

### Republika ng Pilipinas

## Department of Education

### OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM** DM-OUHROD-2024- 12/0

FOR

: ATTY, REVSEE A. ESCOBEDO

Undersecretary for Operations

**Regional Directors** 

**Schools Division Superintendents** 

**School Heads** 

All Others Concerned

FROM

WILFREDO E. CABRAL

Regional Director

Officer-in-Charge, Office of the Undersecretary for Human Resource

and Organizational Development

SUBJECT

VALIDATION OF WORKSHOP OUTPUTS FOR THE CAREER

PROGRESSION **PROFESSIONAL** DEVELOPMENT (CPPD)

CURRICULUM FOR SCHOOL LEADERS (PHASE 5)

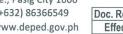
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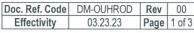
: 21 June 2024

- 1. In congruence with the MATATAG Agenda and the DepEd Order No. 11, s. 2019 titled Implementation of the National Educators Academy of the Philippines (NEAP) Transformation, the Department through NEAP continuously streamlines its professional development (PD) programs to ensure consistency with career progression and responsiveness to the learning and development needs of teachers and school leaders.
- 2. Relative to this, NEAP conducted a series of workshops to develop a draft Career Progression Professional Development (CPPD) Curriculum program outline for school leaders which will still be subject to validation. As a result, a Validation of Workshop Outputs for the CPPD Curriculum for School Leaders (Phase 5) will be held on 01-05 July 2024 at NEAP Marikina, in collaboration with field experts in the academe and the NEAP Core Team.
- 3. The activity has the following objectives:
  - a. Provide an overview of the Philippine Professional Standards for School Heads (PPSSH) and the Philippine Professional Standards for Supervisors (PPSS) as well as the process of developing the CPPD program outline;
  - b. Validate the level of acceptability of the developed program outline for all PPSSH and PPSS domains and indicators and career stages for school leaders; and











- c. Gather feedback and recommendations to enhance the draft program outline.
- 4. In this regard, the Regional Offices (ROs) are requested to nominate validators who will participate in the activity. The selected validators must meet the following qualifications:
  - a. Familiarity with the PPSSH and the PPSS as well as other related documents/tools;
  - b. Understanding of and/or expertise in curriculum development;
  - c. Experience in professional development for school heads and supervisors as well as school leaders' performance assessment and training:
  - d. Commitment to continuous improvement of school leaders; and
  - e. Have not attended any of the previous professional development workshops related to CPPD.
- 5. The nominated validators and the Technical Working Group (TWG) members are requested to confirm their attendance through the **registration link** https://bit.ly/Validation\_CPPDCPhase5 on or before 25 June 2024.
- 6. For reference, attached are the following documents:
  - a. List of Participants from the TWG (Enclosure 1);
  - b. Allocated Number of Nominated Participants/Validators per Level (Region, Division, and School) per Region (Enclosure 2); and
  - c. Indicative Activity Design for Phase 5 (Enclosure 3).
- 7. The **Sets 1 and 2 face-to-face participants** are advised to follow the instructions below.

a. Accommodation

| Set 1 (Sch               | ool Heads)                  | Set 2 (Su                   | pervisors)               |
|--------------------------|-----------------------------|-----------------------------|--------------------------|
| Check-in                 | Check-out                   | Check-in                    | Check-out                |
| 30 June 2024<br>(Sunday) | 03 July 2024<br>(Wednesday) | 03 July 2024<br>(Wednesday) | 05 July 2024<br>(Friday) |
| 3:00 p.m.                | 12:00 p.m.                  | 12:00 p.m.                  | 5:00 p.m.                |

b. Meal Provision Guide

|           |                         | Set 1 (School Hea       | ıds)                     |                            |
|-----------|-------------------------|-------------------------|--------------------------|----------------------------|
| Meals     | 30 Jun 2024<br>(Sunday) | 01 Jul 2024<br>(Monday) | 02 Jul 2024<br>(Tuesday) | 03 Jul 2024<br>(Wednesday) |
| Breakfast |                         | ✓                       | ✓                        | ✓                          |
| AM Snack  |                         | ✓                       | ✓                        | ✓                          |
| Lunch     |                         | 1                       | ✓                        |                            |
| PM Snack  |                         | ✓                       | ✓                        |                            |
| Dinner    | <b>√</b>                | ✓                       | ✓                        |                            |

|           |                          | Set 2 (Superviso           | rs)                       |                         |
|-----------|--------------------------|----------------------------|---------------------------|-------------------------|
| Meals     | 02 Jul 2024<br>(Tuesday) | 03 Jul 2024<br>(Wednesday) | 04 Jul 2024<br>(Thursday) | 05 Jul 2024<br>(Friday) |
| Breakfast |                          | ✓                          | ✓                         | ✓                       |
| AM Snack  |                          | 1                          | <b>√</b>                  | ✓                       |
| Lunch     | <b>√</b>                 | <b>√</b>                   | ✓                         | 1                       |
| PM Snack  | <b>√</b>                 | 1                          | 1                         | 1                       |
| Dinner    | <b>√</b>                 | 1                          | ✓                         |                         |









- 8. The face-to-face participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., pocket wifi, mobile data).
- 9. The **Sets 1 and 2 online participants** shall follow the activity design (*Enclosure 3*). The meeting link and credentials will be sent to the participants' email addresses upon registration.
- 10. All participants are expected to conduct their online validation of the CPPD program outline involving school leaders. Relevant documents will be provided during the activity proper.
- 11. The participants' board and lodging will be charged against the NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged against their local funds subject to the usual accounting and auditing rules and regulations.
- 12. For other questions and concerns, please coordinate with **Ms. Jhoanna C. Javier** through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
- 13. For immediate dissemination and appropriate action.

### Enclosures:

Enclosure 1 – List of Participants from the TWG

Enclosure 2 – Allocated Number of Nominated Participants/Validators per Level
Region, Division, and School) per Region

Enclosure 3 – Indicative Activity Design for Phase 5

[NEAP/JCAstilla]









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# Department of Education

### OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### Enclosure 1

### List of Participants (TWG)

| NO. | NAME                  | OFFICE / UNIT        | POSITION/ DESIGNATION                  |
|-----|-----------------------|----------------------|--|
|     |                       | NEAP - Central Offic | e                                      |
| 1   | Marife T. Morcilla    | NEAP - PDD           | Project Development Officer V          |
| 2   | Alexander Simagala    | NEAP - PDD           | Project Development Officer IV         |
| 3   | John Carlo S. Astilla | NEAP - PDD           | Senior Education Program Specialist II |
| 4   | Joy S. Magalona       | NEAP - PDD           | Senior Education Program Specialist II |
| 5   | Jhoanna C. Javier     | NEAP - PDD           | Education Program Specialist II        |
| 6   | Jojet T. Gabriel      | NEAP - PDD           | Administrative Assistant II            |
| 7   | Katrina C. Gargoles   | NEAP - PDD           | Technical Assistant II                 |
|     | Resource Pe           | ersons/Consultant (J | uly 1-3, 2024)                         |
| 8   | Jeryl Casilao         | RO-IX                | School Head                            |
| 9   | Evelyn Navia          | CALABARZON           | School Head                            |
| 10  | Atty. Diana Flor Eco  | RO-VIII              | School Head                            |
| 12  | George Borromeo       | NCR                  | Education Program Supervisor           |
| 13  | Arlen Jumanoy         | RO-XI                | Principal                              |
|     | Resource Pe           | ersons/Consultant (J | uly 3-5, 2024)                         |
| 14  | Ronald Vincent Salva  | NCR                  | Public School District Supervisor      |
| 15  | Leila M. Seco         | CALABARZON           | Education Program Supervisor           |
| 16  | Ebenezer Beloy        | NCR                  | Chief Education Supervisor             |
| 17  | Sylvia Villanueva     | VIII                 | Chief Education Supervisor             |
|     |                       | Medical Officer      |  |
| 18  | Welfare Officer       | SDO Marikina         | Nurse/ Medical Officer                 |









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### Enclosure 2

### Allocated Number Nominated Validators per Region

|                             | RO<br>(HRDD)              | SDO<br>(CID)         | School          |
|-----------------------------|---------------------------|----------------------|-----------------|
| REGIONS                     | Chief or Supervisor       | Chief                | School<br>Heads |
| CAR                         | 1                         | 1                    |                 |
| NCR                         | 1                         | 1                    | -               |
| Region I                    | 1                         | 1                    | -               |
| Region II                   | 1                         | 1                    | To .            |
| Region III                  | 1                         | 1                    | _               |
| Region IV-A<br>(CALABARZON) | 1                         | 1                    | -               |
| Region IV-B<br>(MIMAROPA)   | 1                         | 1                    | -               |
| Region V                    | 1                         | 1                    | -               |
| Region VI                   | 1                         | 1                    | _               |
| Region VII                  | 1                         | 1                    | -               |
| Region VIII                 | 1                         | 1                    | -               |
| Region IX                   | 1                         | 1                    | -               |
| Region X                    | 1                         | 1                    | -               |
| Region XI                   | 1                         | 1                    | -               |
| Region XII                  | 1                         | 1                    | -               |
| CARAGA                      | 1                         | 1                    | -               |
| TOTAL                       | 16                        | 16                   | 0               |
| Onl                         | ine Validators for School |                      |                 |
| PECIONS                     | RO<br>(HRDD or CLMD)      | SDO<br>(CID)         | School          |
| REGIONS                     | Chief or Supervisor       | Chief or PSDS or EPS | School<br>Heads |
| CAR                         | 2                         | 2                    | 1               |









| NCR                         | 2  | 2  | 1  |
|-----------------------------|----|----|----|
| Region I                    | 2  | 2  | 1  |
| Region II                   | 2  | 2  | 1  |
| Region III                  | 2  | 2  | 1  |
| Region IV-A<br>(CALABARZON) | 2  | 2  | 1  |
| Region IV-B<br>(MIMAROPA)   | 2  | 2  | 1  |
| Region V                    | 2  | 2  | 1  |
| Region VI                   | 2  | 2  | 1  |
| Region VII                  | 2  | 2  | 1  |
| Region VIII                 | 2  | 2  | 1  |
| Region IX                   | 2  | 2  | 1  |
| Region X                    | 2  | 2  | 1  |
| Region XI                   | 2  | 2  | 1  |
| Region XII                  | 2  | 2  | 1  |
| CARAGA                      | 2  | 2  | 1  |
| TOTAL                       | 32 | 32 | 16 |

| Onl                         | line Validators for Supervisors (July 3-5, 2024)   |
|-----------------------------|--|
|                             | SDO (CID)  |
| REGIONS                     | Chief ES or EPS or PSDS (Note: Each of the participants should not come from the same SDO) |
| CAR                         | 5  |
| NCR                         | 5  |
| Region I                    | 5  |
| Region II                   | 5  |
| Region III                  | 5  |
| Region IV-A<br>(CALABARZON) | 5  |
| Region IV-B<br>(MIMAROPA)   | 5  |
| Region V                    | 5  |
| Region VI                   | 5  |
| Region VII                  | 5  |
| Region VIII                 | 5  |
| Region IX                   | 5  |
| Region X                    | 5  |
| Region XI                   | 5  |

Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549

### NEAP/JCAstilla







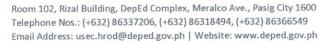


| Region XII | 5  |
|------------|----|
| CARAGA     | 5  |
| TOTAL      | 80 |

### NEAP/JCAstilla







| Doc. Ref. Code | DM-OUHROD | Rev  | 00     |
|----------------|-----------|------|--------|
| Effectivity    | 03 23 23  | Page | 3 of 3 |



# VALIDATION OF THE CAREER PROGRESSION PROFESSIONAL DEVELOPMENT CURRICULUM (CPPDC) WORKSHOP OUTPUTS FOR SCHOOL LEADERS (PHASE 5)

July 1 - 5, 2024 / NEAP Marikina City

# INDICATIVE ACTIVITY DESIGN

| 1:00 - 2:30 PM                    |             | 12:00 - 1:00 PM |  | 10:30 -12:00 PM  |                      | 10:00 -10:30 AM |  | 8:30 - 10:00 AM                            |         | 8:00 - 8:30 AM | Time               |
|-----------------------------------|-------------|-----------------|--|--|----------------------|-----------------|--|--|---------|----------------|--------------------|
|                                   |             |                 |  | residence to venue                                       | Travel from          |                 |  |  |         |                | Day 0<br>(June 30) |
| Session 1: Discussion of Domain 1 | Lunch Break | (SET 1)         | <ul> <li>Outputs from         Previous Phases         Discussion of the         Validation Process     </li> </ul> | Opening Program/ Preliminary Session  Recap of Processes | (SET 1)              |                 | Registration   | SET 1 (School Heads)                       |         |                | Day 1<br>(July 1)  |
| Session 4: Discussion of Domain 4 | Lunch Break | (SET 1)         | Workshop 3: Validation of Domain 3 Program Outline   | Session 3: Discussion of Domain 3 Contents               | (SET 1) Continuation |                 | Workshop 3:<br>Validation of Domain 3<br>Program Outline | Session 3: Discussion of Domain 3 Contents | (SET 1) |                | Дау 2<br>(July 2)  |
| (Supervisors)                     | (SET 2)     |                 | (  | (SET 1) Closing Program                                  |                      | Health Break    | Workshop 5:<br>Validation of Domain 5<br>Program Outline | Session 5: Discussion of Domain 5 Contents | (SET 1) | Preliminaries  | Day 3<br>(July 3)  |
| (SET 2)<br>Session 2:             | Lunch Break | (SET 2)         | Workshop 1:<br>Validation of Domain 2<br>Program Outline   | Session 1: Discussion of Domain 2 Contents               | (SET 2) Continuation |                 | Workshop 1: Validation of Domain 1 Program Outline       | Session 1: Discussion of Domain 1 Contents | (SET 2) | aries          | Day 4<br>(July 4)  |
| (SET 2) Continuation              |             |                 | Workshop 4: Validation of Domain 4: Program Outline  | Session 4: Discussion of Domain 4 Contents               | (SET 2)              |                 | Workshop 3: Validation of Domain 3 Program Outline       | Session 3: Discussion of Domain 3 Contents | (SET 2) |                | Day 5<br>(July 5)  |

|   |  | Core and PMT Debriefing   | C  |   | •                  | 4:30 - 5:00 PM |
|---|--|---|--|---|--------------------|----------------|
| (SET 2) Closing Program   | (SET 2) Continuation Session 2: Discussion of Domain 2 Contents Workshop 2: Validation of Domain 2 Program Outline | (SET 2) Opening Program/ Preliminary Session Recap of Processes Outputs from Previous Phases Discussion of the Validation Process | (SET 1) Continuation Session 4: Discussion of Domain 4 Contents Workshop 4: Validation of Domain 4 Program Outline | Session 2: Discussion of Domain 2 Contents Workshop 2: Validation of Domain 2 Program Outline |                    | 3:00 - 4:30 PM |
|   |  | Health Break  |  |   |                    | 2:30 - 3:00 PM |
| Session 4: Discussion of Domain 4 Contents Workshop 4: Validation of Domain 4 Program Outline | Discussion of Domain 2 Contents Workshop 2: Validation of Domain 2 Program Outline                                 | Registration  | Contents  Workshop 4:  Validation of Domain 4  Program Outline   | Contents  Workshop 1:  Validation of Domain 1  Program Outline                                |                    |                |
| Day 5<br>(July 5)   | Day 4<br>(July 4)  | Day 3<br>(July 3)   | Дау 2<br>(July 2)  | Day 1<br>(July 1)   | Day 0<br>(June 30) | Time           |