



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

June 19, 2024

REGION MEMORANDUM
NEAP-2024-053

**SUBMISSION OF THE PROGRAM COMPLETION REPORTS ON THE DELIVERY
OF NEAP QUALITY-ASSURED PROFESSIONAL DEVELOPMENT
(PD) PROGRAMS**

To: Schools Division Superintendents
All Others Concerned

1. DepEd Memorandum No. 44, s. 2023 titled **Interim Guidelines on the Quality Assurance and Monitoring and Evaluation of NEAP Core programs** establishes the standards and procedures in the design, development, delivery, and evaluation of all DepEd Central Office-initiated professional development (PD) programs for teachers and school leaders.
2. One of the salient features of the policy is the strengthened monitoring and evaluation mechanism for PD programs. This is reinforced through **Region Memorandum NEAP-2024-027** titled “**Professional Development (PD) Programs Implementation and Monitoring and Evaluation Mechanism to Schools Division Offices and Schools.**”
3. Relative to this, **all Schools Division Offices are hereby requested to submit the program completion and end-of-program evaluation reports** 30 working days after the PD Program Implementation.
4. The following Quality-assured PD programs by NEAP are expected to be submitted by the SDOs:
 - a. Advancing Basic Education in the Philippines (ABC+) Project PD Programs Upscaling: Instructional Leadership Training
 - b. Higher Order Thinking Skills Higher Order Thinking Skills (HOTS) Professional Learning Packages
 - c. Division Training of School-Based Trainers on the MATATAG Curriculum (DTOT)
 - d. School-Based Training of Teachers on the MATATAG Curriculum (SBTT)
5. Submit the program completion and end-of-program evaluation reports to NEAP R-XII DepEd Email neap.ro12@deped.gov.ph using the prescribed template found through this link: <https://bit.ly/4b94egc>.
6. Enclosed to this memorandum are the PD Program post-implementation requirements for reference.
7. For concerns and clarifications, contact **Henry Fritz H. Diaz, SEPS-HRDD-NEAP**, through email henryfritz.diaz@deped.gov.ph.



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8. Immediate dissemination of this memorandum is desired.


CARLITO D. ROCAFORT
Director IV

Encl.: As stated

Reference: As stated

Allotment: None

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

REPORTS

PROFESSIONAL DEVELOPMENT

HFHD/HRDD-NEAP/RM- SUBMISSION OF THE PROGRAM COMPLETION REPORTS ON THE DELIVERY OF NEAP QUALITY-ASSURED PD PROGRAMS /053 /June 19, 2024



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Enclosure to Region Memorandum NEAP-2024-053

PD PROGRAM POST-IMPLEMENTATION REQUIREMENTS

End-of-PD Program Evaluation

The End-of-PD Program Evaluation aims to measure the efficiency, effectiveness, and continuous improvement of PD Programs. It is conducted after the PD program has been completed, when the participants have returned to their workplace and begin to apply what they have learned from the PD program. It measures the following levels:

Level 1: Reaction	Degree to which participants react favorably to the learning experience. <i>(e.g. Daily Monitoring Tool/ QATAME)</i>
Level 2: Learning	Degree to which learners acquire intended knowledge, skills, and attitudes from their participation in the PD Program. <i>(e.g. Administration of Pre-test and Post-test/Participant's Outputs)</i>
Level 3: Behavior	Degree to which learners apply what they learned during the PD Program when they are back on the Job. <i>(e.g. Implementation of Workplace Application Plan/ Project)</i>
Level 4: Results	Degree to which targeted impact occurs as a result of the learning event(s) and subsequent reinforcement. <i>(e.g. Results of the International/National/ Local Assessments)</i>

Post-Implementation Requirements

The **PD Program Completion Report** contains the following:

- i. The **executive summary** includes the program description and its objectives, and the daily proceedings of the conduct of the program.
- ii. The **M&E Analysis** includes a summary of:
 - (a) **Level 1:** participants' evaluation of the program (daily over-all rating, summary of comments and suggestions, and over-all strengths and areas for improvement), and
 - (b) **Level 2:** participants' learning (summary of results of pre-test and post-test and/or other summative assessments)
- iii. General comments and issues encountered in relation to program delivery and management.
- iv. Recommendations for improvement of future programs and policy action.
- v. Photo documentation (five pictures per day with description)
- vi. Attachment includes: actual participants profile sheet, photocopy of attendance, and financial report