



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

05 AUG 2025

DIVISION MEMORANDUM

No. **355** s. 2025

**WORKSHOP ON THE FINALIZATION OF SUBMISSION DOCUMENTS FOR NEAP
QUALITY ASSURANCE AND PRC CPD ACCREDITATION OF THE PHASE 2
IMPLEMENTATION OF "LEADING THE SHIFT: CAPACITY ENHANCEMENT
PROGRAM FOR SCHOOL LEADERS ON THE REVISED K TO 12 CURRICULUM"**

To: OIC - Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary
and Integrated Schools
All Others Concerned

1. To ensure the effectiveness of the program and compliance with NEAP Quality Assurance and PRC CPD accreditation standards, this office, through the Human Resource Department, will conduct the **Workshop on the Finalization of Submission Documents for NEAP Quality Assurance and PRC CPD Accreditation of the Phase 2 Implementation of "Leading the Shift: Capacity Enhancement Program for School Leaders on the Revised K to 12 Curriculum"** on August 9-10, 2025 at a venue to be announced later.
2. This activity aims to:
 - a. review and finalize all required documents and deliverables for NEAP Quality Assurance and PRC CPD accreditation of the "Training for School Leaders" workshop.
 - b. ensure alignment of the program design, learning outcomes, and assessment tools with NEAP and PRC CPD standards.
 - c. enhance the capacity of the organizing team in preparing, organizing, and submitting accreditation requirements for school leaders' professional development programs.
3. All the participants are encouraged to bring their personal laptop, extension cord and Wi-Fi modem.
4. The following are attached to this Memorandum



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@depd.gov.ph
Website: <http://depdcapiz.ph>



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Enclosure No. 1 – List of Participants

Enclosure No. 2 – Matrix of Activities / Program

5. The participants, resource persons, and members of the Program Management Team are entitled to vacation service credits in accordance with DepEd Order No. 013, s. 2024, or DepEd Order No. 009, s. 2025, as well as compensatory time-off pursuant to CSC-DBM Circular No. 02, 2004, whichever is applicable
6. Expenses relative to the conduct of this workshop such as food, accommodation, operational expenses of the Resource persons and TWGs shall be charged against HRD Funds while the travel expense shall be charged to the school MOOE subject to the usual accounting and auditing rules and regulations.
7. It is understood that in the conduct of this activity, there shall be no discrimination on the basis of age, school affiliation, gender, civil status, disability, religion, or any other personal circumstance that is contrary to the principles of equal opportunity and inclusivity.
8. This Memorandum shall serve as the Authority to Travel for all participants.
9. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:



LUZ U. BANSON

OIC- Assistant Schools Division Superintendent
In-charge of the Division



Enclosure: As Stated

Reference: As Stated

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

SCHOOLS TRAINING TEACHERS SCHOOO LEADERS



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QUALITY ASSURANCE AND PRC CPD ACCREDITATION OF THE PHASE 2
IMPLEMENTATION OF "LEADING THE SHIFT: CAPACITY ENHANCEMENT
PROGRAM FOR SCHOOL LEADERS ON THE REVISED K TO 12 CURRICULUM"**

Participants

NO	Name	Role	School/Office
1.	Immaculada J. Amores	Program Lead	SDO Capiz
2.	Jerry Mosquite	Co-Program Lead	SDO Capiz
3.	Dr. Edna B. Azcarraga	Resource Person	SDO Capiz
4.	Dr. Rolando B. Jamora	Resource Person	SDO Capiz
5.	Dr. Merlie J. Rubio	Resource Person	SDO Capiz
6.	Elenia P. Baranda	Resource Person	SDO Capiz
7.	Dr. Edwin Jason D. Dueñas	Resource Person	SDO Capiz
8.	Dr. Lalain E. Delos Santos	Resource Person	SDO Capiz
9.	Alan Vincent B. Altamia	Resource Person	SDO Capiz
10.	Dr. Judith P. Tu	Resource Person	SDO Capiz
11.	Jonel Sembrano	Resource Person	SDO Capiz
12.	Andres D. Quiachon	Resource Person	SDO Capiz
13.	Salvador Dale Artates	Resource Person	SDO Capiz
14.	Dr. Marggie Obligacion	Resource Person	SDO Capiz
15.	Mark Nel Venus	TWG Lead	CLRANHS
16.	Evita Rose Busil	TWG	Pontevedra Elem School
17.	Mary Lyn De Guzman	TWG	Casanayan Elementary School
18.	Krizel M. Aguadera	TWG	Marciano M. Patricio NHS
19.	Edwin C. Salanatin	TWG	CLRANHS
20.	Gladys B. Barolo	Documenter	Jamul-awon Elementary School
21.	Aileen Isiderio	TWG	Sapian NHS
22.	Argeline Joy J. Amores	TWG	District of Sigma
23.	Ronald Dile	Lead M&E	SDO Capiz

Enclosure No. 1 Division memorandum No ____ s.2025



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**WORKSHOP ON THE FINALIZATION OF SUBMISSION REQUIREMENTS FOR
 NEAP QUALITY ASSURANCE AND PRC CPD ACCREDITATION OF LEVEL UP
 LEARNING: VETTING AND ELEVATING INSTRUCTIONAL MATERIALS-
 WORKSHOP ON QUALITY ASSURANCE OF TEACHER-CRAFTED LEARNING
 RESOURCES**

Program Matrix

Time	Activity	Person-in charge/Speaker
Day 1		
7:30-8:00am	Arrival/Setting in	TWG
8:00-8:30	Opening Program	Dr. Immaculada J. Amores
8:30-9:00	Orientation on NEAP and PRC Accreditation Requirements	Mark Nel R. Venus
9:00-12:00	Workshop Proper on the Development of PD Program Design	
12:01-1:00PM	Health Break	
1:00-4:00PM	Continuation of workshop on Instructional design, Pretest design, program matrix, M and E Plan	TWGs
4:00-7:00PM	Crafting of Session Guides	
Day 2		
7:30-8:00am	Preliminaries	TWGs
8:30-10:30PM	Crafting of Session Guides	Resource Persons
10:30-12:00	Designing of Slide Decks	Resource Persons
12:01-1:00PM	Health Break	
1:00-4:00	Presentation and Critiquing	Resource Persons with TWGs
4:00-4:45PM	Finalization and Packaging of PD Program Design and Resource Package	Jerry Mosquete
5:00PM	Home Sweet Home	