



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

14 March 2024

DIVISION MEMORANDUM
No. 145 s. 2024

DIVISION ORIENTATION WORKSHOP ON THE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM FOR TEACHERS AND SCHOOL LEADERS

To : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, Schools Governance and Operation Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the Districts
Elementary and Secondary School Heads
Division Continuing Professional Development Committee
All Others Concerned

1. This is to inform the field that DepEd Regional Office V- NEAP Bicol is an accredited CPD Provider of the Professional Regulation Commission (PRC) and shall implement all training programs related to the teaching profession consistent with the charter of Republic Act No. 10912, otherwise known as the "Continuing Professional Development (CPD) Act of 2016 and the standards set by the National Educators Academy of the Philippines.

2. Relative to this, schools and SDO as program implementers of training for teachers and school leaders, are also expected to be accredited as CPD providers of the PRC. In this connection, this office through the School Governance and Operations Division and the Curriculum and Implementation Division respectively shall conduct a **Division Orientation Workshop to all the school heads and Public Schools District Supervisors about the Continuing Professional Development (CPD) Application that will be held on March 18-22, 2024, 8:00 a.m. – 5:00 p.m. at Gran Isabel, Constantino, Virac.**

3. The expected participants in this activity are the Public Schools District Supervisors/Public Schools District Supervisors In-Charge of the district and Elementary and Secondary School Heads.



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Enclosed are the following:

3.1 Schedule of SDO Continuing Professional Development Launching

Date	Municipality
Batch 1: March 18, 2024	Bato, Baras, Gigmoto, San Miguel
Batch 2: March 19, 2024	Panganiban, Viga, Bagamanoc
Batch 3: March 20, 2024	Virac
Batch 4: March 21, 2024	Caramoran, Pandan
Batch 5: March 25, 2024	San Andres

3.2 List of Program Management Team

The following are the members of the Program Management Team and their respective Terms of reference.

Role	Terms of Reference	Persons' Responsible
Program Managers	<ul style="list-style-type: none"> ✓ Organize, supervise, and orient the PMT on their terms of reference, the details of the activities, and oversee the implementation of the entire program ✓ Lead in crafting the Program Completion Report 	CID Chief Romel G. Petajen SGOD Chief Mary Jean S. Romero
		Batch 1 (Bato, Baras, Gigmoto, San Miguel) PSDS/PSDS In-Charge
		Batch 2 (Panganiban, Viga, Bagamanoc) PSDS/PSDS In-Charge
		Batch 3 (Virac) PSDS/PSDS In-Charge
		Batch 4 (Caramoran, Pandan) PSDS/PSDS In-Charge
		Batch 5 (San Andres) PSDS/PSDS In-Charge



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Learning Facilitators	<ul style="list-style-type: none"> ✓ Facilitate and discuss the different topics in the conduct of CPD Launching 	<p>Romel G. Petajen Mary Jean S. Romero Amelia B. Cabrera Gina L. Custodio, Ma. Gina M. Templonuevo Aroline T. Borja Mary Rose V. Sta Rosa, Maybelle V. Rubio, Carol P. Gil Elizabeth S. Urbano,</p>
Assistant Program Leaders	<ul style="list-style-type: none"> ✓ Assist the Program Managers in the entire implementation of the program ✓ Ensure the availability of Certificate of Appreciation/Recognition/ Appearance of pax of the participants ✓ Captures the registration and attendance of the participants 	<p>Aroline T. Borja Carol P. Gil</p> <p>(To be determined by the PSDS/PSDS In-Charge)</p>
Technical Assistants/ICT/Logistics	<ul style="list-style-type: none"> ✓ Assist in the coordination of the materials and creation of PMT slide decks ✓ Assist with ICT- related concerns ✓ Ensures all audio-visual equipment in the plenary and training are available and working properly ✓ Prepares the training matrix, opening & closing program 	<p>Elizabeth S.Urbano</p> <p>(To be determined by the PSDS/PSDS In-Charge)</p>



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Lead Documenter	<ul style="list-style-type: none"> ✓ Captures the event proceedings in writing and images ✓ Assists in the preparation of the activity completion report <p>Submits the completed report</p>	<p>Imaculate T. Latorre</p> <p>(To be determined by the PSDS/PSDS In-Charge)</p>
Monitoring and Evaluation	<ul style="list-style-type: none"> ✓ Takes charge of Monitoring and Tracking Evaluation Forms ✓ Crafts and Quality Assures M & E Tools needed to gather relevant data and outputs ✓ Analyzes and Interprets M & E Tools utilized and presents it to the group during debriefing ✓ Provides suggestions and inputs based on Evaluation Results as the basis for improvement of Program Implementation 	<p>Achilles Alberto/Sarah S. Chiong</p> <p>(To be determined by the PSDS/PSDS In-Charge)</p>
Support Staff	<ul style="list-style-type: none"> ✓ Provides technical support in the implementation of the program 	<p>John Steve</p> <p>(To be determined by the PSDS/PSDS In-Charge)</p>

3.3 Training Design of CPD Launching

Time	Activities	Persons' In-charge
8:00-8:30	Preliminaries Philippine National Anthem- AVP Prayer- AVP Quality Management System Welcome Remarks Checking of Attendance Message Leveling of Expectations	Imaculate T. Latorre



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8:30-9:00	Topic #1: Learning and Development Updates	Elizabeth S. Urbano
9:00-10:00	Topic #2: Philippine Qualification Framework (PDQ)	Carol P. Gil Amelia B. Cabrera
10:00-10:30	Snack Break	
10:00-11:00	Topic # 3: Professional Development (PD) and Continuous Professional Development	Aroline T. Borja Romel G. Petajen
11:00-12:00	Topic # 4: CPD Launch	Maybelle Rubio Ma. Gina Templonuevo
1:00-2:00	Topic # 5: CPD Templates	Mary Rose B. Sta. Rosa Gina L. Custodio
2:00-3:00	Workshop in Preparation of L & D following the templates for CPD Accreditation	All RPs
3:00-3:30	Presentation & Critiquing	
3:30- 4:00	Facilitation Skill	CES Mary Jean S. Romero
4:00- 5:00	Closing Program	

3.4 Expected PSDS/PSDS In-charge, Elementary School Heads/ Secondary School Heads/PMT/ Support Staff

Municipality	Participants	No. of Pax
Batch 1: March 18, 2024		
Bato, Baras, Gigmoto, San Miguel	PSDS-4 PSDS In-Charge/Elem SH's- 44 Sec. SH's- 7 RP's/CID & SGOD Chiefs-11 Support Staff- 5	71
Batch 2: March 19, 2024		
Panganiban, Viga, Bagamanoc	PSDS-3 PSDS In-charge/Elem SH's- 44 Sec. SH's- 9 RP's/CID & SGOD Chiefs-11 Support Staff- 5	72



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Batch 3: March 20, 2024		
Virac North & South	PSDS-1 PSDS In-Charge/Elem SH's- 29 Sec. SH's- 5 RP's/CID & SGOD Chiefs-11 Support Staff- 5	51
Batch 4: March 21, 2024		
Caramoran, Pandan	PSDS-1 PSDS In-Charge/Elem SH's- 44 Sec. SH's- 7 RP's/CID & SGOD Chiefs-11 Support Staff- 5	68
Batch 5: March 25, 2024		
San Andres East & San Andres West	PSDS-2 PSDS In-Charge/Elem SH's- 43 Sec. SH's- 6 RP's/CID & SGOD Chiefs-11 Support Staff- 2	64
Total		326

4. The participants in this activity are requested to bring their laptops, extension wire, and **sample learning and development training designs/Activity Proposal** for INSET, Learning Action Cell, and other PD designs to be conducted on SY 2024-2025. This will be used during the workshops to immerse the participants in using the different templates for application required for CPD Accreditation.



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5. This memorandum shall also serve as a travel order for the participants coming from the school and the SDO.
6. The expenses for meals of the participants and the venue of the training shall be charged from the HRD Continuing Fund while the travel and other expenses shall be charged from the school MOOE/local funds subject to the existing budget.
7. For information, guidance, and compliance of all concerned is desired.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent



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