



Republic of the Philippines  
Department of Education  
Region II – Cagayan Valley  
SCHOOLS DIVISION OF NUEVA VIZCAYA

16 January 2026

DIVISION MEMORANDUM  
No. 18, s. 2026

**PARTICIPANTS TO THE CAPACITY BUILDING ON DESIGN, DEVELOPMENT,  
QUALITY ASSURANCE, AND PRC ACCREDITATION OF  
SCHOOL-LED PD PROGRAMS**

To: Assistant Schools Division Superintendent  
Chief, Education Supervisor (CID & SGOD)  
Education Program Supervisors  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. With reference to RM No. 017, s. 2026, RM No. 511, s. 2025 and RM 552, s. 2025, re Capacity Building on Design, Development, Quality Assurance, and PRC Accreditation Of School-Led Pd Programs scheduled on January 20-23, 2026 at NEAPR, DepEd RO2, Carig Sur, Tuguegarao City, this Office informs the concerned participants (see Enclosure 1) to register through this link: <https://forms.gle/T6rdkHcaYK52UaFg6> on or before January 16, 2026. They are likewise advised to arrive on January 20, 2026 (Day 0) for registration and the Opening Program.
2. Participants are required to bring consolidated data drawn from the following documents:
  - a. Self-Assessment Tool (SAT)
  - b. Classroom Observation Tool (COT)
  - c. Individual Development Plan (IDP)
  - d. Results of Classroom-Based Assessments (Learners' Performance)
  - e. Instructional Supervisory Plan
  - f. School's Technical Assistance Plan
  - g. Performance and Agreement Form
  - h. Performance Monitoring and Coaching Form
3. For information, guidance, and compliance.



  
**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

01-2026-17

Encls: As stated

Reference: As stated

To be indicated in the Perpetual Index

**TRAINING PROGRAMS**



**Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700  
**Cellphone No.:** • +63 962 681 4945 • +63 992 035 2123  
**Email Address:** [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)  
**Website:** <https://sdonuevavizcaya.com/>



Republic of the Philippines  
Department of Education

Region II – Cagayan Valley  
SCHOOLS DIVISION OF NUEVA VIZCAYA

Enclosure 1 to DM No. \_\_\_\_\_, s. 2025 (*Participants to the Capacity Building on Design, Development, Quality Assurance, and PRC Accreditation of School-Led PD Programs*)

No.	Name	Position	District
1	Roselle R. Mendoza	Principal III	Ambaguio
2	Hector D. Lacandazo	Principal I	Dupax Del Sur
3	Avigayle A. Olaya	Principal I	Solano I
4	Fe A. Butay	Principal I	Bambang II
5	Mickael A. Raymundo	Principal I	Kasibu East
6	Arnel M. Batalla	Principal IV/DIC	Sta. Fe
7	Melanie I. De Jesus	Master Teacher I/OIC	Alfonso Castaneda
8	Virginia Taberna	Head Teacher III/OIC	Bayombong I
9	Ailene Z. Sepulchre	Master Teacher I	Kasibu East
10	Ana Jane A. Ferrer	Master Teacher II	Bayombong II
11	Mylene O. Castro	Master Teacher II/OIC	Dupax Del Norte I
12	Francis M. Ramos	Master Teacher II/OIC	Aritao
13	Raquel Padilla	Master Teacher I	Bambang I
14	Migara S. Singanan	Master Teacher II	Kayapa West
15	Noel V. Sadinas	Master Teacher II/OIC	Kasibu West
16	Genevieve Corpuz	Master Teacher II	Villaverde
17	Reyson M. Gabanes	Master Teacher I	Dupax Del Norte I
18	Janet C. Kindot	Master Teacher II	Kayapa East
19	Arvee Glen Abellera	Master Teacher II/OIC	Quezon
20	Judith Cutillon	Master Teacher II	Bagabag I
21	Joylet Roselle C. Laudencia	Master Teacher I	Bagabag II



Republic of the Philippines  
Department of Education  
Region II – Cagayan Valley

DepEd Regional Office No. 02



DOCS ID No.  
011426021

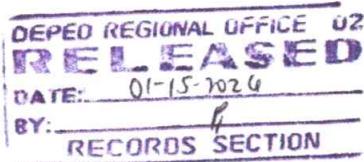


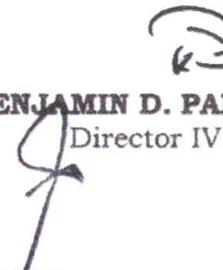
REGIONAL MEMORANDUM  
No. 017, s. 2026

**UPDATES FOR THE CAPACITY BUILDING ON THE DESIGN, DEVELOPMENT, QUALITY ASSURANCE, AND PRC ACCREDITATION OF PD PROGRAMS**

To: Schools Division Superintendents  
All Others Concerned

1. With reference to the attached Regional Memorandum No. 552, s. 2025, titled **"Postponement of the Capacity Building on the Design, Development, Quality Assurance, and Professional Regulatory Commission (PRC) Accreditation of Professional Development (PD) Programs,"** this Office, through the Human Resource Development Division-National Educators Academy of the Philippines (HRDD-NEAP), hereby announces that said program is granted **13.50 Continuing Professional Development (CPD) units** with Accreditation No. PTR-2022-387-11776, dubbed as **"Empowering Schools: Capacity Building on the Design, Quality Assurance, and PRC Accreditation of Professional Development Programs."**
2. All participants and Members of the Program Management Team (PMT) and Resource Persons (RPs) are advised to register through the link: <https://forms.gle/T6rdkHcaYK52UaFg6> on or before January 16, 2026. They are likewise advised to arrive on January 20, 2026 (Day 0) for registration and the Opening Program.
3. Members of the PMT and RPs are hereby enjoined to attend the virtual meeting on January 19, 2026, at 10:00 a.m., via Google Meet through the link: <https://meet.google.com/kvm-yaeq-ufs>, and the final briefing on January 20, 2026, at 1:00 p.m. at the NEAP Lobby.
4. Attached herewith are the List of the Program Management Team and the Indicative Program of Activities for reference.
5. All other provisions stipulated in the previous memoranda shall remain in effect.
6. For your information and guidance.



  
**BENJAMIN D. PARAGAS PhD, CESO III**  
Director IV/Regional Director

Encl: As stated

Reference: As stated

To be indicated under perpetual index

TRAINING PROGRAMS

WORKSHOPS



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
Telephone Nos.: (078) 304-3855; (078) 396-9728  
Email Address: [region2@deped.gov.ph](mailto:region2@deped.gov.ph)  
Website: [region2.deped.gov.ph](http://region2.deped.gov.ph)



Enclosure 1: List of Program Management Team

Name	Position	Office	Role
1. Romel B. Costales	CES	HRDD	Resource Person/Program Manager
2. Joy S. Ferrer-Lopez	EPS	HRDD	Co-Program Manager
3. Daisy M. Doral	EPS	HRDD	Class Manager
4. Isidra L. Nicolas	SEPS	NEAP	Resource Person /Asst. Program Manager
5. Claribel B. Calagui	EPS II	NEAP	Secretariat
6. Camille Grace I. Uy	EPS II	HRDD	Class Manager
7. Maricel C. Cambia	EPS II	HRDD	Secretariat
8. Milky Jayne P. Bulusan	ADAS III	NEAP	Documenter
9. Lolita P. Galvez	ADAS I (JO)	NEAP	Documenter
10. Joey M. Apolinario	EPS	QAD	M&E Focal
11. Ronnie Guiloy	EPS	QAD	Resource Person
12. Myline J. Respicio	PIII	Isabela	Resource Person
13. Glenda Pira	PIII	Isabela	Resource Person
14. Ruth Anne B. Tabios	SEPS	Cauayan City	Resource Person

Enclosure 2: Indicative Program of Activities

**Empowering Schools: Capacity Building on the Design, Quality Assurance, and PRC Accreditation of Professional Development Programs**

January 20-23, 2025

NEAPR, Department of Education, Regional Office 2

**PROGRAM OF ACTIVITIES**

Topic	Time Frame	Speaker
Day 0 (January 20, 2026)		
12:00 nn onwards	ARRIVAL AND REGISTRATION	
1:00 pm-2:00 pm	Final briefing of PMT, RPs	
2:00 pm-3:00 pm	OPENING PROGRAM	
5:30 pm-6:30 pm	Dinner	
Day 1 (January 21, 2026)		
Session 1: Background, Scope of the Policy and QAME Framework		
<ul style="list-style-type: none"> <li>This session provides participants with a clear understanding of the policy foundations, coverage, and intent of <b>DM-OUHROD-2024-1576</b>. It also introduces the <b>Quality Assurance, Monitoring, and Evaluation (QAME) Framework</b>, emphasizing its role in ensuring that school-developed professional development (PD) programs are standards-based, evidence-informed, and impact-driven.</li> </ul>	8:30 am-10:00 am	Class 1: Romel B. Costales Class 2: Ronnie P. Guiloy
Session 2: NEAP Core Programs		
<ul style="list-style-type: none"> <li>Participants will explore the <b>NEAP Core Programs</b> and their alignment with the broader professional development ecosystem of the Department of Education. This session establishes how school-led PD initiatives complement and reinforce NEAP's thrusts toward building a more empowered, competent, and continuously developing teaching workforce.</li> </ul>	10:15 am-12:00 nn	Class 1: Ruth Anne B. Tabios Class 2: Isidra L. Nicolas
Session 3: PD Planning and Designing		
<ul style="list-style-type: none"> <li>This session delves into the <b>processes and principles of planning and designing</b> effective school-led PD programs. Participants will learn how to identify priority learning needs, formulate objectives, and align program content with both teacher competency standards and organizational goals,</li> </ul>	1:00 pm-3:30 pm	Class 1: Glenda I. Pira Class 2: Myline J. Respicio

ensuring coherence with the NEAP Professional Development Framework.		
Continuation of Session 3: Workshop on PD Planning and Designing <ul style="list-style-type: none"> <li>Through a guided <b>writeshop</b>, participants will apply key concepts by <b>drafting their own PD program designs</b> based on contextual school needs and DM-OUHROD-2024-1576 quality standards. The activity culminates in the <b>presentation and critiquing of outputs</b>, fostering collaboration and peer learning.</li> </ul>	3:45 pm-4:45 pm	
<b>Day 2 (January 22, 2026)</b>		
Continuation of Session 3: Workshop on PD Planning and Designing <ul style="list-style-type: none"> <li>Through a guided <b>writeshop</b>, participants will apply key concepts by <b>drafting their own PD program designs</b> based on contextual school needs and DM-OUHROD-2024-1576 quality standards. The activity culminates in the <b>presentation and critiquing of outputs</b>, fostering collaboration and peer learning.</li> </ul>	8:15 am- 9:30 am	Class 1: Glenda I. Pira Class 2: Myline J. Respicio
Continuation of Session 3: Presentation of Outputs and Critiquing	9:45 am-12:00 nn	Class 1: Glenda I. Pira Ruth Anne B. Tabios Class 2: Myline J. Respicio Isidra L. Nicolas
Session 4: Monitoring and Evaluation Planning cum Workshop and Presentation of Outputs <ul style="list-style-type: none"> <li>This session focuses on developing a <b>Monitoring and Evaluation (M&amp;E) Plan</b> for school-led PD programs. Participants will learn to identify performance indicators, data sources, and evaluation tools to assess program effectiveness and outcomes. The session concludes with a <b>workshop and presentation of M&amp;E plans</b>, promoting feedback and improvement.</li> </ul>	1:00 pm-3:00 pm	Class 1: Romel B. Costales Class 2: Ronnie T. Guiloy
Session 5: Accreditation of PD Programs <ul style="list-style-type: none"> <li>Participants will be oriented on the <b>PRC accreditation process</b> for PD programs, including the requirements, documentation, and evaluation criteria. The session aims to equip schools with the knowledge and confidence to pursue accreditation and ensure their</li> </ul>	3:15 am-4:45 pm	Class 1: Isidra L. Nicolas Class 2: Ruth Anne B. Tabios

programs meet national professional standards.		
Day 3 (January 23, 2026)		
Continuation of Session 5 <i>Workshop on Crafting of Instructional Design aligned to PRC standards</i>	8:15 am-10:00 am	Class 1: Myline J. Respicio Isidra L. Nicolas Class 2: Glenda I. Pira Ruth Anne B. Tabios
Continuation of Session 5 Presentation of Outputs and Critiquing	10:15 pm-12:00 nn	
Session 6 <i>The Quality Assurance Process: An Evaluator's Hat</i>	1:00 pm-3:00 pm	Class 1: Glenda I. Pira Class 2: Myline J. Respicio
Closing Program	3:30 pm-4:30 pm	HRDD PMT



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY

DepEd Regional Office No. 2



DOC ID N.  
111475038

Created by HRDD  
Date Created: 11/14/2025

November 13, 2025

**REGIONAL MEMORANDUM**  
No. 552, s. 2025

**POSTPONEMENT OF THE CAPACITY BUILDING ON DESIGN, DEVELOPMENT, QUALITY ASSURANCE, AND PRC ACCREDITATION OF SCHOOL-LED PD PROGRAMS**

To: Schools Division Superintendents  
All Others Concerned

1. In reference to Regional Memorandum No. 511, s. 2025, regarding the **Capacity Building on the Design, Development, Quality Assurance, and PRC Accreditation of School-Led PD Programs** originally scheduled for **November 18-21, 2025**, at **NEAPR, DepEd RO2, Carig Sur, Tuguegarao City**, this Office informs all concerned that the activity is hereby **postponed to January 21-23, 2026**, at the same venue.
2. The postponement is due to scheduling conflicts with other major DepEd activities affecting the availability of participants and resource persons, budget processing delays, and venue and accommodation adjustments needed to ensure a conducive learning environment.
3. All other provisions stated in the previous Memoranda shall remain in effect.
4. For inquiries or clarifications, please contact Ms. Isidra L. Nicolas, Senior Education Program Specialist, at 0926-605-6343 or via email at [keda.region2@deped.gov.ph](mailto:keda.region2@deped.gov.ph).
5. Immediate dissemination of this memorandum is desired.

**BENJAMIN D. PARAGAS PhD, CESO III**  
Director IV/Regional Director

DEPED REGIONAL OFFICE 02  
**RELEASED**  
DATE: 11-14-2025  
RECOR<sup>D</sup>S SECTION



Republic of the Philippines  
Department of Education  
REGION II - CAGAYAN VALLEY



20 October 2025

REGIONAL MEMORANDUM  
No. 311, dated 8, 2025

**CAPACITY BUILDING ON THE DESIGN, DEVELOPMENT, QUALITY ASSURANCE, AND PRC ACCREDITATION OF SCHOOL-LED PD PROGRAMS**

To: Schools Division Superintendents  
All Others Concerned

1. Pursuant to DM-OL-HROD-2024-1576, titled *Guidelines on the School Level Development and Implementation of School-Based Professional Development (PD) Programs*, this Office, through the Human Resource Development Division, National Educators Academy of the Philippines (HRDD-NEAP), shall conduct a **Capacity Building on the Design, Development, Quality Assurance, and PRC Accreditation of School-Led PD Programs** on November 18–November 21, 2025, at NEAPR, DepEd RO2, Cagayan Sur, Tuguegarao City.

2. The activity aims to:

- enhance the capability of school leaders and program developers in the design, development, and delivery of competency-based, evidence-informed, and results-driven professional development programs;
- strengthen the implementation of training standards, quality assurance, and monitoring and evaluation mechanisms in school-led PD programs;
- ensure that school-led professional development programs are responsive to teachers' developmental needs and aligned with PRC accreditation requirements; and
- expand access to quality assured professional learning opportunities within schools and learning centers, fostering a culture of continuous growth and professional excellence.

3. The participants in this activity are School Heads and Master Teachers who have not yet been capacitated and have not implemented any quality assured or PRC-accredited professional development programs. Refer to Enclosure 1 for the distribution of participants per SDO.

4. To confirm attendance, participants are required to register through the link <https://forms.gle/3h6dLQATBwzqfzgj> on or before November 14, 2025.

5. Participants are required to bring consolidated data draws from the following documents:

- Self-Assessment Tool (SAT)
- Classroom Observation Tool (COT)
- Individual Development Plan (IDP)
- Results of Classroom-Based Assessments (Learners' Performance)
- Instructional Supervisory Plan
- School's Technical Assistance Plan
- Performance and Agreement Form
- Performance Monitoring and Coaching Form



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Website: [www.deped.gov.ph](http://www.deped.gov.ph)



**Date:** November 6, 2025  
**Time:** 9:30 a.m. – 12:00 noon  
**Meeting Link:** <https://us02web.zoom.us/j/85454222532>  
**Passcode:** pC7Y6c2G

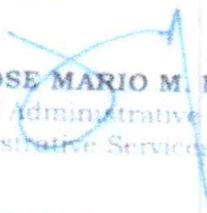


**BENJAMIN D. PARAGAS PhD, CESO III**  
Director IV/Regional Director

*For the Regional Director*



ATTY. JOSE MARIO M. MACARILAY  
Chief Administrative Officer  
Administrative Services Division



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**Website:** [rgc.tuguegarao.gov.ph](http://rgc.tuguegarao.gov.ph)



**A. Distribution of participants:**

SDO	School Head (Principal/Asst Principal/HT)	Master Teacher	TOT
Batanes	1	2	3
Cagayan	18	25	43
Cauayan City	2	4	6
City of Ilagan	2	4	6
Isabela	19	27	46
Nueva Vizcaya	7	14	21
Quirino	4	8	12
San Miguel City	2	0	4
Tuguegarao City	2	1	3
<b>Total:</b>	<b>57</b>	<b>88</b>	<b>145</b>

PMT	Class 1	Class 2	Total
Sec/Doc/M&E	3	3	6
RP	5	5	10
Welfare	<i>(For classes 1 &amp; 2)</i>		1
ICT	1	1	2
			<b>19</b>
<b>Overall Total: SDO+PMT</b>			<b>164</b>

**B. MEAL AND LODGING ARRANGEMENTS**

DAY	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER	LODGING
Day 1 Nov. 18, 2025	X	X	X	✓	✓	✓
Day 2 Nov. 19, 2025	✓	✓	✓	✓	✓	✓
Day 3 Nov. 20, 2025	✓	✓	✓	✓	✓	✓
Day 4 Nov. 21, 2025	✓	✓	✓	X	X	X