



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY
Calbayog City

12 November 2024

DIVISION MEMORANDUM
NO. 608, s. 2024

Workshop on the Application of Professional Development (PD) Programs for Continuing Professional Development (CPD) Accreditation through the Continuing Professional Development Accreditation System (CPDAS) and the Development of Detailed INSET Plan for Quality Assurance Certification

TO: Asst. Schools Division Superintendent
SGOD/CID Chiefs
Education Program Supervisors
Public School District Supervisors
Unit/Section Heads
L&D PAPs Focal Persons
All Others Concerned

1. In consonance with RA No. 10912 also known as Continuing Professional Development (CPD) Act of 2016, which was passed to institute measure that will continuously improve the competence of Filipino professionals and to make them attuned to the development and advancements in their chosen field, the Department of Education thru the National Educators Academy of the Philippines (NEAP) supports the institutionalization of continuing professional development for teachers, teaching-related and non-teaching personnel. With this, this Office, in collaboration with SGOD-Human Resource Development Section and Curriculum Implementation Division shall conduct a 4-day live-out *Workshop on the Application of Professional Development (PD) Programs for Continuing Professional Development (CPD) Accreditation through Continuing Professional Development Accreditation System (CPDAS) and the Development of Detailed INSET Plan for Quality Assurance Certification* on December 9-12, 2024 at the Division Conference Hall.

2. This activity aims to:

- deepen participants' understanding on the processes involved in the program recognition and program application in CPDAS;
- discuss the parts of Form R.1 or the Professional Development Program/Course Recognition Application Form;
- determine the requirements and documents to be submitted through the CPDAS;



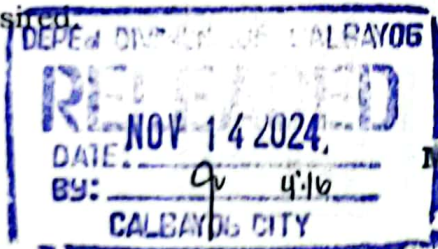
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- develop and apply a Professional Development Program for NEAP recognition and CPD accreditation in PRC;
 - develop a Detailed INSET Plan for Quality Assurance Certification; and
 - appreciate the importance of having a NEAP recognized, CPD accredited and quality assured PD programs in the career advancement of public-school teachers and other professionals.
3. The participants are education program supervisors, public schools district supervisors, division L&D PAPs focal persons, and select school heads and school AO IIs.
 4. Attached are *Enclosure Nos. 1 and 2* for Shortlist of Participants & Program Management/Training Team, and Indicative Matrix of Activities, respectively.
 5. Participants shall bring the following to be used in the workshop: extension wires, laptop with mobile data, and soft copy of any available full-blown resource package for implementation in CY 2025-2027.
 6. Expenses for food, venue and training supplies/materials of the participants, training/management team as well as other expenses relevant in the conduct of this activity shall be charged against 2024 HRD INSET Fund.
 7. Immediate dissemination of and compliance with this Memorandum are desired.



MARGARITO A. CADAYONA, JR. PhD, CESO VI
for OIC-Schools Division Superintendent *[Signature]*

Reference:

- RA No. 10912 also known as Continuing Professional Development (CPD) Act of 2016
- RM 666, s. 2024, Capacity Building in the Application of Professional Development (PD) Programs for Continuing Professional Development (CPD) Accreditation through Continuing Professional Development Accreditation System (CPDAS)

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

HRDS PAPs IMPLEMENTED LEARNING & DEVELOPMENT CPDAS
 QUALITY ASSURANCE CERTIFICATION

sgod/hrds/mpsenolos



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Enclosure No. 1 of DM No. _____, s. 2024

Workshop on the Application of Professional Development (PD) Programs for Continuing Professional Development (CPD) Accreditation through the Continuing Professional Development Accreditation System (CPDAS) and the Development of Detailed INSET Plan for Quality Assurance Certification @ Division Conference Hall December 9-12, 2024

SHORTLIST OF PARTICIPANTS & PROGRAM MANAGEMENT/TRAINING TEAM

SHORTLIST OF PARTICIPANTS

No.	PARTICIPANTS		PARTICIPANTS		
	Division L&D Focal Persons		School Heads	No.	AO II
1	Dr. Erwin L. Purcia, EPS-English	22	Lea L. Jordan, P2, Carayman ES	42	Mary Grace M. Cailo
2	Dr. Lourdes L. Matan, EPS-Filipino	23	Christopher D. Salino, P1, Carayman NHS	43	Kristine P. Guades
3	Joshua Sherwin T. Lim, JD, EPS-Math	24	Nova S. Gaspan, P2, Calbayog Pilot CS	44	Lytton A. Ortiz
4	Arnold M. Jaraba, EPS-TLE	25	Luz T. Uy, P2, Bagacay IS	45	Lorraine BV. Calong
5	Mercedita M. Garcia, EPS-MAPEH	26	Dioleriano Y. Cacait, Jr., P3 Calbayog City SPED Center	46	Maria Kristine Tomenes
6	Dr. Nelson R. Bello, EPS-EsP	27	Samila L. Advincula, P1, Calbayog East CS	47	Leah D. Balane
7	Noel E. Sagayap, EPS-LR	28	Cynthia S. Tarrayo, P2, Tabawan IS	48	Dristele P. Abanilla
8	Ricky S. Cano, EPS-ALS	29	Dr. Jaime E. Sagayap, Jr., P2, San Policarpo CS	49	Patricia Gemma G. Pampanga
9	Dr. Geradine P. Sumbise, EPS Designate-ADM	30	Romeo D. Castante, P3, San Policarpo NHS	50	Myla S. Cano
10	Alma R. Caber, PSDS	31	Zenaida C. Saavedra, P2, Trinidad CS	51	Amiel G. Presado
11	Teresa D. Villa, PSDS	32	Wilma L. Reyes, P1, Trinidad NHS	52	Joseph J. Amira
12	Nora G. Capetillo, PSDS	33	Nimfa S. Doroja, P3, Oquendo CS	53	Ma. Reycil V. Chavez
13	Elbert G. Ongcal, PSDS	34	Lindy Lou J. Ayong, P2, Tarabucan CS		
14	Ester A. Siozon, PSDS	35	Rinalyn C. Beso, P1, Tarabucan NHS		



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15	Reynaldo T. Bernaldes, PSDS	36	Lope D. Locaya, P2, Pilar CS		
16	Ma. Gina U. Moreno, PSDS	37	Rolando M. Lacho, P2, Pilar NAHS		
17	Noemi S. Castante, PSDS	38	Emelie O. Tarrayo, P2, RLMSF		
18	Jose O. Abon, PSDS, PSDS	39	Nieves C. Javines, P2, San Joaquin NHS		
19	Ma. Teresa S. Simon, PSDS	40	Maria Rose B. Ibajo, P2, Malaga CS		
20	Benedicto M. Merales, PSDS	41	Ma. Liza T. San Pedro, Asst. Principal, Malaga NHS		
21	Rina M. Aboganda, EPS II (ALS)				

PROGRAM MANAGEMENT/TRAINING TEAM

No.	PROGRAM MANAGEMENT TEAM	No.	TRAINING TEAM
1	Program Manager: Dr. Avelina P. Tupa, OIC-Chief, SGOD	1	Dr. Avelina P. Tupa, OIC-Chief, SGOD
2	Asst. Program Manager: Marita P. Senolos, SEPS (HRD)	2	Anabelle O. Yangzon, PSDS
	M&E:	3	Marita P. Senolos, SEPS (HRD)
3	Robert Anthony Ygrubay, OIC-SEPS (SMME)	4	Rosalia M. Rivera, EPS II (HRD)
4	Aster E. Bachar, EPS II (SMME)	5	Dr. Joy B. Saldaña, EPS-Science
	Medics:	6	Milaner R. Oyo-a, Principal 3
5	Patria G. Lapara, Division Nurse	7	Oscar D. Billate, Jr., OIC-EPS (SGOD)
6	Sophia C. Monteron, Division Nurse	8	Ma. Luz C. Murillo, Asst. Principal
	IT/Sound System:	9	Michael V. Pernia, Principal 2
7	Drixel Idol R. Ortega, AO II	10	Robert Anthony Ygrubay, OIC-SEPS (SMME)
	Secretariat:		
8	Rosalia M. Rivera, EPS II (HRD)		
9	Marita P. Senolos, SEPS (HRD)		
10	Jeralyn G. Pontillano, Staff (HRDS)		

Prepared by:

ms
MARITA P. SENOLOS
 SEPS-HRD

APPROVED:

[Signature]
MARGARITO A. CADAYONA, JR. PhD, CESO VI
 OIC-Schools Division Superintendent



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Workshop on the Application of Professional Development (PD) Programs for Continuing Professional Development (CPD) Accreditation through the Continuing Professional Development Accreditation System (CPDAS) and the Development of Detailed INSET Plan for Quality Assurance Certification
December 9-12, 2024
Division Conference Hall

INDICATIVE MATRIX OF ACTIVITIES

Time	Day 1	Day 2	Day 3	Day 4
8:00 - 8:15	Registration	MOL	MOL	MOL
8:15 - 9:00	Opening Program Preliminaries	Workshop on the Development of R.1 Form - PDPs Application to CPDAS Marita P. Senolos Rosalia M. Rivera Anabelle O. Yangzon Dr. Avelina P. Tupa	Presentation and Critiquing of Outputs of R.1 Form - PDPs Application to CPDAS Marita P. Senolos Rosalia M. Rivera Anabelle O. Yangzon Dr. Avelina P. Tupa	Workshop on the Development of Detailed INSET Plan for Quality Assurance Certification Dr. Joy B. Saldaña Milaner R. Oyo-a Ma. Luz C. Murillo Michael V. Pernia Marita P. Senolos
9:00-9:15	Uninterrupted Health Break			
9:00 - 10:30	Session 1: ▪ Professional Development Priorities; and ▪ NEAP Core Programs (Dr. Avelina P. Tupa, OIC-Chief, SGOD)	Workshop on the Development of R.1 Form - PDPs Application to CPDAS Marita P. Senolos Rosalia M. Rivera Anabelle O. Yangzon Dr. Avelina P. Tupa	Presentation and Critiquing of Outputs of R.1 Form - PDPs Application to CPDAS Dr. Avelina P. Tupa Ms. Anabelle O. Yangzon	Workshop on the Development of Detailed INSET Plan for Quality Assurance Certification Dr. Joy B. Saldaña Milaner R. Oyo-a Ma. Luz C. Murillo Michael V. Pernia Marita P. Senolos
10:30-12:00	Session 2: ▪ Updates, Legal Basis and Advantages of NEAP Recognized & CPD Accredited Programs	Workshop on the Development of R.1 Form - PDPs Application to CPDAS Ms. Marita P. Senolos Rosalia M. Rivera	Session 5: ▪ Planning and Designing INSET Plan (Milaner R. Oyo-a, Principal 3)	Presentation and Critiquing of Outputs of the Detailed INSET Plan for Quality Assurance Certification Dr. Joy B. Saldaña



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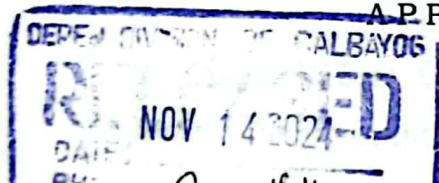
	(Anabelle O. Yangzon, PSDS)	Anabelle O. Yangzon Dr. Avelina P. Tupa		Milaner R. Oyo-a Oscar D. Billate, Jr. Ma. Luz C. Murillo Michael V. Pernia Marita P. Senolos Robert Anthony Ygrubay
12:00 - 1:00	LUNCH BREAK			
1:00 - 3:00	Session 3: The Recognition/ Accreditation Process and Its Attachments of the Application to CPDAS (Marita P. Senolos, SEPS-HRD)	Workshop on the Development of R.1 Form - PDPs Application to CPDAS Marita P. Senolos Rosalia M. Rivera Anabelle O. Yangzon Dr. Avelina P. Tupa	Session 6: Quality Assurance Process on the Development of Detailed INSET Plan (Dr. Joy B. Saldaña, EPS-Science)	Presentation and Critiquing of Outputs of the Detailed INSET Plan for Quality Assurance Certification Dr. Joy B. Saldaña Milaner R. Oyo-a Oscar D. Billate, Jr. Ma. Luz C. Murillo Michael V. Pernia Marita P. Senolos Robert Anthony Ygrubay
3:00-3:15	Uninterrupted Health Break			
3:00 - 5:00	Session 4: Program Completion Report and its Attachments for Submission to CPDAS (Rosalia M. Rivera, EPS II)	Workshop on the Development of PDPs Application to CPDAS Marita P. Senolos Rosalia M. Rivera Anabelle O. Yangzon Dr. Avelina P. Tupa	Workshop on the Development of Detailed INSET Plan for Quality Assurance Certification Dr. Joy B. Saldaña Milaner R. Oyo-a Oscar D. Billate, Jr. Ma. Luz C. Murillo Michael V. Pernia Marita P. Senolos Robert Anthony Ygrubay	<ul style="list-style-type: none"> • Next Steps • Agreements • Closing Program Marita P. Senolos Rosalia M. Rivera Jeralyn G. Pontillano

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jsm
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 SEPS-HRD

APPROVED:

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