



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 23, 2024

REGION MEMORANDUM
NEAP-2024-008

**AGREEMENTS ON MANAGING AND IMPLEMENTING PROFESSIONAL
DEVELOPMENT PROGRAMS IN ACCORDANCE TO DM 44, s. 2023**

To: Schools Division Superintendents
Chief, Curriculum and Implementation Division
Chief, School Governance and Operations Division

1. This has reference to Region Memorandum NEAP-2024-005 titled “**Virtual Orientation on Managing and Implementing NEAP Professional Development Programs for CY 2024**” that was conducted via **MS Teams**.
2. With its aim to orient NEAP division counterparts in terms of Program Management and Implementation under DM 44, s. 2023 and provide updates on the Professional Development Programs to be implemented this CY 2024, the following were the agreements:
 - a. **review DepEd Memorandum 44, s. 2023** titled “Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs”
 - b. submit to the Regional Office the DepEd-CO developed Professional Development Programs (PDPs) for **PRC** accreditation (*Consider the 30 working days timeline*)
 - c. submit the **PDP Inception Plan** to Regional Office – HRDD-NEAP at least one week before the PD Program Implementation (*See Enclosure 15 of DM 44, s. 2023 for the template*)
 - d. conduct monitoring and evaluation of SDO PD Program Implementation including the implementation of participant’s Workplace Application Project/Plan, if applicable.
 - e. update the **Implementation Tracker on HOTS-PLPs** through the link: <https://bit.ly/3N94ORW>.
 - f. access the **HOTS-PLPs training resource package** through this link: <https://bit.ly/DTOT-HOTS-PLPsPackage> for the division training/cascading. (*Note: Only NTOT/RTOT-trained participants are permitted to access the link*)
3. See the enclosure for some details relative to the program management and implementation according to DM 44, s. 2023.
4. For further information, contact **Henry Fritz H. Diaz**, Senior Education Program Specialist – HRDD-NEAP through henryfritz.diaz@deped.gov.ph.
5. Immediate dissemination of this memorandum is desired.


CARLITO D. ROCAFORT
Director IV



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Encl.: As stated

Reference: DM 44, s 2023

Allotment: None

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

ORIENTATION PROGRAM

HFHD/HRDD-NEAP/RM- AGREEMENTS DURING THE VIRTUAL ORIENTATION ON MANAGING AND IMPLEMENTING PROFESSIONAL DEVELOPMENT PROGRAMS IN ACCORDANCE TO DEPED MEMORANDUM 44, SERIES 2023/009/January 23, 2024



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Enclosure to Region Memorandum NEAP-2024-008

PROGRAM MANAGEMENT AND IMPLEMENTATION

(based on DepEd Memorandum 44, s. 2023)

DEPED MEMORANDUM 44, s. 2023

- The NEAP responds to the call of one of the four components of the MATATAG Agenda, that is, to “**Give support to teachers to teach better**” through the development and delivery of needs-responsive, relevant, effective, and accessible professional development programs.
- DepEd shall prioritize the implementation of professional development programs aligned with the NEAP and the Curriculum and Teaching Strand collaborative priorities.

SCOPE

- Provides guidelines on the design, development, delivery, and evaluation of DepEd Central Office-initiated PDPs aimed at ensuring the continuous development and provision of quality PD programs to DepEd teachers and school leaders.
- Only DepEd CO Bureaus/Services/Units may design, develop, and submit proposed professional development programs for teachers and school leaders to NEAP for the purpose of obtaining WA Certification and consequent inclusion into the NEAP Core Programs
- Regional and Schools Division Offices shall only conduct field implementation, monitoring, and evaluation of DepEd Central Office-developed PDPs for teachers and school leaders.

DELIVERY OF QUALITY-ASSURED PD PROGRAMS

Program Management

- Ensures that the program will be implemented effectively and efficiently based on the standards

Tasks:

1. Review the quality-assured PD program design and learning resources materials.
2. Communicate the conduct of programs to the concerned offices and to the target participants.
3. Ensure that the venue is compliant with the facilities standards.
4. Check the availability of the learning resource materials as well as the equipment/tools/supplies needed for the program delivery.
5. Ensure the program is carried out in a learning environment that supports participants’ well-being.
6. Administer the pre-assessment before the start of the program.
7. Conduct preliminary activities during the delivery proper: opening program and MOL
8. Manage the conduct of the sessions: attendance, introduction of the resource speakers, documentation (*refer to Enc. 11 for PDP Documentation Form*), and debriefing.



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9. Administer end of day evaluation (Level 1), formative and/or summative assessments (Level 2) – Refer to Enc. 12 for Sample End-of-Day Evaluation Tool
10. Conduct closing ceremonies which includes national anthem, ecumenical prayer, insights, giving and acceptance challenge, way forward, closing remarks, and distribution of certificates.

Learning Management

- Covers the delivery of content and methodologies according to the adult learning principles.
- Expected to utilize active learning methods, promoting participants' engagement with the content and meaningful interactions through discussion, problem solving, hands-on skill building, and output making.

Tasks:

- Prepare the participants for learning by explaining the session objectives and utilizing best learning practices.
- Facilitate learning based on the quality-assured PD programs.
- Integrate learning by allotting a session for synthesis and preparation of WAP.

ACCREDITATION OF QUALITY ASSURED NEAP CORE PROGRAMS WITH THE PROFESSIONAL REGULATION COMMISSION (PRC)

- For the purpose of compliance with the Continuing Professional Development requirement under RA 10912 or the Continuing Professional Development Act of 2016, and its implementing Rules and Regulations, **SDO HRDS shall coordinate with the PRC through the HRDD-NEAP for the accreditation of DepEd Central Office developed PD Programs implemented in the field.**

TERMS OF REFERENCE

I. Program Manager (SGOD-HRDS)

- a. Oversees the implementation of the entire program.
- b. Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards.
- c. Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design.
- d. Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts.
- e. Prepares the CPD documents for submission to the PRC through the NEAP-R.
- f. Leads in crafting the Program Completion Report.

II. Learning Manager (CID)

- a. Leads the conduct of the program per session room.
 - b. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts.
 - c. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs.
 - d. Facilitates management of learning activities as scheduled and as needed.
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- e. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan.
- f. Ensures that the pre-assessment is administered.
- g. Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator.
- h. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.

III. Resource Speakers / Subject-matter Experts (to be identified by the CID)

- a. Applies effective presentation and facilitation techniques in conducting assigned sessions.
- b. Provides expert content input during learning sessions.

IV. M&E Coordinator (SDO SMME)

- a. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT.
- b. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist.
- c. Applies process observation and prescribed tools to monitor and evaluate program delivery.
- d. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing.
- e. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation.
- f. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.

V. Documenter (SGOD-HRDS)

- a. Documents the proceedings of the learning sessions using the prescribed documentation template.
- b. Takes photos of the different parts of the program delivery.

VI. Secretariat (SGOD-HRDS)

- a. Attends to registration needs of learners.
- b. Ensures that learners fill up attendance sheets every day.
- c. Prepares directory of participants based on registration forms.
- d. Assists in the distribution of learning materials and supplies.
- e. Assists in posting and collection of session outputs.
- f. Compiles session documents and learning resource materials.

VII. Welfare Officer (School Health/DRMM)

- a. Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue.
- b. Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.).



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VIII. Logistics Officer (SGOD-HRDS)

- a. Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program.
- b. Leads ocular inspection of venues to ensure adherence to standards and specifications.
- c. Checks that session rooms are always ready for use and conducive to learning.

IX. Finance Officer (SGOD-HRDS/Finance)

- a. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation.
- b. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices.
- c. Monitors and documents all disbursements against budget to support liquidation.
- d. Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report.