



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

October 15, 2024

DIVISION MEMORANDUM
No. 632 s. 2024

**DIVISION TRAINING-WORKSHOP ON THE PRC ACCREDITATION PROCESS FOR
SCHOOLS ON THE DESIGN AND DEVELOPMENT OF SCHOOL-BASED
PROFESSIONAL DEVELOPMENT PROGRAMS**

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. This Office, through the Human Resource Development (HRD) Unit of the School Governance and Operations Division (SGOD), will conduct a **Division Training-Workshop on the PRC Accreditation Process for Schools on the Design and Development of School-Based Professional Development Programs** on October 24-25, 2024 at a venue to be announced later.
2. This activity aims to:
 - a. equip participants with a clear understanding of the policies, guidelines, and documentation required by the Professional Regulation Commission (PRC) for Continuing Professional Development (CPD);
 - b. guide participants through the step-by-step procedure of submitting an application for PRC accreditation, including the preparation of necessary forms, supporting documents, and submission timelines;
 - c. review results of PD needs assessment conducted at the school level; and
 - d. craft needs-based professional development plan and school-based In-Service Training (INSET) plan.
3. Participants to this activity are Education Program Supervisors, Public Schools District Supervisors, five (5) school head participants per district [three (3) elementary and two (2) secondary school heads], and the members of the Technical Working Group.




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4. Attached are the following for your guidance:
 - a. Enclosure No. 1---Training Matrix
 - b. Enclosure No. 2---Technical Working Group and Resource Speakers
5. Expenses relative to the conduct of this training such as food, lodging and incidental expenses of trainers shall be charged against the Division INSET Funds including food of the participants, while the travel expenses of the participants and technical working group/resource speakers/facilitators shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
6. All participants are encouraged to bring their personal laptop, extension cord, Wi-Fi modem, and sample of school-based PD programs.
7. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of learning and development program on account of age, civil status, disability, religion and other factors, and personal circumstances that run counter to the principles of equal opportunity.
8. Immediate dissemination of this memorandum is desired.


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

Enclosure: As Stated

Reference: As Stated

To be indicated in the Perpetual Index
Under the following subject:

TRAINING

WORKSHOPS



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Enclosure No. 1 to Division Memorandum No. 632, s. 2024

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SCHOOLS ON THE DESIGN AND DEVELOPMENT OF SCHOOL-BASED
PROFESSIONAL DEVELOPMENT PROGRAMS**

Day 0 October 23, 2024 for Trainers, Facilitators and TWG (Pre-Activity)

Time	Activity	Person/s in charge
8:00-10:00	Checking and assessment of Training venue and facilities	Immaculada J. Amores Jerry Mosquite Ronald Dile
10:00-11:30	Review of Training Targets and Framework	Immaculada J. Amores
12:00	Lunch	
1:00-2:00	Presentation of Program Flow and Processes	Dr. Edna B. Azcarraga
2:00-8:00	Final Dry run and critiquing	All Facilitators TWG Technical Team

TIME	DAY 1 (October 24, 2024)	DAY 2 (October 25, 2024)
8:00 - 8:10	Preliminaries	Session 4: FY2024 HRD (PSF & INSET) Guidelines HRDD SEPS Immaculada Amores
8:10 - 8:20	National Anthem	
8:20 - 8:30	Prayer	
8:30 - 8:40	Capiz Hymn	
8:40 - 8:50	Jerry V. Mosquite Opening Remarks:	
	Dr. Edna B. Azcarraga	
8:50 - 9:00	EPS,OIC-Office of the Chief Educ. Supervisor, SGOD	



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	Inspirational Message: Dr. Miguel Mac D. Aposin, CESO V Schools Division Superintendent Training Etiquettes	
9:00 - 9:10	Session 1: PD Priorities OIC-ASDS Luz Banson	Session 5A: INSET Planning and Designing SSP-III Fatima Escuton / ESP-II Jonel Sembrano
9:10 - 9:20		
9:20 - 9:30		
9:30 - 9:40		
9:40 - 9:50		
9:50 - 10:00		
10:00 - 10:10	WORKSHOP 1B: Reviewing-Mapping PD Needs ESP-I July Falagne	WORKSHOP 3: INSET Designing ESP-II Jonel Sembrano / ESP-I July Falagne
10:10 - 10:20		
10:20 - 10:30		
10:30 - 10:40		
10:40 - 10:50		
10:50 - 11:00		Session 5B: Monitoring & Evaluation Planning M&E SEPS Ronald Dile
11:00 - 11:10		
11:10 - 11:20		
11:20 - 11:30		
11:30 - 11:40		
11:40 - 11:50		
11:50 - 12:00		
12:01 - 1:00	Lunch Break	
1:00 - 1:10	Session 2: NEAP Core Programs CID Chief Segundina Dollete	Session 6A: PRC Accreditation ESP-1
1:10 - 2:00		
2:40 - 2:50	Session 3: Introduction to PD Planning (OIC-Office of the Chief EPS Edna Azcarraga / HRDD SEPS Immaculada Amores)	Session 6B: QA Process M&E SEPS Ronald Dile ESP-II Jonel Sembrano
2:50 - 3:00		
3:00 - 3:10		
3:10 - 3:20		
3:20 - 3:30		
3:30 - 3:40		
3:40 - 3:50		
3:50 - 4:00	WORKSHOP 2: PD Planning ESP-II Jonel Sembrano	WORKSHOP: Review and Evaluation of Proposed INSET Plan
4:00 - 4:10		



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		SDO Capiz INSET/LAC QA Team for PRC Accreditation
4:10 - 4:20		Next steps planning Closing Program
4:20 - 4:30		
4:30 - 5:00		



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Enclosure No. 2 to Division Memorandum No. 632, s. 2024

List of Training Management Team and Resource Speakers

Roles	Persons Involved
Overall Program Lead	DR. MIGUEL MAC D. APOSIN, CESO V Schools Division Superintendent DR. LUZ U. BANSON, CESE OIC-Assistant Schools Division Superintendent
Training Managers	DR. SEGUNDINA F. DOLLETE CES-CID DR. EDNA B. AZCARRAGA EPS, OIC Office of the Chief -SGOD DR. IMMACULADA J. AMORES SEPS-HRD
Welfare Officers	ALVIN BRAULIO

Course Facilitators and TWG

Name of Resource Speakers	Designation
DR. LUZ U. BANSON, CESE	OIC-Assistant Schools Division Superintendent
DR. SEGUNDINA F. DOLLETE	Chief Education Program Supervisor
DR. EDNA B. AZCARRAGA	EPS, OIC Office of the Chief -SGOD
DR. IMMACULADA J. AMORES	Senior Education Specialist - HRD
RONALD D. DILE	Senior Education Specialist - SMME
DR. JULY FALAGNE	Principal I
JONEL SEMBRANO	Principal II
DR. FATIMA ESCUTON	Principal III



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Name	School	Designation
Emmanuel Lati	SDO Capiz	IT Officer 1
Alther Sunio		Head Teacher III
Jerry V. Mosquite	SDO Capiz	Education Program Specialist II-HRD
Yzarda Claudette Barrera		
Immaculada J. Amores PhD	SDO Capiz	Senior Education Program Specialist II-HRD/ Lead Trainer
QAME Associate		1.Ronald D. Dile
Secretariat/Documenters/Certificates		1. Mrs. Jennifer Catalan 2. Argeline Joy Amores



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