



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

25 MAR 2025

DIVISION MEMORANDUM

NO. **156** s. 2025

**ORIENTATION WORKSHOP ON THE FINALIZATION OF THE PD PROGRAM
DESIGN AND OTHER REQUIRED DOCUMENTS FOR NEAP QUALITY ASSURANCE
AND PRC CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION
OF THE SDO CAPIZ CAPACITY BUILDING OF TEACHER CAREER PROGRESSION
ASSESSORS CUM COMPARATIVE ASSESSMENT DEEPENING**

To: OIC, Office of the 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. In preparation for the conduct of the Division Rollout of the Assessors' Training and Deepening on Classroom Observation and Portfolio Assessment, this office through the Office of the ASDS is conducting a **Workshop on the Finalization of the Professional Development Program Design and other required documents or credentials for NEAP Quality Assurance and PRC Continuing Professional Development (CPD) Accreditation of the SDO Capiz Capacity Building of Teacher Career Progression Assessors cum Comparative Assessment Deepening** on April 5-6, 2025. The venue will be announced later.
2. This activity aims to:
 - a. revisit and enhance the PD Program Design and other required documents to conform to the NEAP and PRC-CPD quality standards
 - b. harvest necessary documents and/or credentials from the resource persons, TWG and PMT;
 - c. finalize the Terms of Reference of the learning facilitators, resource persons, TWG and PMT; and
 - d. produce final output ready for submission to NEAR-R for quality assurance and to PRC for CPD accreditation.
3. Please find the following attachments as enclosures to this Memorandum:
 - a. Enclosure No. 1 List of Participants
 - b. Enclosure No. 2 PD Program Matrix
4. All participants are expected to attend the whole duration of the workshop. They are likewise advised to bring with them their own laptop, extension wires, and alternative internet modem or data. Meanwhile, resource speakers are expected to bring with them soft and printed copy of their Slide Decks and Session Guides.



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5. Expenses relative to the conduct of this training such as food, accommodation, operational and other incidental expenses of the PMT and TWG / participants shall be charged against the Division HRTD 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.
6. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors / personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

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

ASSESSMENT QUALITY ASSURANCE TEACHERS WORKSHOP



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Enclosure No. 1 to Division Memorandum No. 156 s. 2025

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Participants

Name	Position/Role	School/Office
Dr. Luz U. Banson	OIC-ASDS/ Resource Speaker	SDO Capiz
Dr. Edna B. Azcarraga	OIC-SGOD Chief/ Resource Speaker	SDO Capiz
Dr. Lalain Delos Santos	PSDS/Resource Speaker	SDO Capiz
Jonel Sembrano	Principal II /Proponent/ Resource Person	Tuburan ES, Maayon District
Darwin Brillo	AO IV / Resource Person	SDO Capiz
Emmanuel Lati	Division ITO / TWG	SDO Capiz
Dr. July Falagne	Principal I/TWG	Buntog ES, Dumalag District
Mark Nel R. Venus	Teacher III / Lead TWG	Commissioner Luis R. Asis NHS
Romulo Besonia	TIC / TWG	Pilar District
Edwin Salanatin	MT-II / TWG	Panay District
Milbert Bechayda	TII-TWG	Commissioner Luis R. Asis NHS
Cecil Diocson	AO V / Monitoring Team	SDO Capiz
Ma. Sharon S. Barrientos	AO V / Monitoring Team	SDO Capiz
Marggie Obligacion	Planning & Research SEPS/Monitoring Team	SDO Capiz
Ronald Dile	M&E SEPS / Monitoring Team	SDO Capiz
Immaculada J. Amores	HRD SEPS / TWG	SDO Capiz
Jerry Mosquite	HRD EPS/TWG	SDO Capiz
Reynaldo D. Azcarraga	PSDS	Mambusao East/West
Judith P. Tu	PSDS	President Roxas and Pilar
Janet Palomo	Principal	Sigma District
Evita Rose Busil	TWG	Pontevedra District
Jennifer Catalan	Principal I/TWG	Badiangan ES, President Roxas
Mae Frac	Principal II	Dumalag District
Arnold Delfin	ALS/TWG	Pilar District



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Enclosure No. 2 to Division Memorandum No. 156, s. 2025

**WORKSHOP ON THE FINALIZATION OF THE PD PROGRAM DESIGN AND OTHER
REQUIRED DOCUMENTS FOR NEAP QUALITY ASSURANCE AND PRC
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION OF THE
SDO CAPIZ CAPACITY BUILDING OF TEACHER CAREER PROGRESSION
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PD Program Matrix

TIME	ACTIVITY / TOPIC	PERSON IN-CHARGE / SPEAKER / MODERATOR
7:30 – 8:00 AM	Arrival / Settling In	TWG / Facilitators
8:00 – 8:30 AM	Opening Program	TWG / Facilitators
8:30 – 10:30 AM	Revisiting legal basis and guidelines for QA and CPD Accreditation	Jonel Sembrano
10:30 AM – 12:00NN	Workshop Proer Checking, validation, critiquing and enhancement of the PD Program Design & other required documents	Mark Nel Venus & other NEAP-R LF TWGs
12:01 – 1:00 PM	Lunch	
1:00 – 4:00 PM	Continuation of Workshop on Checking, validation, critiquing and enhancement of the PD Program Design & other required documents	Resource Persons and NEAP-R LFs
4:00-5:00 PM	Wrap- up	
Day 2		
7:30- 8:30 AM	Morning Preliminaries	TWG
8:30- 12:00 NN	Revisiting of the Slide Decks and Session Guides	Resource Persons and NEAP-R LFs
12:00- 1:00 PM	LUNCH BREAK	
1:00-2:00 PM	Cont. of Revisiting of the Slide Decks and Session Guides	Resource Persons and NEAP-R LFs
2:00-3:00 PM	Finalization and Packaging of the PD Program Design and Resource Package for PRC CPD Accreditation	Resource Persons and NEAP-R LFs
3:00 – 5:00 PM	Next Steps Plan	Dr. Luz U. Banson
	Home Sweet Home	