



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

March 10, 2025

DIVISION MEMORANDUM
No. **122**, s. 2025

**WORKSHOP ON THE FINALIZATION OF SUBMISSION REQUIREMENTS FOR
NEAP QUALITY ASSURANCE OF INSTRUCTIONAL SUPERVISION 360:
ENHANCING TEACHER DEVELOPMENT AND STUDENT SUCCESS (BATCH 2)**

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. To ensure its effectiveness and compliance with NEAP Quality Assurance standards, a workshop will be organized to finalize all submission requirements. To refine the program's documentation, ensuring its approval and successful implementation, this Office, through the School Governance and Operations Division will conduct a **Workshop on the Finalization of Submission Requirements for NEAP Quality Assurance of Instructional Supervision 360: Enhancing Teacher Development and Student Success (Batch 2)** on March 15-16 at Circulo Convention Center, Roxas City.
2. This activity aims to:
 - a. finalize all required documents for NEAP Quality Assurance of Instructional Supervision 360: Enhancing Teacher Development and Student Success (Batch 2).
 - b. ensure alignment of the program with NEAP standards and guidelines.
 - c. enhance the quality and coherence of instructional supervision strategies for effective teacher development and student success.
3. The following are attached to this Memorandum:
 - a. Enclosure No. 1 List of Resource Persons, TWGs and Participants
 - b. Enclosure No. 2 Matrix of Activities
 - c. Enclosure No. 3 List of Participants



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4. Expenses relative to the conduct of this training such as food and incidental expenses of trainers, participants and Technical Management Team shall be charged against the Division INSET Funds while the travel expenses of the participants and resource speakers/facilitators shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

WORKSHOP

QUALITY ASSURANCE

INSTRUCTIONAL SUPERVISION



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Enclosure No. 1 to Division Memorandum No. 122, s. 2025

WORKSHOP ON THE FINALIZATION OF SUBMISSION REQUIREMENTS FOR NEAP QUALITY ASSURANCE OF INSTRUCTIONAL SUPERVISION 360: ENHANCING TEACHER DEVELOPMENT AND STUDENT SUCCESS (BATCH 2)

Participants and Resource Persons

Name	School/Office	Designation/Role
Dr. Lalain Delos Santos	SDO Capiz	PSDS, Participant
Jonel Sembrano	Tuburan Elem. School	Principal II Participant
Dr. July Falagne	Buntog ES	Principal 1, Participant
Mark Nel R. Venus	Commissioner Luis R. Asis NHS	TIII, TWG Lead
Romulo Besonia	Pilar District	TIC/ Participant
Gladys B. Barolo	Panay District	TIC, Participant
Eddie B. Arcenas	Ivisan ES	Principal IV/ Participant
Krizel Aguadera	Pilar District	TIII, TWG
Lea Palmes	Tapaz District	TIII, TWG
Jennifer Catalan	Badiangon Elementary School	Principal 1, Participant
Edwin Salanatin	Panay District	MTII-TWG
Immaculada J. Amores	SGOD	Program Manager
Jerry Mosquite	SDO Capiz	Program Lead
Milbert Bechayda	Commissioner Luis R. Asis NHS	TII-TWG
Mary Lyn De Guzman	Casanayan ES	MT II-TWG



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Enclosure No. 2 to Division Memo No. 122, s. 2025

Program Matrix

Time	Activity	Person/s Involved
Day 1		
8:00-9:30	Registration <i>Preliminaries</i> National Anthem Prayer Capiz Hymn Statement of Purpose Inspirational Message	 On Air Jerry Mosquite EPS II-HRD On Air Dr. Immaculada J. Amores SEPS, HRD Dr. ROEL F. BERMEJO Schools Division Superintendent
9:30-11:30	Understanding the Core Components of a NEAP-Recognized PD Program	Dr. Immaculada J. Amores SEPS, HRD
11:30-1:00	Lunch Break	
1:30-5:30	Preparation of the Program Design and Walkthrough of NEAP QA Requirements: Curriculum Vitae of Resource Persons, Sample of Workplace Application Plan, Submission of PD Program Applications for QA, M and E Plan, Pretest and Post test, Budget Estimate Template, PD Program Design Quality Standards Checklist, PD LR Materials Quality Standards Checklist with workshop on Curriculum Vitae of Resource Persons, Sample of Workplace Application Plan	Mark Nel R. Venus



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Day 2		
8:00-8:30	MOL	
8:30-11:30	Workshop M and E Plan, Pretest and Post test , Budget Estimate Template	
11:30-1:00	Lunch Break	
1:00-3:00	Presentation and Critiquing	Participants
3:00-4:00	Finalization and Refinement	Jerry Mosquite EPS II-HRD
4:00-5:00	Closing Program	HRD