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

26 OCT 2026

DIVISION MEMORANDUM
No. 545 s. 2026

PREPARATION OF A PROFESSIONAL DEVELOPMENT PROGRAM ON ENHANCING EPP/TLE TEACHERS' PEDAGOGICAL COMPETENCE IN TEACHING HARD-TO-TEACH COMPETENCIES IN GRADES 4–6 FOR PRC CPD ACCREDITATION

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

1. The Schools Division of Capiz through the Curriculum Implementation Division will organize a **Technical Working Group (TWG)** for the preparation of a Professional Development (PD) Program entitled **"Enhancing EPP/TLE Teachers' Pedagogical Competence in Teaching Hard-to-Teach Competencies in Grades 4–6,"** which shall be submitted to the **Professional Regulation Commission (PRC)** for CPD Program Accreditation.

2. The TWG shall convene and undertake the preparation and development of the proposed PD Program on October 29-30, 2026, at a venue to be announced later.

3. Specifically, this preparation aims to:

a. identify and validate the priority EPP/TLE competencies in Grades 4–6 that present instructional challenges;
b. develop the rationale, program objectives, and intended learning outcomes;
c. design the training content, session guides, and learning activities;
d. prepare the required learning materials, assessment tools, and evaluation instruments;
e. identify qualified resource persons and facilitators;
f. ensure alignment with relevant DepEd policies, curriculum standards, and professional standards; and
g. prepare and compile the documentary requirements for the PRC CPD Program Accreditation.

4. The composition of the TWG, the schedule of activities, and the detailed matrix of tasks are found in **Enclosure Nos. 1 and 2**, respectively.

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5.Expenses for meals and venue of participants and Technical Working Group shall be charged against the HRDFund. Transportation of teacher and school head participants is chargeable against school MOOE, subject to the usual accounting and auditing rules and regulations.

6.Teacher trainers are entitled to service credits in accordance with DepED Order No. 13, s. 2024 titled *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered.*

7. This Memorandum serves as an Authority to Travel.

8. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As Stated
Reference:
To be indicated in the Perpetual Index under the following subjects

TRAINING **PARTICIPANTS**

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

PREPARATION OF A PROFESSIONAL DEVELOPMENT PROGRAM ON ENHANCING EPP/TLE TEACHERS' PEDAGOGICAL COMPETENCE IN TEACHING HARD-TO-TEACH COMPETENCIES IN GRADES 4–6 FOR PRC CPD ACCREDITATION

LIST OF MANAGEMENT TEAM, PARTICIPANTS, AND TECHNICAL WORKING GROUP

MANAGEMENT TEAM and CONSULTANTS	Roel F. Bermejo	SDS
	Marlon P. Destreza	OIC Office of ASDS
	Merlie J. Rubio	OIC Chief – CID/EPS – Filipino
	Dr. Reynaldo G. Crespo	EPS, TLE
	Lalain E. Delos Santos	PSDS – Schools Districts of Dao & Cuartero/Div.
	Dr. Immaculada J. Amores	SEPS-HRD
	Jerry Mosquete	EPS-HRD

Technical Working Group	1. Mark Nel R. Venus	Cuartero District
	2. Edwin Salanatin	Panay District
	3. Krizel Aguadera	Pilar District
	4. Jayram Javier	Cuartero District
	5. Robert O. Naelgas	Pontevedra District
	6. Jeffrey U. Buhat	Ivian District
	7. Romulo Besoña	Pilar District
	8. Arniel Batacandolo	Panitan District
	9. Scarlette A. Salazar	Dumalag District

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

PREPARATION OF A PROFESSIONAL DEVELOPMENT PROGRAM ON ENHANCING EPP/TLE TEACHERS' PEDAGOGICAL COMPETENCE IN TEACHING HARD-TO-TEACH COMPETENCIES IN GRADES 4–6 FOR PRC CPD ACCREDITATION

Date: October 9-10, 2026

MATRIX OF ACTIVITIES

Date	Time	Activity/Topic	Resource Person/ In-Charge
October 29, 2026	7:30-8:30	Registration	TWG
	8:30-9:30	Opening Program	
	9:30-10:00	Overview of the Activity: Objectives, Expected Outputs, and Working Agreement	Dr. Reynaldo G. Crespo
	10:00-11:00	Review of DepEd Policies, Curriculum Standards, and PRC CPD Accreditation Requirements	Mark Nel R. Venus
	11:00-12:00	Identification and Validation of Priority EPP/TLE Competencies in Grades 4–6 that Present Instructional Challenges	Dr. Reynaldo G. Crespo
	12:00-1:00	**LUNCH BREAK**	
	1:00-4:00	Synthesis of Identified Competencies and Training Needs and Designing the Training Content and Session Matrix	TWG Krizel Aguadera
October 30, 2026	8:00-8:30	**MOL**	
	8:30-10:00	Preparation of Learning Materials, Assessment Tools, and Evaluation Instruments	TWG
	10:00-12:00	Compilation of Documentary Requirements for PRC CPD Accreditation	Mark Nel R. Venus
	12:00-1:00	**LUNCH BREAK**	
	1:00-4:00	Finalization of Outputs and Presentation of Outputs	TWG
	4:00-5:00	Ways Forward and Closing Program	Dr. Reynaldo G. Crespo

Control Number: 2026-_____