



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

18 JUL 2025

DIVISION MEMORANDUM

No. **320** s. 2025

**WORKSHOP ON THE FINALIZATION OF SUBMISSION REQUIREMENTS FOR
NEAP QUALITY ASSURANCE AND PRC CPD ACCREDITATION OF
LEVEL UP LEARNING: VETTING AND ELEVATING LRS- WORKSHOP ON
QUALITY ASSURANCE OF TEACHER-CRAFTED LEARNING RESOURCES**

To: OIC - Office of the Asst. Schools Division Superintendent
Chief Education Supervisors- CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary
and Integrated Schools
All Others Concerned

1. To ensure the effectiveness of the program and compliance with NEAP Quality Assurance and PRC CPD accreditation standards, this office, through the Curriculum Implementation Division, will conduct the **Workshop on the Finalization of Submission Requirements for NEAP Quality Assurance and PRC CPD Accreditation of Level Up Learning: Vetting and Elevating LRs — A Workshop on the Quality Assurance of Teacher-Crafted Learning Resources** on August 2-3, 2025.
2. This activity aims to:
 - a. review and finalize all required documents and deliverables for NEAP Quality Assurance and PRC CPD accreditation of the “Level Up Learning” workshop.
 - b. ensure alignment of the program design, learning outcomes, and assessment tools with NEAP and PRC CPD standards.
 - c. enhance the capacity of the organizing team in preparing, organizing, and submitting accreditation requirements for teacher professional development programs.
3. All the participants are encouraged to bring their personal laptop, extension cord and Wi-Fi modem.



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

4. The following are attached to this Memorandum
Enclosure No. 1 – List of Participants
Enclosure No. 2 – Matrix of Activities / Program
5. Expenses relative to the conduct of this workshop such as food, accommodation, operational expenses of the resource persons and members of the TWG shall be charged against HRTD Funds while the travel expenses shall be charged to the 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 the basis of age, school affiliation, gender, civil status, disability, religion, or any other personal circumstance that is contrary to the principles of equal opportunity and inclusivity.
7. This Memorandum shall serve as the Authority to Travel for all participants.
8. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO

Schools Division Superintendent 

Enclosure: As Stated
Reference: As Stated

To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS TRAINING TEACHERS LEARNING RESOURCE



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



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

Enclosure No. 1 Division Memorandum No. 320 s.2025

**WORKSHOP ON THE FINALIZATION OF SUBMISSION REQUIREMENTS FOR
NEAP QUALITY ASSURANCE AND PRC CPD ACCREDITATION OF LEVEL UP
LEARNING: VETTING AND ELEVATING INSTRUCTIONAL MATERIALS-
WORKSHOP ON QUALITY ASSURANCE OF TEACHER-CRAFTED LEARNING
RESOURCES**

Participants

Name	Role	School/Office
Dr. Edwin Jason Dueñas	Program Lead	SDO Capiz
Dr. Rolando B. Jamora	Resource Person	SDO Capiz
Mr. Andres D. Quiachon	Resource Person	SDO Capiz
Mrs. Elenia P. Baranda	Resource Person	SDO Capiz
Dr. Arthur J. Cotimo	Resource Person	SDO Guimaras
Mr. K-Mark B. Valaquio	Resource Person	Libo-o Primary School
Mr. Ronnie C. Reteracion	Resource Person	SDO Capiz
Mark Nel Venus	TWG Lead	CLRANHS
Evita Rose Busil	TWG	Pontevedra Elementary School
Mary Lyn De Guzman	TWG	Casanayan Elementary School
Krizel M. Aguadera	TWG	Marciano M. Patricio NHS
Stepanie Bocala-Canto	TWG	CLRANHS
Maybel B. Obispado	TWG	Sapian NHS
Dr. David Othniel Adonis	TWG	Capiz National High School
Mr. Glenn P. Dollete	TWG	SDO Capiz



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

Enclosure No. 2 Division Memorandum No. 320 s.2025

**WORKSHOP ON THE FINALIZATION OF SUBMISSION REQUIREMENTS FOR
 NEAP QUALITY ASSURANCE AND PRC CPD ACCREDITATION OF LEVEL UP
 LEARNING: VETTING AND ELEVATING INSTRUCTIONAL MATERIALS-
 WORKSHOP ON QUALITY ASSURANCE OF TEACHER-CRAFTED LEARNING
 RESOURCES**

Program Matrix

Time	Activity	Person-in charge/Speaker
Day 1		
7:30-8:00am	Arrival/Setting in	TWG
8:00-8:30	Opening Program	Dr. Edwin Jason Dueñas
8:30-9:00	Orientation on NEAP and PRC Accreditation Requirements	Mark Nel R. Venus
9:00-12:00	Workshop Proper on the Development of PD Program Design	Dr. Edwin Jason Dueñas
12:01-1:00PM	Health Break	
1:00-4:00PM	Continuation of workshop on Instructional design, Pretest design, program matrix, M and E Plan	TWGs
4:00-5:00PM	Wrap up	
Day 2		
7:30-8:00am	Preliminaries	TWGs
8:30-10:30PM	Crafting of Session Guides	Resource Persons
10:30-12:00	Designing of Slide Decks	Resource Persons
12:01-1:00PM	Health Break	
1:00-4:00	Presentation and Critiquing	Resource Persons with TWGs
4:00-4:45PM	Finalization and Packaging of PD Program Design and Resource Package	Dr. Edwin Jason Dueñas
5:00PM	Home Sweet Home	