



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM
No. 02-050s, 2026

To: Assistant Schools Division Superintendent
CID Chief
SGOD Chief
Education Program Supervisor
Elementary School Principals/ Head Teachers/ School In-Charge
Secondary School Principals/ Head Teachers/ School In-Charge
This Division

CONDUCT OF DEVELOPMENT, VALIDATION AND FINALIZATION OF PROFESSIONAL DEVELOPMENT FOR FOCAL PERSON AND RESOURCE SPEAKER

1. In compliance with DepEd Order No. 001, s. 2020, titled *Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders*, this office hereby informs the field of the conduct of the Development, Validation, and Finalization of Professional Development Programs for focal persons and resource speakers on February 13-15, 2026, at Kawa Resort, General Luna, Surigao del Norte.
2. The activity aims to equip focal persons and learning facilitators with the competencies necessary to develop, validate, and finalize quality-assured learning packages that meet the standards for NEAP recognition and CPD accreditation.
3. The list of participants and Program Management Team (PMT) Terms of Reference are attached to this memorandum. All participants must register online through this link <https://forms.office.com/r/E416hQdLkR>. Participants shall bring their own laptop, extension wire and wifi modem. Meanwhile, the Professional Development Committee will closely monitor this engagement to facilitate the production of the expected outputs for the NEAP-RO submission within the desired timeline.
4. Expenses for board and lodging shall be charged against the 2026 HRD/INSET Funds, subject to existing accounting and auditing rules and regulations.
5. The participants are entitled to vacation service credits in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers" or DepEd Order No. 009, s. 2025 "Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)," or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered," whichever is applicable.
6. Immediate dissemination of this Memorandum is hereby directed.

MANUEL O. CABERTE
Schools Division Superintendent

Encl: As Stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:
HRD PAPs PROFESSIONAL DEVELOPMENT

SGOD/fdtesiorna
02/12/26



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Title of Activity: **CONDUCT OF DEVELOPMENT, VALIDATION AND FINALIZATION OF PROFESSIONAL DEVELOPMENT PROGRAMS FOR FOCAL PERSON AND RESOURCE SPEAKERS**

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

ROLE	TERMS OF REFERENCE	OFFICE/UNIT FOR FIELD IMPLEMENTATION OF PD PROGRAMS
a. Program Manager	<ol style="list-style-type: none">i. Oversees the implementation of the entire program.ii. Organized and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards.iii. Orients the PMT and the resource persons/ subject matter experts on their terms of reference and the details of the program design.iv. Leads in conducting debriefing with the PMT and resource speakers/subject-matter experts.v. Prepared the CPD documents for submission to the PRC through the NEAP-Rvi. Leads the conduct of the program per session room.	Harem L. Taruc
b. Learning Manager	<ol style="list-style-type: none">i. Leads the conduct of the program per session room.ii. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts.iii. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of	Harem L. Taruc



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	<p>expectations, and norm-setting activities and by addressing emerging learning needs.</p> <ul style="list-style-type: none"> iv. Facilitates management of learning activities as scheduled and as needed. v. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan. vi. Ensures that the pre-assessment is administered. vii. Ensures that level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E coordinator. viii. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the workplace application plan. 	
<p>c. Resource Speakers/Learning Facilitators/Subject Matter Expert</p>	<ul style="list-style-type: none"> i. applies effective presentation and facilitation techniques in conducting assigned sessions. ii. Provide expert content input during learning sessions. 	<p style="text-align: center;"> Ferosana D. Tesiorna Fernando A. Dones Jr. </p>
<p>d. M&E Coordinator</p>	<ul style="list-style-type: none"> i. Prepared and implements the Monitoring and Evaluation Plan in collaboration with the PMT. ii. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. iii. Applies process observation and prescribed tools to monitor and evaluate program delivery 	<p style="text-align: center;"> Aquino D. Garcia/Louwyn E. Gubaton </p>



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	<ul style="list-style-type: none"> iv. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. v. Assists the Learning Managed in administering and analyzing the results of Level 2 evaluation. vi. Prepares port-program delivery M&E Report and submits to PM for inclusion in the Program Completion Report. 	
e. Documenter	<ul style="list-style-type: none"> i. Documents the proceedings of the learning sessions using the prescribed documentation template. ii. Takes photos of the different parts of the program delivery. 	Levin D. Pena
f. Secretariat	<ul style="list-style-type: none"> i. Attends to registration needs of learners iii. Ensures that learners fill up attendance sheets every day iv. Prepares directory of participants based on registration forms. v. Assists in posting and collection of session outputs. vi. Compiles session documents and learning resource materials. 	Lowela B. Espanto
g. Welfare Officer	<ul style="list-style-type: none"> i. Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue. ii. Attends to emerging inclusions, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject matter experts (including 	Juvy C. Arreza-Nurse II



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	incidents of social exclusion, sexual harassment, et.).	
h. Logistics officer	<ul style="list-style-type: none">i. Ensures the quality adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program.ii. Leads ocular inspection of venues to ensure adherence to standards and specifications.iii. Checks that session rooms are always ready for use and conducive to learning.	Francis Albert C. Golo/ Glenda R. Dadap
i. Finance officer	<ul style="list-style-type: none">i. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentations for liquidation.ii. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate officers.iii. Monitors and documents all disbursement against budget to support liquidation.iv. Liquidates all funds disbursements and prepares a financial report as input to the program completion report.	Maricris Sulapas



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Enclosure 2: LIST OF PARTICIPANTS

Enclosure 2

FOCAL PERSON	TITLE OF ACTIVITY	Name of Learning Facilitators/Session Guide Writers
Fernando A. Dones, Jr.	Division Training of Trainers on Intermediate Guide to Effective School Management and Leadership for School Heads	1. John Mark D. Petallo 2. Sheila Jane D. Lasala 3. Esmaella Diann M. Piao 4. Ariel B. Espadero 5. Reiner S. Oraliza
Florangel S. Arcadio	Capacity Building on the Strengthened Senior High School Curriculum: Content, Pedagogy, and 21st Century Skills	1. Jumbie P. Plaza 2. Oscar S. Recto Jr. 3. Joanne Marie L. Gencianos 4. Rowelyn O. Garcia 5. Sheila D. Yamba 6. Ronel D. Liscano
Kem E. Abuton, Jr.	Division Training of Trainers on Transforming Teaching for Impact: Standards, Inclusion, Feedback, and Data-Driven Practice	1. Shinn Mark Engroba 2. John Mark Dominos 2. Mar Flor Arlan 3. Maisan P. Mascardo
Relyn D. Raza	Division Training of Trainers on Classroom Assessment for Beginning Teachers	1. Relyn D. Raza 2. Marites T. Penera 3. Florangel S. Arcadio
Randy A. Rudila	Division Training of Trainers on Filipino 2.0: Pagharap sa Hamon ng Digital na Panahon	1. Laiza Mae A. Lampad 2. Rowelyn Oraliza 3. Sam Laurence Coniato
Luz Sandra R. Fernandez	Capacity Building on Pedagogical Approaches in Teaching GMRC/EsP/Val. Ed. For Non-major Teachers	1. Joris T. Sulima, 2. Christopher C. Salvaloza 3. Aisa D. Ijapon 4. Julius P. Tesiorna
Marites T. Penera	Division Training on Innovative Teaching Strategies to Develop the English Language Skills of	1. Ivie C. Lagarde 2. Marites Penera 3. Irish G. Besas 4. Cherelyn Diadula



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	Learners for Grades 4, 5, and 6 English Teachers	
Elias G. Brina	Division Training of Trainers on Mechanisms and Processes to Inclusive Practice for SPED Teachers	1. Girlie Joie Bamba C. Sanico 2. Irene Domagtoy 3. Sarachen L. Sangco
F. Arcadio/M. Penera	Division Training on Collaborative Evaluation of Teaching Strategies that Promote Learner Achievement in literacy and Numeracy for Highly Proficient Teachers	1. Kathleen M. Jornales 2. Miralyn M. Mohameran 3. Milky Marie O. Tayer 4. Ianne Rofa E. Sulima
Florangel S. Arcadio	Division Training on Critical Content & Pedagogies in Mathematics for Key Stage 2 Teachers	1. Arnel S. Rosende 2. Charrel C. Astronomo 3. Mark Anthony A. Sinday 4. Milagrosa M. Calayag 5. Chanda Sinday
Marites T. Penera	Division Upskilling of K to 3 Teachers on the Early Language Literacy and Numeracy (ELLN) with Focus on the Science of Reading	1. June Mark P. Solloso 2. Rose Karen May E. Sulima
Relyn D. Raza	Division Training-Workshop on the Development of PISA-Aligned Assessment Tools Across Learning Areas	1. Relyn D. Raza 2. Marites T. Penera 3. Florangel S. Arcadio
Florangel S. Arcadio	Division Training on Critical Content & Pedagogies in Mathematics for Grades 7 to 10 Teachers	1. Divina O. Rulida 2. Jheovane S. Lapure 3. Jingle Elandag 4. Ronald C. Escobilla 5. Riel Rosillo
R. Rudila/M. Penera	Division Training on Masterclass for School Paper Advisers – Batch 1&2	1. Edgar R. Gorgonio Jr., 2. Charmaine Mahomoc, 3. Joyce Evonne M. Tan 4. Brian Paul Sta Ana 5. Brian Salvacion
Relyn D. Raza	Division Training on Content & Pedagogy for Science Teachers	1. Kathleen M. Jornales 2. Melecia P. Elandag 3. Sundae Carmel S. Basubas



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Fernando A. Dones, Jr.	Division Experts Panlipunan	Training handling Subjects	for Non Araling	1. Cristy Forcadilla 2. Jane Micayas 3. Catherine Mira
Program Management Team 1. Manuel O. Caberte 2. Roel T. Diamante 3. Harem L. Taruc 4. Gemna G. Pobe 5. Ferosana D. Tesiorna 6. Lowela B. Espanto 7. Levin Christopher B. Pena 8. Glenda R. Dadap 9. Louwyn E. Gubaton 10. Juvy C. Arreza 11. Emilie C. Pomoy				