



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

February 21, 2024

REGION MEMORANDUM  
HRDD-2024-011

**CAPABILITY BUILDING FOR SDO CPD FOCAL PERSONS**

To: Schools Division Superintendents  
All Personnel Concerned

1. The Human Resource Development Division (HRDD) will conduct the **Capability Building for SDO CPD Focal Persons** on **March 5-6, 2024** at the National Educators Academy of the Philippines (NEAP) Region XII, General Santos City.
2. The activity aims to achieve the following objectives:
  - a. Orient SDO CPD focal persons on the required documents and specifications for CPD Accreditation
  - b. Conduct quality-check workshop of applications for CPD Accreditation
3. Participants are advised to bring new CPD application documents for the workshop.
4. See enclosures for the list of participants, program of activities, and terms of reference of CPD Focal Persons.
5. Expenses relative to the conduct of the activity shall be charged against NEAP Revolving Fund subject to usual accounting and auditing rules and regulations.
6. For immediate dissemination and compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

Encl.: None.  
Reference: As stated.  
Allotment: NEAP Revolving Fund  
To be indicated in the Perpetual Index under the following Subjects:

WORKSHOPS

TRAINING PROGRAMS

DCP/HRDD/RM- CAPABILITY BUILDING FOR SDO CPD FOCAL PERSONS/010/February 21, 2024



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*Enclosure 1 to Region Memorandum HRDD-2024-011*

**LIST OF PARTICIPANTS**

<b>No.</b>	<b>Name</b>	<b>Position</b>	<b>Division/Station</b>
1	Emily F. Enolpe	OIC-CES	HRDD
2	Dave C. Prodigio	EPS	HRDD
3	Roger V. Suerte	EPS	HRDD
4	Jyzyll G. Cantos	ADAS III	HRDD-NEAP
5	Lazaro P. Oriel	SEPS	Sultan Kudarat
6	Kevin Lloyd Hijastro	EPS II	Sultan Kudarat
7	Janice Suboc	EPS II	Tacurong City
8	Ma. Dianne R. Dela Fuente	Head Teacher II	Tacurong City
9	Maricris T. Babar	SEPS	Koronadal City
10	Mercy Aguillon	EPS II	Koronadal City
11	Madina P. Loguio	EPS II	Sarangani
12	Junellette D. Mabunga	PDO II	Sarangani
13	Perlas I. Vallez	EPS	Kidapawan City
14	Roxanne O. Anjao	EPS II	Kidapawan City
15	Bert D. Labuaya	SEPS	South Cotabato
16	Jonald V. Dajay	AO II	South Cotabato
17	Eden Ruth D. Tejada	EPS	General Santos City
18	Jennalyn S. Sison	EPS II	General Santos City
19	Rodolfo Ortiz	EPS	Cotabato
20	Abdulrahman Andie	SEPS	Cotabato



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Enclosure 2 to Region Memorandum HRDD-2024-011

**PROGRAM OF ACTIVITIES**

<b>Day/Time</b>	<b>Activity</b>	<b>Facilitator/Resource Person/s</b>
<b>March 5, 2024</b>		
8:00 a.m. – 9:00 a.m.	Arrival and Registration	HRDD Personnel
9:01 a.m. – 9:31 a.m.	Opening Program <ul style="list-style-type: none"><li>Preliminaries</li><li>Acknowledgement of Participants</li><li>MESSAGE</li><li>Statement of Purpose</li></ul>	HRDD Personnel  <b>Roger V. Suerte</b> EPS – HRDD  <b>Emily F. Enolpe</b> OIC-CES – HRDD  <b>Dave C. Prodigio</b> EPS – HRDD
9:31 a.m. – 11:30 a.m.	Session: CPD Accreditation of Professional Development Interventions	<b>Dave C. Prodigio</b> EPS – HRDD
11:30 a.m. – 12:00 p.m.	Open Forum	<b>Dave C. Prodigio</b> EPS – HRDD  <b>Roger V. Suerte</b> EPS – HRDD
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 2:30 p.m.	Workshop: Quality Check of Documents for CPD Applications	<b>Dave C. Prodigio</b> EPS – HRDD
2:31 p.m. – 3:30 p.m.	Presentation of Outputs	<b>Roger V. Suerte</b> EPS – HRDD
3:31 p.m. – 4:30 p.m.	Session: Uploading of CPD Applications to the CPDAS	<b>Roger V. Suerte</b> EPS – HRDD
4:31 p.m. – 5:30 p.m.	Workshop: Uploading of CPD Applications to the CPDAS	<b>Dave C. Prodigio</b> EPS – HRDD  <b>Roger V. Suerte</b> EPS – HRDD
<b>March 6, 2023</b>		
8:00 a.m. – 9:00 a.m.	Closing Program  Ways Forward	HRDD Personnel



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Enclosure 3 to Region Memorandum HRDD-2024-011

**TERMS OF REFERENCE OF CPD FOCAL PERSONS IN THE SDO AND RO**

<b>Person/s Responsible</b>	<b>Functions</b>	<b>Outputs</b>
SDO CPD Focal Persons	<ul style="list-style-type: none"><li>• Receive CPD applications from the school, district and SDO level through email.</li><li>• Conduct <b>thorough quality check</b> of the documents in terms of completeness and correctness.</li><li>• Send accomplished CPD Application feedback Form to the program holders.</li><li>• Endorses quality-assured applications to the RO CPD Focal Persons</li></ul>	<ul style="list-style-type: none"><li>• Email thread of receipt of CPD applications</li><li>• CPD Application Feedback Form</li><li>• Endorsement letter signed by the SDS</li></ul>
RO CPD Focal Persons	<ul style="list-style-type: none"><li>• Receive CPD Applications from the SDO CPD Focal Persons</li><li>• Conduct quick check of the documents</li><li>• Send accomplished CPD Application feedback Form to the program holders.</li><li>• Upload CPD Applications to the CPDAS</li><li>• Updates SDO CPD Focal Persons on the result of application</li><li>• Updates CPD Accreditation Database</li></ul>	<ul style="list-style-type: none"><li>• Email thread of receipt of CPD applications</li><li>• CPD Application Feedback Form</li><li>• Updated CPD Accreditation Database</li><li>• Application uploaded to the CPDAS</li></ul>