



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 JAN 2022

DIVISION MEMORANDUM

No. 03 s. 2022

**TRAINING-WORKSHOP ON THE INSTITUTIONALIZATION OF L&D FOR NEAP
RECOGNITION**

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned

1. Relative to DepEd Order No. 001, s. 2020 or the Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders, the Department of Education assured that the quality of professional development programs and courses offered by the department done through a recognition process through the National Educators Academy of the Philippines (NEAP).
2. In connection, SDO Tayabas City commits itself to conduct upskilling and trainings that are NEAP-recognized. With this, this office announces the **Training-Workshop on the Institutionalization of L&D for NEAP Recognition on February 7-8, 2022, 8:00 A.M-3:30 PM, via virtual platform.**
3. Participants of the said training are master teachers, school heads, SGOD, CID and Select OSDS personnel and are advised to register to this link before February , 2022, 5:00PM <https://tinyurl.com/registrationfeb782022> .
4. Attached are the Enclosure 1 List of Participants, Enclosure 2 Technical Working Committee and the Enclosure 3 Program Matrix.
5. Widest dissemination and strict compliance of this Memorandum is desired.

GERLIE M. ILAGAN, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

Encl.:

As stated



Brgy. PotoI, Tayabas City



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Enclosure 1

LIST OF PARTICIPANTS

MASTER TEACHERS

NO.	LAST NAME	FIRST NAME	MIDDLE INITIAL	POSITION/TITLE
1	MALVAR	ANNABEL	B.	MASTER TEACHER II
2	OBLEA	JOSEFINA	P.	MASTER TEACHER I
3	PLACINO	REMEDIOS	L.	MASTER TEACHER I
4	VILLAVERDE	GARRY	S.	MASTER TEACHER II
5	SAUL	LORENA	G.	MASTER TEACHER I
6	LACHICA	LAARNI	Q	MASTER TEACHER I
7	JAMILANO	MARIA PAZ	T.	MASTER TEACHER II
8	PUCHERO,	FLORA	P.	MASTER TEACHER I
9	REYES	RAQUEL	H.	MASTER TEACHER I
10	FLORES	JASMIN	P.	MASTER TEACHER II
11	JAVIN	MARIA ROSELE	S.	MASTER TEACHER II
12	CABRERA	ROWENA CATALINA	P	MASTER TEACHER II
13	JAVIN	FLORENCIA	E.	MASTER TEACHER I
14	CABUYAO	CHRISTINE	V.	MASTER TEACHER I
15	SUMILANG	REMPSON	P.	MASTER TEACHER I
16	LAGDAMEO	AGNES	A.	MASTER TEACHER I
17	FLORES	MYRA	G.	MASTER TEACHER I
18	RANILLO	GLEND PERSEVERANDA	D	MASTER TEACHER I
19	ESMILER	ROBERTA	V.	MASTER TEACHER I
20	RUBIO	MAY ESTER	M.	MASTER TEACHER I
21	CAPISTRANO	MARISSA	R.	MASTER TEACHER I
22	CUADRA	MARIA CONCEPCION	R.	MASTER TEACHER I
23	ANYAYAHAN	MICHELLE	C.	MASTER TEACHER I
24	CESARIO	MARIELL	E.	MASTER TEACHER I
25	RAZALAN	MARILOU	S.	MASTER TEACHER I
26	DECAL	LOIDA	R.	MASTER TEACHER II
27	FLORES	MARIAN	O.	MASTER TEACHER II
28	CONTRERAS	MA.EDISSA	S.	MASTER TEACHER I
29	QUESEA	ESMERALDA	J.	MASTER TEACHER II
30	ABULENCIA	LAARNI	E.	MASTER TEACHER I
31	RATO	SIMPLICIO	B.	MASTER TEACHER I
32	AVERILLA	MA. AILLEN	A.	MASTER TEACHER I
33	CABAYSA	REGICELLE	D.	MASTER TEACHER I
34	DELA CRUZ	JOEL	N.	MASTER TEACHER I
35	JAO	VIRGILIO	R.	MASTER TEACHER I
36	LUBIANO	MICHAEL LEONARD	D.	MASTER TEACHER I
37	ABUEL	SUSAN	J.	MASTER TEACHER I
38	AQUINO	ELIZABETH	M.	MASTER TEACHER I
39	CONSTANTINO	GERALDINE	M.	MASTER TEACHER I
40	DE CASTRO	JOSEPHINE	P.	MASTER TEACHER II
41	HOLANDA	MARIA LUISA	F.	MASTER TEACHER I
42	LANDICHO	MARIA VICTORIA	T.	MASTER TEACHER I
43	TALAVERA	MARY JOY	B.	MASTER TEACHER I



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SCHOOL HEADS

NO.	LAST NAME	FIRST NAME	MIDDLE INITIAL	POSITION/TITLE
1	LABITA	JULIETA	M.	ESHT -III
2	SABIDURIA	ROWENA	O.	ESP-I
3	LABRADA	LARVIN	O.	HEAD TEACHER I
4	GO	JOY	B.	ESP-III
5	ANDAYA	TERESA	E.	ESP-I
6	DIMAILIG	JEFFREY	G.	TIC
7	CABILI	MARY GRACE	M.	PRINCIPAL II
8	LABITA	DENNIS	O	ESP-II
9	RODRIGUEZ	ALITA	C.	OIC
10	DE SAGUN	LORYNEL	C.	ESHT-III
11	CAAGBAY	HONESTO JR	P.	ESP-I
12	PALAD	INGRID	A	PRINCIPAL I
13	SAFRED	MICHAEL	M.	HEAD TEACHER III
14	OLANDES	BABY LYN	T	HEAD TEACHER III
15	BAYLONGO	WENEFREDO	B	PRINCIPAL I
16	NAYNES	ADRIAN	N.	TIC
17	HUGO	CHERRY	G.	PRINCIPAL I
18	OABEL	CORAZON	M.	PRINCIPAL I
19	ABARICIA	GIRLIE	G.	HEAD TEACHER II
20	CRISANTO	ALONA	C.	PRINCIPAL II
21	PASACSAC	WALDYMAR	E.	PRINCIPAL II
22	PAGANA	ARLENE	D.	TEACHER-IN-CHARGE
23	ANDAYA	NATALIA	A.	HEAD TEACHER III
24	PACAIGUE	LUZ	A.	SCHOOL HEAD TEACHER III
25	HUGO	RODERICK	O.	PRINCIPAL I
26	PINGOL	CECILIA	R.	ASSISTANT PRINCIPAL II
27	RANILLO	RONAN	R.	PRINCIPAL II
28	COSICO	LEA	A.	SCHOOL HEAD TEACHER III
29	CLADO	LEAH	C.	PRINCIPAL I
30	CAPISTRANO	ALDWIN	V.	ELEMENTARY SCHOOL HEAD TEACHER III
31	PALAYAN	ELPIDIA	C.	PRINCIPAL LL
32	PALAMBIANO	EVELYN	R.	PRINCIPAL I
33	DELOS REYES	GENER	C.	PRINCIPAL IV

SDO PERSONNEL

NO.	LAST NAME	FIRST NAME	MIDDLE INITIAL	POSITION/TITLE
1	RODRIGUEZ	EDWIN	R.	CES-SGOD
2	BORBON	MARIA CORAZON	A.	SEPS – M&E
3	LAGAR	MARIFE	R.	PLO III
4	SALUDARES	LUZVIMINDA	E.	SEPS-HRD
5	BRIZUELA	JOAN KATHLEEN	T.	EPS II
6	RABANO	JEAN ROSE	B.	EPS II
7	LAGAR	NICOLE MAY	R.	PDO I
8	MAAÑO	ADRIAN	D.	PDO II
9	ESCOBAR	JAYPEE	A.	STA I
10	SIA	CONNIE	S.	MO III
11	TALavera	JAYNE PAULA	P.	DENTIST II
12	PADILLO	AELIE	A.	NURSE II
13	OMLAS	LAILANI	T.	NURSE II
14	CONTRERAS	MARILES	F.	NURSE II
15	RAYMUNDO	IMELDA	C.	CES-CID
16	CHAVES	JEROME	A.	EPS
17	GALLENO	MILDRED	Z.	EPS
18	QUINTERO	LUZVIMINDA CNYTHIA RICHELLE	F.	EPS
19	TALABONG	GEORGIA	P.	EPS
20	BABLES	CHRISTIAN	J.	EPS
21	ZUBIETA	GENEROSA	F.	EPS
22	AUREADA	JOSEPH JAY	U.	EPS
23	FULLEDO	LOUIE	L.	EPS
24	QUESEA	SHERWIN	C.	EPS
25	CALATRAVA	SANCHO	C.	EPS
26	OCUMIN	TEOFILA	A.	EPSA II
27	SALAZAR	BEATRICE	B.	AO II
28	TABERNILLA	FRENALYNE	B.	ADA VI
29	CABRIGA	KENDRICK	C.	ITO
30	GABARDA	CONRADO	C.	AO V
31	OABEL	JOSEFINA	R.	HRMO II
32	HERNANDEZ	GRASHIELA	H.	AO II
33	BUERA	JEANETTE	M.	AO II
34	LUZADAS	AGNES	M.	ACCOUNTANT III
35	ZAFRANCO	FEREX	O.	AO II

Enclosure 2

Technical Working Committee (TWC)

Over all Chairperson: DR. GERLIE M. ILAGAN, CESO VI
OIC - Schools Division Superintendent

Co- chairpersons: ANTONIO P. FAUSTINO JR.
OIC – Assistant Schools Division Superintendent
DR. EDWIN R. RODRIGUEZ
Chief – SGOD
IMELDA C. RAYMUNDO
Chief-CID

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	JEAN ROSE B. RABANO	• Prepares Training Design and other Training Package requirements. • Prepares and submits activity completion report (ACR).
Over-all Management including (Logistics) L&D	JEAN ROSE B. RABANO	• Manages the conduct of L&D. • Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. • Monitors L&D activities. • Prepares and submits complete report (narrative report) to SGOD Chief • Leads the debriefing sessions. • Prepares memo/advisories. • Assists the proponent in the preparation of documentary requirements including but not limited to PR.
QAME	MARIA CORAZON A. BORBON	• Quality Assure the Activity Designs an L&D Package • Prepares evaluation tool and conduct QATAME and gather feedback.

		Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Resource Speakers/Facilitators	HRDD NEAP-R	- Lead/s the discussion of topics - Facilitate/s workshop - Attend/s engages in the debriefing sessions
Support Staff/s	AREN KREZEL P. ABUEL	- Prepare the platform of the orientation - Take/s pictures from the opening until closing programs. - Ensure/s that registration meals and attendance sheets are properly and completely accomplished. - Assist/s the session facilitators/s - Manage/s unexpected system glitches.
Certificate	JEROME A. JAVIN	Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	JEAN ROSE B. RABANO	- Coordinates with the Program Proponent regarding the contents and flow of the activity - Host the Opening Program Preliminaries to include the following: - Present Agenda outline - Discuss relevant session protocol. - Moderate Q&A sessions - Close out conference

Enclosure 3

**Program Matrix
February 7-8, 2022**

Day 1 (February 7, 2022)		
Time	Activity	Person In Charge
8:00 – 8:30	Preliminaries	SDO Tayabas City
8:30 – 9:00	Setting of Expectation	Participants
9:00 – 11:00	Session1: L and D System	HRDD-NEAP-R
11:00 – 12:00	Session 2: Forms for Recognition and Accreditation (R.1, R.2 and CPDAS)	HRDD-NEAP-R
12:00 – 1:00	LUNCH	
1:00 – 3:00	Workshop on the preparation of R.1 and CPDAS	HRDD-NEAP-R
Day 2 (February 8, 2022)		
8:00 – 8:30	Preliminaries and Management of Learning	SDO Tayabas City
8:30 – 12:00	Presentation and Critiquing of Output	Participants HRDD-NEAP-R
12:00 – 1:00	Lunch	
1:00- 2:30	Finalization of output	
2:30 – 3:00	Closing Program	



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