

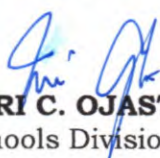


Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD-2023- 430

TO : **MS. IRYLL MAE S. MACAHIG, SEPS - Division Office**

FROM :  **NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
10/16/23

SUBJECT : **Conduct of Capacity Building of NEAP-R and SDO HRDS SEPS in Managing and Implementing NEAP Programs**

DATE : October 16, 2023

1. Please be informed of your attendance and participation to the **Conduct of Capacity Building of NEAP-R and SDO HRDS SEPS in Managing and Implementing NEAP Programs** on **November 13-17, 2023** at **NEAP Baguio City**.
2. Travelling expenses incurred during the conduct of the activity shall be charged to HRTD funds/Division MOOE and Local funds, subject to the usual accounting and auditing rules and regulations.
3. This memorandum serves as **Authority to Travel**.
4. For your guidance and compliance.

NCO/JMA-MKP-NLR/SGOD/RRB/imsm

7 OCT 2023



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 DepEd Tayo SDO Negros Oriental

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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

10 OCT 2023


**REGIONAL MEMORANDUM**

No. **758** s. 2023

**CONDUCT OF CAPACITY BUILDING OF NEAP-R AND SDO HRDS SEPS IN MANAGING AND IMPLEMENTING NEAP PROGRAMS**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned


1. In line with DM-OUHROD-2023-1393 from the Office of the Undersecretary for Human Resource and Organizational Development, this Office disseminates the **Conduct of Capacity Building of NEAP-R and SDO SEPS in Managing and Implementing NEAP Programs** on November 13-17, 2023 at NEAP Baguio City.
2. For details, attached is the Communication.
3. For queries and inquiries, you may reach us through 0917-711-1697/0922-594- 0279 and look for Mr. Misael G. Borgonia, Chief Education Supervisor, Human Resource Development Division.
4. For information and compliance.

  
**SALUSTIANO T. JIMENEZ JD, EDD, CESO V**  
Director IV  
Regional Director

STJ/FYA/HRDD/MGB/hdls



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700

 DepEd Tayo Region VII

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Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
DM-OUHROD-2023-1293

TO : **REGIONAL DIRECTORS**  
**HUMAN RESOURCE DEVELOPMENT DIVISION CHIEFS**  
**NEAP-R FOCAL PERSONS**  
**ALL OTHERS CONCERNED**

FROM :   
*Undersecretary for Human Resource and Organizational Development*

SUBJECT : **CONDUCT OF CAPACITY BUILDING OF NEAP-R AND SDO HRDS**  
**SEPS IN MANAGING AND IMPLEMENTING NEAP PROGRAMS**

DATE : September 25, 2023

1. Pursuant to RA 11713, also known as *Excellence in Teacher Education Act of 2021*, the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) is mandated to provide quality professional development programs to teachers, school leaders, and teaching-related personnel. Consistent with DepEd Order No. 011 s. 2019 or the Implementation of the NEAP Transformation which aims to streamline professional development, make training activities programmatic and accountable, effectively link professional development with career progression, generate efficient use of resources, and ultimately realize NEAP's mandate of providing the learning and development needs of the increasing number of teachers and school leaders. To achieve this transformation, NEAP personnel shall be equipped with appropriate competencies to perform the Academy's mandate and provide effective and efficient services to stakeholders.
2. In this light, the NEAP Central Office will conduct a **Capacity Building of NEAP-R and SDO HRDS SEPS in Managing and Implementing NEAP Programs on October 16-20, 2023, and November 13-17, 2023 at NEAP Baguio City.**
3. The activity aims to:
  - a.) capacitate NEAP counterparts in terms of Program Management and Implementation;



b.) update the NEAP counterparts about 2024 NEAP CO strategic plans and programs

c.) streamline NEAP processes across governance levels

4. The expected participants in this activity are Education Program Supervisors (EPS), Senior Education Program Specialists (SEPS), and Education Program Specialists (EPS) of NEAP in the Regions and SDO HRDS Senior Education Program Specialists (SEPS). The breakdown of participants shall be as follows:

Cluster	Date	Participants	No. of Participants
1 (Luzon Cluster)	October 16-20, 2023	• R1, R2, R3, CALABARZON, MIMAROPA, R5, CAR and NCR (NEAP-R and SDOs)	• NEAP-R- 24 (3 representatives * 8 regions) • SDO- 110 (1 representative per SDO of C1 regions)
2 (Visayas and Mindanao Cluster)	November 13-17, 2023	• R6, R7, R8, R9, R10, R11, R12 and CARAGA (NEAP-R and SDOs)	• NEAP-R- 24 (3 representatives * 8 regions) • SDO- 107 (1 representative per SDO of C2 regions)

5. For confirmation of attendance, the participants are directed to register through this link: <https://forms.gle/cBcCsQDRDYkjveES9> or may scan the QR code below on or before October 09, 2023.



6. Participants' board and lodging shall be charged to the HRD funds, while travel expenses shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.
7. Relative to this, the List of Participants (Annex A) and Schedule of Activities (Annex B) are attached for your reference.
8. For inquiries and clarifications, please contact Ms. Jessica Kristel Abeleda or Ms. Ma. Carmila Clave of NEAP-EPDD at telefax no. (02) 8715 9919 or via email at [jessica.abeleda@deped.gov.ph](mailto:jessica.abeleda@deped.gov.ph) or [ma.clave@deped.gov.ph](mailto:ma.clave@deped.gov.ph) with the subject line "CapBuild for NEAP-R and SDO HRD SEPS personnel".
9. Immediate dissemination of and appropriate action on this memorandum is earnestly desired.

[NEAP/Abeleda&Clave]

**Annex A.1 List of Participants for Batch 1**

**October 16-20, 2023  
NEAP-Baguio City**

	<b>NAME</b>	<b>OFFICE</b>	<b>DESIGNATION</b>
1	Jennifer E. Lopez	NEAP	OIC-Director IV
2	Leah B. Apao	NEAP	Director III
3	<i>To be determined</i>	NEAP-R1	EPS
4	Kathleen May M. Bautista		SEPS
5	Nedel Joyce Christine Libunao		EPS II
6	Joy S. Ferrez-Lopez	NEAP-R2	EPS
7	Isidra L. Nicolas		SEPS
8	Claribel B. Calagui		EPS II
9	Oliver Arevalo	NEAP-R3	EPS II
10	<i>To be determined</i>	NEAP-CALABARZON	EPS
11	Mark Anthony R. Malonzo		SEPS
12	Glenda Dela Torre		EPS II
13	Robert B. Trajano	NEAP-MIMAROPA	SEPS
14	Jun-Jun Pabillo		ADAS III
15	Joe Bren Consuelo	NEAP-R5	EPS
16	Catalina Garcia		EPS
17	Ma. Corazon Aler		EPS
18	Dexter Andres	CAR	EPS
19	Laureen Likigan		SEPS
20	Elvernice Fanged		EPS II
21	Christian Espanol	NCR	EPS
22	<i>To be determined</i>		SEPS
23	Jennifer Medina		EPS II
<b>110 SDO HRDS SEPS</b>			
134	Marife T. Morcilla	PMT	
135	Jessica Kristel Abeleda		
136	Ma. Carmila Clave		



137	Eric T. Sarmiento	
138	Edmer Constantino	
139	Jojet Gabriel	
140	Florentino Varron Jr.	
141	Mathew Bofete	
142	Jerson Capuyan	
143	Angelo Bedana	
144	Richie Carla Vesagas	NEAP CO Resource Speakers/Facilitators
145	Guillermo Nikus Telan	
146	Daniel Mabini	
147	Dustin Troy Joson	
148	Millie Jane Fudolig	
149	Learning Service Provider (LSP)	Resource Speakers/ Facilitators
150	Learning Service Provider (LSP)	
151	Learning Service Provider (LSP)	

**Annex A.2 List of Participants for Batch 2**

November 13-17, 2023  
NEAP-Baguio City

	NAME	OFFICE	DESIGNATION
1	Jennifer E. Lopez	NEAP	OIC-Director IV
2	Leah B. Apao	NEAP	Director III
3	<i>To be determined</i>	NEAP-R6	EPS
4	Rolly Ben Madera		SEPS
5	Lilibeth Gange-Sanchez		EPS II
6	Rosa Cabotaje	NEAP-R7	EPS
7	Ricky Yabo		SEPS
8	Johnelyn Valleser		EPS II
9	Dina Superable	NEAP-R8	EPS
10	Maureen Charisse A. Maltos		SEPS
11	Michael C. Parado		EPS II
12	Antonia Tayag	NEAP-R9	EPS
13	Ermah Sheila Roble		SEPS
14	<i>To be determined</i>		EPS II
15	<i>To be determined</i>	NEAP-R10	EPS
16	Ranie Livero Villamin		SEPS
17	Arnel Genita		EPS II
18	<i>To be determined</i>	NEAP-R11	EPS
19	Jeoffrey Bernabe		SEPS
20	Maureen Ava Acuna		EPS II
21	<i>To be determined</i>	NEAP-R12	EPS
22	Henry Fritz Diaz		SEPS
23	Maricel Dignadice		EPS II
24	Maria Ruth Edradan	CARAGA	EPS
25	Roy Rele		SEPS
26	Elmer Augustus Conde		EPS II
<b>107 SDO HRDS SEPS</b>			

134	Marife T. Morcilla	PMT
135	Jessica Kristel Abeleda	
136	Ma. Carmila Clave	
137	Eric T. Sarmiento	
138	Sarah Jane Atienza	
139	Jojet Gabriel	
140	Richie Carla Vesagas	NEAP CO Resource Speakers/Facilitators
141	Guillermo Nikus Telan	
142	Rizza Pereyra	
143	Daniel Mabini	
144	Dustin Troy Joson	
145	Millie Jane Fudolig	
146	Learning Service Provider (LSP)	Resource Speakers/ Facilitators
147	Learning Service Provider (LSP)	
148	Learning Service Provider (LSP)	



**OFFICE WORKWEEK PLAN**  
**SDS OFFICE**  
**OCTOBER 11-15, 2021**

NAME OF PERSONNEL/ POSITION	PRE-EXISTING HEALTH CONDITION AND/OR DISEASE	ALTERNATIVE WORK ARRANGEMENT TIME AND PERIOD					TARGET DELIVERABLES FOR THE WEEK	SIGNATURE
		MON	TUE	WED	THU	FRI		
<b>KAREN JOY I. CUBALAN</b>	NONE	LEAVE	LEAVE	LEAVE	LEAVE	<i>Skeleton WF</i>	1. Receives and records incoming documents (for SDS signature) 2. Recheck and recount the certificates/diplomas (for SDS signature) 3. Release signed documents to various sections 4. Assist to clients' needs (ex. answers call, etc.)	
		LEAVE	LEAVE	LEAVE	LEAVE	<i>8AM - 5PM</i>		

Submitted by:

Approved by:

**KAREN JOY I. CUBALAN**  
 Administrative Assistant III  
 Date: \_\_\_\_\_

**SENEN PRISCILLO P. PAULIN, CESO V**  
 Schools Division Superintendent  
 Date: \_\_\_\_\_

3:15 – 4:00 PM	<i>continuation</i> <b>Program Planning</b>	Resource Speakers
4:00 – 5:00 PM	Wrap-up Assessment of Learning (Simulation)	Resource Speakers
<b>DAY 3</b> <b>October 18, 2023/November 15, 2023</b>		
<b>TIME</b>	<b>SESSION</b>	<b>PERSON-IN- CHARGE</b>
8:00 – 8:15 AM	Preliminaries	
8:15 – 10:00 AM	<b>Session 4: Program Implementation</b>	Resource Speakers
10:00 – 10:15 AM	Health Break	
10:15 – 12:00 PM	<b>Session 5: Program Monitoring &amp; Evaluation (M&amp;E)</b>	Resource Speakers
12:00 – 1:00 PM	Lunch Break	
1:00-2:00 PM	Wrap-up Assessment of Learning (Simulation)	Resource Speakers
2:00 – 3:00 PM	<b>Session 6</b> <b>GROUP 1: M&amp;E Standards</b> <b>GROUP 2: Scholarship Process</b> <b>GROUP 3: PD Requirements</b>	NEAP CO
3:00 – 3:15 PM	Health Break	
3:00 – 5:00 PM	<b>Session 7</b> <b>GROUP 1: PD Requirements</b> <b>GROUP 2: NEAP PD Programs</b> <b>GROUP 3: M&amp;E Standards</b>	NEAP CO
<b>DAY 4</b> <b>October 19, 2023/November 16, 2023</b>		
<b>DAY 4</b>	<b>SESSION</b>	<b>PERSON-IN- CHARGE</b>
8:00 – 8:15 AM	Preliminaries	
8:15 – 10:00 AM	<b>Session 8</b> <b>GROUP 1: Scholarship Process</b> <b>GROUP 2: M&amp;E Standards</b> <b>GROUP 3: NEAP PD Programs</b>	NEAP CO



**Annex B**

**INDICATIVE PROGRAM OF ACTIVITIES**

**CAPACITY BUILDING OF NEAP-R AND SDO HRDS SEPS IN MANAGING AND IMPLEMENTING NEAP PROGRAMS**

NEAP Baguio City; October 16-20, 2023 and November 13-17, 2023

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON IN- CHARGE</b>
<b>DAY 1</b>		
<b>October 16, 2023/November 17, 2023</b>		
<b>DAY 1 AM</b>	Arrival of Participants	
<b>DAY 1 PM</b>	Participants are expected to arrive before 12:00NN at the venue	
12:00 – 2:00PM	Lunch and Registration	Registration Committee
2:00 - 2:30PM	Preliminaries - Prayer - National Anthem - Presentation of Activity Objectives and Program Flow - Welcome Message - Inspirational Message	Program Management Team  NEAP Management Team
2:30 – 2:45 PM	HEALTH BREAK	
2:45 – 4:45 PM	<b>Session 1:</b> <b>Program Management (PM) 101</b>  • Nature of Program Management • Differentiation of Programs, Projects, and Portfolio	Resource Speaker
4:45 – 5:00 PM	Wrap-Up	
<b>DAY 2</b>		
<b>October 17, 2023/November 14, 2023</b>		
<b>TIME</b>	<b>SESSION</b>	<b>PERSON-IN- CHARGE</b>
8:00 – 8:15 AM	Preliminaries	
8:15 – 10:15 AM	<b>Session 2: Becoming an Effective Program Manager</b>	Resource Speaker
10:15 – 10:30 PM	Health Break	
10:30 – 12:00 PM	<b>Session 3: Program Planning</b>	Resource Speakers
12:00 – 1:00 PM	Lunch Break	
1:00 – 3:00 PM	<i>continuation</i> <b>Program Planning</b>	Resource Speakers
3:00 – 3:15 PM	Health Break	