and two (2) snacks (morning and afternoon) chargeable against School MOOE Funds. Food expenses for the SDO Capiz personnel shall be charged against the Division MOOE Funds. All expenses are subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum are desired.

*map*  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent *tw*

Attachment: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

WORKSHOP      CONTINUING PROFESSIONAL DEVELOPMENT      CPD UNITS



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