



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
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. Sadinan | 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.



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14 January 2026

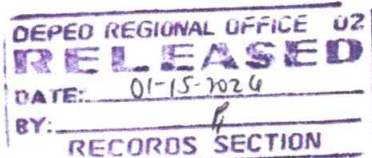
REGIONAL MEMORANDUM

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
Website: 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) | ARRIVAL AND REGISTRATION | |
| 12:00 nn onwards | Final briefing of PMT, RPs | |
| 1:00 pm-2:00 pm | OPENING PROGRAM | |
| 2:00 pm-3:00 pm | Dinner | |
| 5:30 pm-6:30 pm | | |
| Day 1 (January 21, 2026) | | |
| Session 1: Background, Scope of the Policy and QAME Framework <ul style="list-style-type: none"> This session provides participants with a clear understanding of the policy foundations, coverage, and intent of DM-OUHROD-2024-1576. It also introduces the Quality Assurance, Monitoring, and Evaluation (QAME) Framework, emphasizing its role in ensuring that school-developed professional development (PD) programs are standards-based, evidence-informed, and impact-driven. | 8:30 am-10:00 am | Class 1: Romel B. Costales Class 2: Ronnie P. Guiloay |
| Session 2: NEAP Core Programs <ul style="list-style-type: none"> Participants will explore the NEAP Core Programs 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. | 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"> This session delves into the processes and principles of planning and designing 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. | 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"> Through a guided writeshop, participants will apply key concepts by drafting their own PD program designs based on contextual school needs and DM-OUHROD-2024-1576 quality standards. The activity culminates in the presentation and critiquing of outputs, fostering collaboration and peer learning. | 3:45 pm-4:45 pm | |
| Day 2 (January 22, 2026) | | |
| Continuation of Session 3: Workshop on PD Planning and Designing <ul style="list-style-type: none"> Through a guided writeshop, participants will apply key concepts by drafting their own PD program designs based on contextual school needs and DM-OUHROD-2024-1576 quality standards. The activity culminates in the presentation and critiquing of outputs, fostering collaboration and peer learning. | 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"> This session focuses on developing a Monitoring and Evaluation (M&E) Plan 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 workshop and presentation of M&E plans, promoting feedback and improvement. | 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"> Participants will be oriented on the PRC accreditation process 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 | 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> <ul style="list-style-type: none"> This writeshop guides participants in developing instructional designs and session plans aligned with PRC standards. They will refine learning outcomes, strategies, and assessment tools to ensure quality, alignment, and learner-centered delivery, followed by the presentation and critiquing of outputs for quality enhancement. | 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> <ul style="list-style-type: none"> In this culminating session, participants will take on the perspective of a quality assurance evaluator, simulating the review and assessment of PD proposals. The session deepens understanding of QA principles and builds participants' capability to ensure that future PD initiatives adhere to NEAP and PRC quality benchmarks. | 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.



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Date Created: 11/14/2025

November 13, 2025

REGIONAL MEMORANDUM

No. **552**, s. 2025

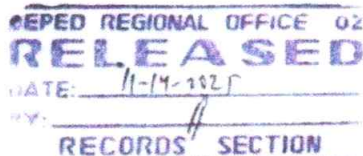
POSTPONEMENT OF THE CAPACITY BUILDING ON DESIGN, DEVELOPMENT, QUALITY ASSURANCE, AND PRC ACCREDITATION OF SCHOOL-LED PD PROGRAMS

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 isidra.l.nicolas@deped.gov.ph.
5. Immediate dissemination of this memorandum is desired.

Handwritten signature/initials

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





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



20 October 2025

REGIONAL MEMORANDUM

No. **311** s. 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-OUHROD-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, Carig Sur, Tuguegarao City.

2. The activity aims to:

- a. 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;
- b. strengthen the implementation of training standards, quality assurance, and monitoring and evaluation mechanisms in school led PD programs;
- c. ensure that school led professional development programs are responsive to teachers' developmental needs and aligned with PRC accreditation requirements; and
- d. 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/7Gqk8BcAT834UaFg6> on or before November 14, 2025.

5. 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 Supervisors Plan
- f. School's Technical Assistance Plan
- g. Performance and Agreement Form
- h. Performance Monitoring and Coaching Form



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304 3855, (078) 496 9728
Email Address: regional@deped.gov.ph
Website: regional.deped.gov.ph



Date: November 6, 2025

Time: 9:30 a.m. - 12:00 noon

Meeting Link: [https://www.zoom.us/j/92989122526](#)

Passcode: pCZY6r2G



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



Address: Regional Government Center, Caring Sul, Tuguegarao City, 3500

Telephone Nos.: (078) 304-3855, (078) 396-9728

Email Address: _____

Website: www.pearsoncmg.com



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 |
| Santiago City | 2 | 2 | 4 |
| Tuguegarao City | 2 | 2 | 4 |
| Total: | 57 | 88 | 145 |

| PMT | Class 1 | Class 2 | Total |
|-------------------------------|---------------------|---------|------------|
| Sec/Dor/M&E | 3 | 3 | 6 |
| RP | 5 | 5 | 10 |
| Wellfare | (For classes 1 & 2) | | 1 |
| ICT | 1 | 1 | 2 |
| | | | 19 |
| Overall Total: SDO+PMT | | | 164 |

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 |