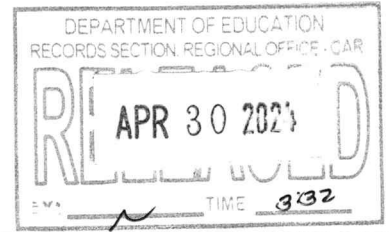




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



26 April 2024

REGIONAL MEMORANDUM

No. **249-2024**

**QUALITY ASSURANCE OF PROFESSIONAL DEVELOPMENT PROGRAMS (PDP)
 CUM ASSESSMENT OF PDP EVALUATORS**

To: All Schools Division Superintendents
 All Other Concerned

1. This Office shall conduct an **Orientation on PDP Quality Assurance cum Assessment of PDP Evaluators** on **May 8 to 10, 2024** at NEAP-R Hall, DepEd CAR, Wangal, La Trinidad, Benguet in compliance to the provisions of provisions in DM-OUHROD-2024-0427 (Guidelines on the Utilization of FY 2024 Human Resource Development (HRD) Fund.
2. The activity aims to enhance the capacity of personnel tasked with evaluating and implementing PDPs in preparation of the upcoming **Capability Building of Division PDP Evaluators** to ensure that standards and needs of educators across various learning areas and career stages are met.
3. The following participants shall be guided by Enclosure 1 (Activity Matrix) and shall confirm attendance via endorsement sent to car.neapr@deped.gov.ph **before April 30, 2024.**

Office/ SDO	Office/ Position	Number	Total
Regional Office	RD/ ARD, HRDD	6	6
All SDOs	One (1) SGOD HRD CES/ SEPS/ EPS II (PDP Design Evaluator)	8	8
Abra	EPS (ALS)	1	2
Apayao	EPS (English)	1	2
Baguio City	EPS (Filipino)	1	2
Benguet	EPS (IPEd)	1	2
Ifugao	EPS (MAPEH)	1	2
Kalinga	EPS (SPEd)	1	2
Mt. Province	EPS (Kindergarten)	1	2
Tabuk City	EPS (MultiGrade)	1	2
TOTAL			22

4. SDO participants shall bring the following documents relative to this activity:
 - a. PD Proposals (Following Enclosure 4 of DM 044, s. 2023);
 - b. Composition of the Division PDP Evaluation Committee;
 - c. Original Application Documents of Regional PDP Evaluators and
 - d. Copies of SDO HRD Plan, Printed DM 044, 2023.

HRDD/RCA/lbl-CapB for PDP evaluators
 April 26, 2024



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

DepEd Tayo Cordillera <https://depedcar.ph>

5. Board and lodging of participants, training kits, and supplies related to the conduct of the activity shall be charged to 2024 HRD Funds, while travel expenses from work station to the venue shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

6. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD through email address at car.hrdd@deped.gov.ph.

7. Immediate dissemination of and strict compliance with this Memorandum is desired.



ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director



Activity Matrix

Session No.	Duration	Topic	Session Objectives	Outputs	Resource Speaker/ Subject-Matter Expert
1	Day 1 9:00-10:00 AM 10:15-11:00 AM 11:00-12:00 NN	Issuances related to PD Standards and Guidelines	Analyze and interpret the key provisions outlined in DepEd issuances such as DM 2023 044, DepEd Memorandum 2024 0427, DO 001 2021, DO 30 s 2021, and DM 050, 2020, related to PD standards and guidelines.	DM-OUHROD-2024-0427 Enclosure 3 (Summary of PDP Proposals)	Rosita C. Agnasi
2	1:00-3:00 PM 3:15-5:00 PM	Understanding PD Standards and Guidelines	<ul style="list-style-type: none"> a. utilize the NEAP Core Programs Categorization Checklist to categorize PD programs according to organizational priorities and standards. b. complete the Detailed PD Program Design and M&E Plan Form to develop comprehensive PD programs aligned with organizational goals and standards. c. review the Curriculum Vitae of Resource Speaker/Subject-Matter Expert to ensure their expertise aligns with the objectives of PD programs 	<ul style="list-style-type: none"> a. Core Programs Categorization Checklist b. Detailed PD Program Design and M&E Plan Form (Enclosure 4 of DM 044) c. Review of Curriculum Vitae of Resource Speaker/Subject-Matter Expert (Enclosure 5 of DM 044) 	Laureen B. Likigan
3	Day 2 8:30-10:00 AM 10:15-12:00 NN	Quality Assurance and Monitoring	<ul style="list-style-type: none"> a. review the PD Program Documentation Form to ensure accurate and comprehensive documentation of PD programs and activities. b. use the PD Program Delivery Quality Standard to evaluate the effectiveness of program delivery and facilitation c. utilize the PD LR Materials QS Checklist to assess the quality and relevance of learning resource materials. 	<ul style="list-style-type: none"> a. PD Program Documentation Form b. PD Program Delivery Quality Standard c. PD LR Materials QS Checklist 	Elvernice S. Fanged Elizabeth C. Kial
4	1:00-3:00 PM 3:15-5:00 PM	Evaluation Methodologies	<ul style="list-style-type: none"> a. utilize the Sample End-of-Day Evaluation Tool to gather feedback on session effectiveness and participant learning b. develop Sample Workplace Application Plans (WAP) using the provided template to facilitate the practical application of learning outcomes c. complete the Level 3 Evaluation Report to assess the impact of PD programs on participant behavior and workplace application. 	<ul style="list-style-type: none"> a. Sample End-of-Day Evaluation Tool b. Sample Workplace Application Plans (WAP) c. Sample Level 3 Evaluation Report 	Dexter B. Andres
5	Day 3 8:30-10:00 AM 10:00-12:00 NN	Capacity Building Strategies	<ul style="list-style-type: none"> a. utilize the Inception Plan Template to outline the objectives, activities, and timeline for implementing capacity-building strategies. b. complete the Actual Participants Profile Sheet to identify the demographics, needs, and preferences of participants, enabling targeted capacity-building interventions. c. review the PMT Terms of Reference to understand their roles and responsibilities in implementing capacity-building strategies effectively. 	<ul style="list-style-type: none"> a. Inception Plan Template b. Actual Participants Profile Sheet c. PMT Terms of Reference 	Rosita C. Agnasi
	10:00-12:00 NN	Finalization of all outputs: One (1) quality assured PD per participant			