



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF SORSOGON
Sorsogon

19 MAR 2026

DIVISION MEMORANDUM

No. **30**, s.2026

**WORKSHOP ON THE DESIGN, DEVELOPMENT AND QUALITY ASSURANCE OF
PROFESSIONAL DEVELOPMENT PROGRAMS**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD and CID
Education Program Supervisors/CID Designates
Senior Education Program Specialists
Education Program Specialists II
Project Development Officers
Elementary and Secondary School Heads
All Others Concerned

1. DepEd Memorandum No. 044, s. 2023 titled **Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs** establishes the standards and procedures in the design, development, delivery and evaluation of all professional development programs for teachers and school leaders aligned with the priorities of NEAP. This Office through the Human Resource Development Section of the Schools Governance and Operations Division will conduct a workshop on the design, development and quality assurance of professional development program on March 25-26, 2026 and April 6-8, 2026 at Tito Ambi's Place, Tigbao, Casiguran, Sorsogon.
2. This activity aims to :
 - a. familiarize with the required documents for quality-assurance of all professional development programs;
 - b. present significant findings of the internal audit conducted by the Central Office;
 - c. recommend suggestions to improve the PD Package using the checklists before submission to Regional Office .
3. The list of participants and the indicative program of activities are attached as Enclosures 1 and 2 respectively.
4. Participants are advised to bring laptop and extension wire to be used during the workshop.
5. Participants' meals will be charged against HRD Fund while transportation and other incidental expenses will be charged against Division/School MOOE subject to the usual accounting rules and regulations.





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6. For questions or clarification, please contact Mr. John Rey J. Perez, Chief ES, SGOD @ john.perez002@deped.gov.ph and Bernadette R. Bedis, Senior Education Program Specialist @ bernadette.bedis001@deped.gov.ph
7. For immediate dissemination and appropriate action.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent





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Department of Education
Region V
School Division Office of Sorsogon

Enclosure No. 1 to Division Memorandum No. **13**s. 2026

LIST OF PARTICIPANTS

No.	Name of Participants	Office/School
1	JOHNY J. SO	SD0-SORSOGON
2	NICANOR D. BAILON	SD0-SORSOGON
3	JEAN ESCANDOR	MAGALLANES SOUTH DISTRICT
4	WARLITO GUERRERO	JOSE G. ALINDOGAN ES
5	MARICEL M. DINEROS	SD0-SORSOGON
6	AILY C. PONGASI	SIUTON NHS
7	EMERSON ERESMAS	GUBAT NHS
8	MA. CECILIA BACANI	GALLANOSA NHS
9	MICHELLE H.GUADAMOR	SD0-SORSOGON
10	JOCELYN GUETA	CASIGURAN TVHS
11	ROWENA C. DE LEON	GALLANOSA NHS
12	RONALD LOMERIO	DONSOL NCHS
13	JENEVIN C. JEBULAN	SD0-SORSOGON
14	AILEEN R. GARDON	MATNOG NHS
15	BERNALUZ C. DE ASIS	BITON ES
16	GRACE HILOMA	BEGUIN ES
17	JERRY G. FIRMANES	SD0-SORSOGON
18	NERISSA FUNELAS	CASIGURAN TVHS
19	NENITA BAGADIONG	JAIME G. ESPENA NHS
20	GRACE PURA	JAIME G. ESPENA NHS
21	JOFFRE A. MIRANDILLA	SD0-SORSOGON
22	VANILLE C.ESTIPONA	GUBAT NORTH CENTRAL SCHOOL
23	NOLI G. FUEDAN JR.	BULUSAN CENTRAL SCHOOL
24	KLIEF GRATELA	SAN FRANCISCO NHS
25	OWEN N. CASTILLO	SD0-SORSOGON
26	ROSS GIME	J.P LAUREL NHS
27	VANESSA SAN DIEGO	DONSOL NCHS
28	LORNA ESCALANTE	GUBAT NHS
29	ANNIE B. BAYLON	SD0-SORSOGON
30	KEVIN DEL MONTE	DITA ES
31	MARY GRACE LODRONIO	PILAR II CS
32	ELY CADAG	DANLOG ES
33	AIREEN V. ELLI	SD0-SORSOGON
34	MICHAEL DOMANAIS	TRECE MARTIRES ES
35	JULIUS A.RANOCO	MARIFOSQUE ES
36	DOMINGO LOPERA	TONGDOL ES
37	MARIANNE Z. ARINES	SD0-SORSOGON
38	MARIA CRISTINA Z.FAILAGMAO	NENITA E.OANDASAN ES
39	LENIE O. VILLA	RIZAL ES





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40	JONEL E. BUERGO	NAZARENO ES
41	BERNADETTE R. BEDIS	SD0-SORSOGON
42	DODGE E. LAGMAN	SD0-SORSOGON
43	LILIA ZITA A. PURA	SD0-SORSOGON
44	LEAH H. PERAN	SD0-SORSOGON
45	FRANCIS ROY A. CADAG	SD0-SORSOGON
46	JOSEPH JOHN PEREZ	SD0-SORSOGON
47	RHODORA HERMOSA	SD0-SORSOGON
48	LIBERTINE JOY G. BALDILLO	SD0-SORSOGON
49	JOAN FRESTO	TRECE MARTIRES ES
50	ESTRELLA FURIO	TALAONGA ES
51	MARISSA LLANTO	LA UNION ES
52	ALYSSA NICOLA BEJERANO	SD0-SORSOGON
53	KRISTINE RUBY DELLOSA	SD0-SORSOGON
54	GIAN MARC DOMANAIS	SD0-SORSOGON
55	ERICA MATABUENA	SD0-SORSOGON
56	MA PATRICIA D. MARTIRES	SD0-SORSOGON
57	KRISTINE JOY LORILLA	SD0-SORSOGON
58	ALLANA ERICA CORTES	SD0-SORSOGON
59	JERIC PAUL ARAGON	SD0-SORSOGON
60	ROSELLE LAGAMAYO	SD0-SORSOGON
61	ELVIE FIGUEROA	SD0-SORSOGON
62	MA. BELLE DARADAR	SAN IGNACIO ES
63	JOHN HIDEA	SD0-SORSOGON
64	ROBERT E. ENRERA	SD0-SORSOGON
65	RYAN DESABAYLA	F.G GLUA NHS
66	ELVIS PALLES	VINISITAHAN IS
67	MARY ANN FUASO	BULUSAN CS
68	MARIFE CANTORIA	PILAR NCHS
69	ARNOLD PERALTA	SD0-SORSOGON
70	ISAIAS BERMAS	SD0-SORSOGON
71	VALENTINA E.HUGO	SD0-SORSOGON
72	PAUL ANDY D DEBLOIS	SD0-SORSOGON
73	RODEL E. PANCHO	SD0-SORSOGON
74	RICO JAY H. PANIERGO	GUBAT NHS
75	MA. ALMA ESTADOLA	GUBAT NHS
76	RYAN J. HABITSUELA	CASIGURAN TVHS
77	ROMAN JEBULAN	SD0-SORSOGON
78	ESPERANZA G. ESPIGOL	SD0-SORSOGON
79	ROCHELLE FRANZ PEREZ	SD0-SORSOGON
80	ARCELLE D. MELLA	SD0-SORSOGON
81	EVELYN ERMINO	SD0-SORSOGON
82	RHEA BAULA	SD0-SORSOGON
83	GINA Q. TAROG	SD0-SORSOGON
84	JOHN REY J. PEREZ	SD0-SORSOGON
85	NARCISO FRANCHE	SD0-SORSO





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Enclosure No. 2 to Division Memorandum No. **120** s.2026

WORKSHOP ON DESIGN, DEVELOPMENT AND QUALITY ASSURANCE OF PROFESSIONAL DEVELOPMENT PROGRAMS

Indicative Program of Activities

Venue: Tito Ambi's Place, Tigbao, Casiguran, Sorsogon

Date: March 25-26, 2026, April 6-8, 2026

TIME/ DAY	Day 1	Day 2	Day 3	Day 4	Day 5	
8:00-9:00	Registration	Morning Preliminaries	Morning Preliminaries	Morning Preliminaries	Morning Preliminaries	
9:00-9:30			H E A L T H B R E A K			
9:30-10:00	Opening Program					
10:00-11:00	<ul style="list-style-type: none">Results of the Internal Audit Conducted by Central OfficeFeedback on the Submitted PPAs charged to HRD Fund	<ul style="list-style-type: none">PD Priorities and NEAP Core Programs and the Process of Quality Assurance <p>Mr. Jeremy A. Alad EPS II HRDD-NEAP R</p>	Workshop on Design, Development and Quality-Assurance of Professional Development Programs	Workshop on Design, Development and Quality-Assurance of Professional Development Programs	Finalization of Documents for Quality Assurance and Uploading of Documents	

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	<ul style="list-style-type: none"> Documentary Requirements for Quality Assurance of PD Programs <p>Bernadette R. Bedis HRDS SEPS</p>				
11:00-12:00	<ul style="list-style-type: none"> Budget for Trainings <p>Valentina B. Hugo Budget Officer</p>				
LUNCH BREAK					
1:00-2:00	<ul style="list-style-type: none"> Feedback on Evaluated L and D Proposals Learning Needs Assessment, IDNA Tools, IDNA Report <p>Lilia Zita Pura PSDS</p>	<ul style="list-style-type: none"> Continuation of Session on PD Priorities and NEAP Core Programs and the Process of Quality Assurance 	<p>Workshop on Design, Development and Quality-Assurance of Professional Development Programs</p>	<p>Workshop on Design, Development and Quality-Assurance of Professional Development Programs</p>	<p>Closing Program</p>
2:00-3:00	<ul style="list-style-type: none"> Monitoring and Evaluation of PD Programs <p>Leah H. Peran SMME-SEPS</p>	<p>Mr. Jeremy A. Atad EPS II HRDD-NEAP R</p>			
3:00-3:30		HEALTH BREAK			
3:30-5:00	<ul style="list-style-type: none"> Application for CPD Units <p>Dodge E. Lagman HRDS-EPS II</p>	<p>Planning per Team</p>	<p>Continuation of Workshop on Design, Development and Quality-Assurance of Professional Development Programs</p>	<p>Finalization of Documents for Quality Assurance and Uploading of Documents</p>	

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