



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



OFFICE MEMORANDUM

No. **07-203**, 2026

To: Assistant Schools Division Superintendent
CID Chief
SGOD Chief
Education Program Supervisor

**COMPLETION AND SUBMISSION OF PENDING DOCUMENTARY REQUIREMENTS
FOR NEAP QUALITY ASSURANCE (QA) AND CONTINUING PROFESSIONAL
DEVELOPMENT (CPD) APPLICATION OF PLANNED PROFESSIONAL
DEVELOPMENT PROGRAMS**

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*, and Division Memorandum No. 02-050 s. 2026, this office hereby directed the Program Focal Persons and Session Writers to immediately complete and submit the required program documents that remain pending.
2. The Personnel Development Committee (PDC) through the Human Resource Development (HRD) Section is currently consolidating and reviewing the documentary requirements for the Division's planned Professional Development programs. However, several applications remain incomplete due to the non-submission of required documents, particularly the learning designs, session guides, and other supporting materials prepared by the assigned Session Writers and Program Focal Persons.
3. In view thereof, all concerned are requested to prioritize the completion and submission of their assigned outputs to the HRD Section on or before **July 27, 2026**.
4. Program Focal Persons shall ensure that all required documents from their respective Session Writers are completed. Likewise, Session Writers are expected to complete their assigned learning sessions and supporting documents in accordance with the prescribed templates and quality standards.
5. Immediate and strict compliance with 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
07/21/26



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2026 HRD PLAN for INSET FUNDS (PhP 4,166,000.00)

No.	TITLE OF TRAINING	PAX	BUDGETARY ALLOCATION	TENTATIVE SCHEDULE	FOCAL PERSON	REMARKS
1	Division Orientation on IPBT for Beginning Teachers (Newly-Hired)	90	54,000.00	February 15, 2026	FEROSANA D. TESIORNA	Conducted
2	Conduct of Development, Validation and Finalization of Professional Development Intervention for Focal Person	75	450,000.00	February 14-16, 2026	FEROSANA D. TESIORNA/FERNANDO A. DONES, Jr.	Conducted
3	Division Training of Trainers on Intermediate Guide to Effective School Management and Leadership for School Heads	74	445,400.00	April 4-6, 2026	FERNANDO A. DONES, Jr.	Conducted
4	Division Training on content and pedagogy for Science Teachers	72	129,600.00	September 9-11, 2026	RELYN D. RAZA	Approved NEAP QA for CPD Application
5	Capacity Building on the Strengthened Senior Highschool Curriculum: Content, Pedagogy, and 21st Century Skills	91	163,800.00	TBA	FLORANGEL S. ARCADIO	On-going preparation of design and learning
6	Division Training of Trainers on Transforming Teaching for Impact: Standards , Inclusion, Feedback and Data-Driven Practice	43	258,000.00	TBA	KEM A. ABUTON	On-going preparation of design and learning
7	Division Training of Trainers on Classroom Assessment for Beginning Teachers	60	360,000.00	TBA	RELYN D. RAZA	On-going preparation of design and learning
8	Division Training of Trainers on Filipino 2.0 Pagharap sa Hamon ng Digital na Panahon	100	180,000.00	TBA	RANDY A. RUDILA	On-going preparation of design and learning
9	Capacity Building on the Pedagogical Approaches in Teaching GMRC/EsP/Val Ed. For Non-major Teachers	60	108,000.00	TBA	LUZ SANDRA R. FERNANDEZ	On-going preparation of design and learning
10	Division Training on Innovative Teaching Strategies of Learners for Key Stage 2 English Teachers	63	378,000.00	TBA	MARITES T. PENERA	On-going preparation of design and learning
11	Division Training of Trainers on Mechanisms and Processes to Inclusive Practice for SPED Teachers	35	210,000.00	TBA	ELIAS G. BRINA	On-going preparation of design and learning
12	Division Training on Collaborative Evaluation of Teaching Strategies in Literacy and Numeracy for Highly Proficient Teachers	145	261,000.00	TBA	F. ARCADIO/M. PENERA	On-going preparation of design and learning
13	Division Training on Critical Content and Pedagogies in Mathematics for Key Stage 2 Teachers	63	113,400.00	TBA	FLORANGEL S. ARCADIO	On-going preparation of design and learning
14	Division Training on Upskilling Kto3 Teachers on the ELLN with Focus on Science of Reading (SOR)	153	275,400.00	TBA	MARITES T. PENERA	On-going preparation of design and learning
15	Division Training on the Development of PISA-aligned Classroom Assessment Tools across learning area	90	162,000.00	TBA	RELYN D. RAZA	On-going preparation of design and learning
16	Division Training on Critical Content and Pedagogies in Mathematics for Key Stage 3 Teachers	63	113,400.00	TBA	FLORANGEL S. ARCADIO	On-going preparation of design and learning

17	Division Training-Masterclass for School Paper Advisers Batch 1 and 2	280	504,000.00	TBA	R. RUDILA / M. PENERA	On-going preparation of design and learning
TOTAL		1557	#####			

Prepared by

FEROSANA D. TESIORNA
SEPS-HRD

Checked and Reviewed

HAREM L. TARUC, PhD
SGOD - Chief

Recommending Approval

ROEL T. DIAMANTE, PhD, CESO VI
Assistant Schools Division Superinten

Approved

MANUEL O. CABERTE
Schools Division Superintendent