



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

16 JAN 2026

**DIVISION MEMORANDUM**  
No. 033, s. 2026

**STRATEGIC PLANNING WORKSHOP ON THE DESIGN OF HUMAN  
RESOURCE DEVELOPMENT PROFESSIONAL DEVELOPMENT  
PROGRAMS ALIGNED WITH PRC AND NEAP STANDARDS, FY 2026**

To: Assistant Schools Division Superintendent  
OIC-Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. In line with the Department's continuing efforts to strengthen the quality, relevance, and accreditation of professional development (PD) programs, and with reference to DepEd Order No. 011, s. 2019, entitled "Implementation of the NEAP Transformation", which aims to streamline and professionalize teacher and school leader development, as well as Republic Act No. 10912, otherwise known as the Continuing Professional Development (CPD) Act of 2016, the Human Resource Development (HRD) Team shall conduct a Strategic Planning Workshop on the Design of Human Resource Development Professional Development Programs Aligned with PRC and NEAP Standards, FY 2026 on January 17-18, 2026.

2. The activity aims to:

- capacitate the HRD Team and concerned personnel in designing meaningful, relevant, and responsive PD programs aligned with PRC and NEAP standards;
- ensure that proposed PD programs comply with NEAP accreditation requirements and contribute to PRC-recognized CPD units;
- develops a strategic and cohesive Professional Development Plan for Fiscal Year 2026 responsive to identified competency gaps and priority needs; and
- strengthens institutional mechanisms for planning, implementing, and evaluating PD programs in support of teacher and school leader professional growth.



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

3. Please find the following attachments as enclosures to this Memorandum:
  - ✓ Enclosure No. 1 List of Participants
  - ✓ Enclosure No. 2 PD Program Matrix
4. All participants are expected to attend the entire duration of the training and workshop. They are advised to bring the following:
  - Laptop
  - Extension wires
  - Alternative internet modem or mobile data
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 training such as food, accommodation, operational and other incidental expenses of the PMT and TWG /participants shall be charged against the Division HRTD Funds while the travel expenses of the participants and resource speakers/facilitators shall be charged to 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 account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
8. This memorandum serves as Authority to Travel.
9. Immediate dissemination of and compliance with this Memorandum are advised.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Enclosure: None  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

TRAINING PROGRAMS

TEACHERS

SEMINARS



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

Enclosure No. 1 to Division Memorandum No. 033, s. 2026

**STRATEGIC PLANNING WORKSHOP ON THE DESIGN OF HUMAN RESOURCE DEVELOPMENT PROFESSIONAL DEVELOPMENT PROGRAMS ALIGNED WITH PRC AND NEAP STANDARDS, FY 2026**

**PARTICIPANTS**

**Program Management Team**

Name	Designation	Office / Station
Roel F. Bermejo	SDS	SDO Capiz
Luz U. Benson, CESE	ASDS	SDO Capiz
Dr. Edna Azcarraga	OIC, Office of the Chief SGOD	SDO Capiz
Dr. Merlie J. Rubio	OIC, Office of the Chief CID	SDO Capiz
Edwin Jason Dueñas	EPS, LRMS	SDO Capiz
Immaculada J. Amores	SEPS, HRD	SDO Capiz
Jerry Mosquite	EPS II, HRD	SDO Capiz
Emmanuel Lati	IT Officer 1	SDO Capiz

**Resource Persons / Trainers**

Name	Designation	Office / Station
Dr. Lalain Delos Santos	Public Schools District Supervisor	SDO Capiz
Jonel Sembrano	Principal II	Maayon Elementary School
Mark Nel Venus	Principal 1	Maindang NHS
Immaculada J. Amores	SEPS, HRD	SDO Capiz
Evita Rose Busil	Master Teacher II	Pontevedra Elementary School

**PARTICIPANTS**

Name	Designation	Office / Station
Aileen May Isiderio	Head Teacher III	Sapián NHS
Arnold Delfin	ALS Teacher	Braulio Morgan R. Patricio ES
Gladys B. Barolo	TIC	Jamul-awon ES



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

Edwin Salanatin	Master Teacher II	CLRANHS
Marylyn De Guzman	Master Teacher 1	Casanayan Elementary School
Maricris Venus	Teacher III	Pontevedra Elementary School
Preesym Joy D. Dumagpi	Master Teacher 1	Florentina B. Degala NHS
Prince Ace Billones	Teacher III	Felixberto Dicon Dorado Sr. Integrated School
Krizel Aguadera	Teacher III	Marciano M. Patricio NHS
Ma. Maybel Bartocillo	Teacher II	Sapian NHS



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

Enclosure No. 2 to Division Memorandum No. 033, s. 2026

**STRATEGIC PLANNING WORKSHOP ON THE DESIGN OF HUMAN RESOURCE DEVELOPMENT PROFESSIONAL DEVELOPMENT PROGRAMS ALIGNED WITH PRC AND NEAP STANDARDS, FY 2026**

**PD PROGRAM MATRIX**

Day 1

TIME	ACTIVITY / TOPIC	PERSON IN-CHARGE / SPEAKER / MODERATOR
7:30 – 8:00 AM	Arrival / Settling In	TWG / Facilitators
8:00 – 9:00 AM	Opening Program	TWG / Facilitators
9:00 – 10:30 AM	<b>Workshop Overview and Expected Outputs</b> – Rationale, objectives, and success indicators of the workshop	Dr. Lalain Delos Santos
10:30 AM–12:00NN	<b>DepEd Order No. 011, s. 2019: NEAP Transformation Framework</b> – Key provisions – Implications for HRD and PD program planning	Immaculada J. Amores
12:01 – 1:00 PM	Lunch	
1:00 – 3:00 PM	<b>Republic Act No. 10912 (CPD Act of 2016)</b> – PRC CPD requirements – Roles of program providers and implementers	Evita Rose Busil
3:00-05:00 PM	<b>NEAP Accreditation Standards and Processes</b> – Program types, criteria, and documentary requirements – Common compliance issues and best practices  <b>Workshop Activity 1:</b> <i>Analyzing Existing PD Programs vis-à-vis NEAP and PRC Standards</i>	Mark Nel R. Venus  Jonele Sembrano

Day 2

TIME	ACTIVITY / TOPIC	PERSON IN-CHARGE / SPEAKER / MODERATOR



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

7:30 – 8:00 AM	Arrival / Settling In	TWG / Facilitators
8:00 – 8:30 AM	MOL	TWG / Facilitators
8:30 – 11:30 AM	<b>Strategic PD Planning for FY 2026</b> – Prioritization of programs – Scheduling, target participants, and delivery modes	Dr. Immaculada Amores
11:30 AM-12:00NN	Q&A	
12:01 – 1:00 PM	Lunch	
1:00 – 3:00 PM	<b>Workshop Activity 2:</b> <i>Development of Draft HRD Professional Development Programs for FY 2026</i>	Dr. Lalain Delos Santos Jone Sembrano Mark Nel Venus
3:00 – 4:30 PM	<b>Presentation of Outputs and Synthesis</b> – Critiquing and refining draft programs – Commitment-setting and next steps	Dr. Lalain Delos Santos Jone Sembrano Mark Nel Venus
4:30PM	Ways forward	Dr. Immaculada Amores