



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF CALBAYOG CITY

04 November 2024

DIVISION MEMORANDUM

No. 181, s. 2024

**SUBMISSION OF DIVISION-BASED AND SCHOOL-BASED
 PROFESSIONAL DEVELOPMENT PROGRAM DESIGNS
 FOR QUALITY ASSURANCE (QA) CERTIFICATION**

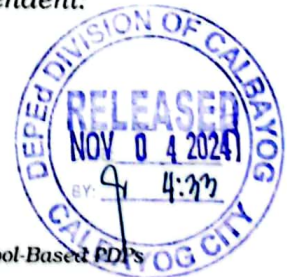
TO: Asst. Schools Division Superintendent
 SGOD/CID Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads (Elementary & Secondary)
 All Others Concerned

1. With reference to DM-OUHROD-2024-1576 and RM No. 992, s. 2024, this Office, through the SGOD-Human Resource Development Section announces the Submission of Division-Based and School-Based Professional Development Program (PDP) Designs for Quality Assurance Certification on or before November 15, 2024 in adherence to DM No. 44, s. 2023. Attention: Marita P. Senolos, SEPS (HRD).
2. The purpose of this activity is to assess, to evaluate and to quality assure division-based and school-based PDP designs, and to issue a **Certificate of Quality Assurance** to division and school proponents as mandated by CO-NEAP.
3. Attached herewith is the Composition of the Division PD Program Quality Assurance Committee with their Terms of Reference. In addition, to access the PDP design template and sample, use the following links:
 - PDP Template: <https://tinyurl.com/SubmissionPDPDesigns>
 - Sample PDP Design: <https://tinyurl.com/SampleDetailedPDPDesign>
4. Immediate dissemination of and compliance with this Memorandum of all concerned are desired.

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

For the Schools Division Superintendent:

for **GRACE S. PAGUNSAN**
 AO V/Officer In-Charge
 60 # 121 S. 2025



Enclosure: as stated
 Reference: as stated
 To be indicated in the Perpetual Index under the following subjects:

Professional Development Plans (PDPs)

QA Certification

School-Based PDPs

sgod/hrds-mpsenolos



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Enclosure to Division Memo No. _____, s. 2024

COMPOSITION OF THE DIVISION PD PROGRAMS' QUALITY ASSURANCE CERTIFICATION COMMITTEE

I. PD Program Design Evaluators

<i>Position/ Name</i>	<i>Terms of Reference</i>
Chairperson: <ul style="list-style-type: none"> ▪ Dr. Joy B. Saldaña <i>EPS (Science)</i> 	<ol style="list-style-type: none"> 1. Receive PD Program proposals. 2. Oversee the conduct of reviewing and evaluating PD Program proposals. 3. Review and evaluate each element in the detailed PD program designed based on the quality standards set. 4. Evaluate the evidence of each quality standard in the relevant section of the detailed PD program design. 5. Evaluate the alignment of the objectives with the session content, methodology/activities, output and intended learning outcomes. 6. Ensure the alignment of the proposal to the Philippines Professional Standards for Teachers and School Leaders. 7. Check individual attachment for consistency, accuracy and compliance with the requirements. 8. Consolidate the result of evaluation through the Quality Assurance Recommendation Form. 9. Prepare clearly articulated recommendations for PD programs that failed to meet the QA standards, for compliance of the PD program owner. 10. Approve the QA recommendations. 11. Monitors and evaluate the actual implementation of all quality-assured PD programs. 12. Conducts data collection and analysis to inform decision making, policy review and formulation, and provision of technical assistance to PD program owners and field offices. 13. Provides technical assistance in the conduct of the End-of- PD Program Evaluation.
Co-Chairperson: <ul style="list-style-type: none"> ▪ Oscar D. Billate, Jr. <i>EPS-Designate (SGOD)</i> 	
Members: <ol style="list-style-type: none"> 1. Marita P. Senolos <i>SEPS (HRD)</i> 2. Robert Anthony Ygrubay <i>SEPS-Designate (SMME)</i> 3. Ma. Luz C. Murillo <i>Principal II</i> 	<ol style="list-style-type: none"> 1. Receive PD Program proposals. 2. Review and evaluates each element in the detailed PD program designed based on the quality standards set. 3. Evaluate the evidence of each quality standard in the relevant section of the detailed PD program design.



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<p>4. Michael V. Pernia <i>Principal II</i></p> <p>5. Rosalia M. Rivera <i>EPS II-HRD</i></p>	<p>4. Evaluate the alignment of the objectives with the session content, methodology/activities, output and intended learning outcomes.</p> <p>5. Ensure the alignment of the proposal to the Philippines Professional Standards for Teachers and School Leaders.</p> <p>6. Check individual attachment for consistency, accuracy and compliance with the requirements.</p> <p>7. Consolidate the result of evaluation through the Quality Assurance Recommendation Form.</p> <p>8. Prepare clearly articulated recommendations for PD programs that failed to meet the QA standards, for compliance of the PD program owner.</p> <p>9. Endorse the QA recommendations to the QA Certification approver.</p> <p>10. Monitor and evaluate the actual implementation of all quality-assured PD programs.</p> <p>11. Provide technical assistance in the conduct of the End-of-PD Program Evaluation.</p>
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II. PD Program Content Evaluators

<i>Position/ Name</i>	<i>Terms of Reference</i>
<ul style="list-style-type: none"> ❖ All Education Program Supervisors (<i>Content Experts</i>) ❖ All Public Schools District Supervisors (<i>Content Experts</i>) ❖ Marita P. Senolos, SEPS (<i>HRD</i>) ❖ Rosalia M. Rivera, EPS II (<i>HRD</i>) 	<ol style="list-style-type: none"> 1. Evaluate the proposal based on the alignment of the objectives, content, methodology, and output with Philippine Professional Standards for Teachers (PPST)/ Philippine Professional Standards for School Heads (PPSSH)/ Philippine Professional Standards for Supervisors (PPSS). 2. Evaluate the Appropriateness, accuracy, and adequacy of the content based on the identified developmental needs of the target participants. 3. Evaluate the structure and sequence of the content areas. 4. Evaluate the alignment of the content areas with the curriculum standards. 5. Assure the quality of the resource package (session guides, slide decks and participants' hang-outs based on appropriateness, accuracy, and adequacy of content to support the attainment of the learning objectives. 6. Consolidate the result of the evaluation through the Quality Assurance



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	Recommendation Form. 7. Prepare clearly articulated recommendations for PD programs/ courses that failed to meet the QA standards, for compliance of the PD program owner. 8. Endorse the QA recommendations to the QA Certification approver.
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II. Quality Assurance Certification Approver

<i>Position/Name</i>	<i>Terms of Reference</i>
Chairpersons: <i>For Operations/Management</i> - Dr. Avelina P. Tupa <i>OIC-Chief, SGOD</i> <i>For Content</i> - Dr. Renato S. Cagomoc <i>Chief, CID</i>	1. Validates the QA recommendation endorsed by PD program design & content evaluators. 2. Approves the endorsed QA recommendation from the PD program design & content evaluators. 3. For School-Based INSET and LAC, prepares and issues PD Program Quality Assurance Certification to PD program proposals that completely meet the quality standards. 4. For Division-Based PD programs, forwards the approved QA recommendations certification to RO8 NEAP-QAD.
Members/Secretariat: 1. Marita P. Senolos <i>SEPS (HRD)</i> 2. Rosalia M. Rivera <i>EPS II (HRD)</i>	

Reference: DM No. 044, s. 2023, Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs

Prepared by:

MARITA P. SENOLOS
 Senior Education Program Specialist
 (Human Resource Development)

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

For the Schools Division Superintendent:

GRACE S. PAGUNSAN
 AO V/Officer In-Charge
 SO # 121 S. 2024



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National Educators Academy of the Philippines

DIVISION TRAINING PLAN

INSTRUCTIONS: Provide the details in the designated spaces as required. Indicate N/A if not applicable. DO NOT ABBREVIATE.

PROPONENT PROFILE

Division	<i>CALBAYOG CITY</i>	Division Code	<i>095</i>
Division Address	<i>Purok 2, Gomez Extension, Brgy. Hamorawon, Calbayog City</i>		
Telephone No.	<i>(055) 530-0059</i>	Division Email Address	<i>calbayogcity.division@deped.gov.ph</i>
Focal person		Email Address	Mobile No.

TRAINING PROFILE

Give an overview of your proposed PD program by providing the following details.

Title	
Rationale	
Program Description	<p>Results objective:</p> <p>Application objective:</p> <p>Terminal objective:</p> <p>Enabling objectives: Specifically, the participants will be able to:</p> <ol style="list-style-type: none">1. Knowledge:2. Skills:3. Attitude:

Focus Professional Standard with specific Domain/s, Strand/s, and Indicator/s	Professional Standard	PPST	
	Domain/s	Strand/s	Indicator/s

Target Participants			
Delivery Platform	<i>Face-to-Face (in 2 classes)</i>	Indicative Dates of Implementation	

CONTENT DETAILS

Session No.	Duration	Session Objectives	Topic	Methodology	Assessment Strategies & Tools	Outputs	Resource Speaker/Subject-Matter Expert
		<i>State in behavioral terms what participants will be able to do right</i>	<i>List content areas essential to attaining the learning objectives</i>	<i>Indicate the activities through which resource speakers will deliver content and</i>	<i>Indicate the use of varied formative and summative assessments and</i>	<i>Identify concrete outputs (e.g., recommendations, lesson exemplars, proposals, TA plan, reflection journal,</i>	<i>Indicate the appropriate resource speakers/subject-matter experts who</i>

BUDGET ESTIMATE PLAN

Fund Source: MG-PSF				
Budget Requirements:				
Particulars	No. of Pax	No. of day/s	Unit Cost	Total Estimated Cost
Board and Lodging				
Transportation of Project Management Team				
Supplies & materials				
Transportation allowance				
Contingency				
Total Estimated Cost per Class				

MONITORING AND EVALUATION PLAN

This is the form for the M&E Plan following the Kirkpatrick Evaluation Model.

Level of M&E	Objectives	Methods and Tools	Data Sources	Schedule of M&E	Person/s Responsible	Support Needed	User of M&E Data
Results	<p><i>What will be measured?</i></p> <p>-Improved learning outcomes of learners in the multigrade classes</p>	<p><i>What methods/tools will be used to collect data?</i></p> <p>-Post-training surveys</p>	<p><i>Who and/or what documents will provide data or evidence on the indicators?</i></p> <p>Survey Results from participants</p>	<p><i>When will M&E activities be undertaken?</i></p>	<p><i>Who will be accountable for ensuring that M&E activities are done?</i></p> <p>Teachers:</p>	<p><i>What resources are needed to implement M&E activities?</i></p> <p>Access to student performance data</p>	<p>School Administration:</p> <p>Assess the impact of training in improving the implementation of the multigrade instruction in the school governance level</p>

		<ul style="list-style-type: none"> - Student performance data - Literacy Data - Observations of classroom practices 	<ul style="list-style-type: none"> Student grades and assessments results - Literacy Report - Classroom observation reports 	<ul style="list-style-type: none"> Surveys immediately after training Student data collected at regular intervals post-training observations during follow-up visits 	<ul style="list-style-type: none"> Conduct of the assessments on student performance Training Facilitator: Oversee conduct of student assessment M&E Coordinator: Oversee the collection and interpretation of data gathered 	<ul style="list-style-type: none"> Time allocated for observations 	<ul style="list-style-type: none"> Program Implementers: Assess areas on the improvement of the quality of delivery of the Multigrade program Policy Makers: Assess areas in the implementation of the program for policy revisit and redirection for the improvement of curriculum delivery
Behavior	Application of ICT enhanced multigrade lesson exemplars and pedagogical approaches in teaching multigrade classes	<ul style="list-style-type: none"> Monitoring Checklist of DLPs: To monitor the submission of the DLPs for multigrade classes 	<ul style="list-style-type: none"> Accomplished Monthly Monitoring Checklist of DLPs Accomplished and Compiled 	1-3 months after training	<ul style="list-style-type: none"> School Head and Training Facilitator: Monitor conduct of multigrade classes according to the specified duration; 	<ul style="list-style-type: none"> Time Allocation for Monitoring of Classes 	<ul style="list-style-type: none"> Program Implementer: To assess impact of training in the actual conduct of teaching

		<p>Classroom Observation Notes: To conduct reflection on the actual conduct of classroom teaching in the multigrade classes with the aim to assess observance of learned pedagogical approaches to effectively deliver the lessons.</p> <p>Coaching and Mentoring Form: To monitor progress of teachers in their actual conduct of multigrade teaching as well as provide technical supervision in the improvement of their teaching approaches</p>	<p>Classroom Observation Notes Coaching and Mentoring Results</p>	<p>Follow-up interviews 6 months after post-training</p>	<p>Provide valuable insights/ feedbacks in the delivery of lessons in the multigrade classes</p> <p>M&E Coordinator: Oversee the collection and interpretation of data gathered from the rounds of multigrade class monitoring</p>	<p>Resources for conducting observations</p>	<p>in the multigrade classes</p> <p>School Administration: To understand the impact of the training in improving the pedagogical knowledge and approaches of teachers in improving teaching quality and student outcomes</p> <p>Teacher Participants: To apply the theoretical concepts of the training in the actual conduct of classroom teaching in the multigrade</p> <p>Training Facilitator:</p>
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							To assess depth of understanding and performance of participants in the realization of training objectives
Learning	Participants' understanding on the implementation of the Multigrade Education as well as the pedagogical approaches in teaching the multigrade	<p>Pre- and post-training Assessments</p> <p>Workshop outputs</p> <p>Session Checkpoints/ Quizzes</p> <p>Data Analysis Tool: SPSS Software to analyze assessment results</p>	<p>Pre- and Post-Training Assessment Results</p> <p>Accomplished Workshop Outputs</p> <p>Quiz Results</p>	<p>Pre- Training Assessment: to be conducted right before the conduct of the entire training program</p> <p>Post-Training Assessment: to be conducted right after the conduct of the entire training program</p> <p>Workshop Outputs: to be submitted right after every session.</p> <p>Session checkpoints/ Quizzes: to be</p>	<p>Training Facilitator: Oversee the overall administration of the assessments and worksheets among participants.</p> <p>M&E Coordinator: Oversee the collection and analysis of evaluation results</p>	<p>Assessment tools</p> <p>Time Allocation for grading and analysis of test results</p>	<p>Program Implementer: To assess theoretical and practical knowledge demonstrated by participants in the implementation of the program.</p> <p>School Administration: To understand the impact of the training in improving the pedagogical knowledge of teachers in improving teaching quality and student outcomes</p>

				<p>conducted every after the discussion of each session</p> <p>Analysis Timeline: Within 1 Week Post-Training: Analyze results from the Pre- and Post-Training Tests and session assessments to determine knowledge and skills gained.</p>			<p>alongside the implementation of the program.</p> <p>Teacher Participants: To understand the theoretical underpinnings as well as practical application of the training towards improving multigrade instruction</p> <p>Training Facilitator: To assess depth of understanding and performance of participants in the realization of training objectives</p>
Reaction	Assess participants' immediate feedback on their experiences on the delivery	End-of-day Evaluation: A questionnaire on daily	Daily and Post Evaluation Results with data analysis	Target date for each M&E activity:	Training Facilitator: Oversee the overall administration of the	Time Allocation: Sufficient time for	Program Implementer:

	<p>of the training program in terms of the following components:</p> <ul style="list-style-type: none"> • Evaluation of Session: Collect feedback on overall experiences of participants to the conduct of the sessions with specifications on activity management & delivery of objectives, conduciveness of training venue and session rooms, comfortability of participants' accommodation and reliability of training's technical requirement. 	<p>evaluation of the training program will be distributed at the end of each training day to gauge participants' immediate reactions and satisfaction with their training experience.</p> <p>Post Training Evaluation: A questionnaire will be administered at the end of the training program to sum up to gauge participants' general experience in the entire duration of the conduct of the training</p> <p>Data Analysis Tool: SPSS Software to generate data analysis of the gathered</p>		<p>End-of-day Evaluation: This shall be done at the end of every training day.</p> <p>Post Training Evaluation: This shall be done at the end of the entire duration of the training before the closing program</p> <p>Analysis Timeline: This shall be done a week after the post training to analyze evaluation results to gauge overall participants' satisfaction and experiences</p>	<p>evaluation sheets among participants.</p> <p>M&E Coordinator: Oversee the collection and analysis of evaluation results</p>	<p>observations, interviews, and data analysis.</p> <p>Resources:</p> <p>Tools for conducting, collecting and analyzing assessment feedbacks and results.</p>	<p>To understand the impact of the training in the improvement of the quality of implementation of the program.</p> <p>School Administration: To understand the impact of the training in improving the teaching quality and student outcomes alongside the implementation of the program.</p> <p>Training Facilitator: To improve future training sessions based on feedback and performance data.</p>
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	<ul style="list-style-type: none"> • Program Management Team: Assess the extent of work and effectiveness of the program management team in providing smooth conduct of the sessions with highlight on the responsiveness of the program management to the needs and learning demands of the participants. • Program Proper: Assess participants' general experience on the efficient delivery of the entire daily training program 	numeral data from evaluation survey results					
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Declaration:

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

I agree DepEd National Educators Academy of the Philippines to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

To be signed by the PD Program Proponent/s:

Program Proponent	
Signature	
Date	

This Form is not valid if not signed by the proponent