

30 OCT 2025

DIVISION MEMORANDUM
No. 689, s. 2025

**CAPACITY BUILDING ON THE DEVELOPMENT AND CRAFTING
OF PROFESSIONAL DEVELOPMENT PROGRAMS FOR
TEACHERS AND SCHOOL LEADERS**

To: OIC – Office of the Assistant Schools Division Superintendent
OIC – School Governance and Operations Division
OIC – Curriculum Implementation Division
School Heads (Public Schools)
All Others Concerned

1. The Schools Division Office of Imus City through its Human Resource Development Section (HRDS) will conduct the Capacity Building on the Development and Crafting of Professional Development Programs for Teachers and School Leaders on November 10-13, 2025 at Gov. DM. Camerino Integrated School Function Hall.
2. The capacity building is with PRC Accreditation no. PTR-2024-612-10514 awarding 10.5 CPD points upon completion.
3. This training aims to:
 - a. revisit the guidelines and processes for PD program development stipulated in DM 44, s 2023;
 - b. discuss the quality standards for PD program proposal and learning resource materials; and
 - c. prepare a PD program proposal for teachers and/or school leaders aligned with NEAP priorities and adherent to DM 44, s. 2023.
4. The participants in the capacity-building activity are the L&D Coordinators, selected Kindergarten teachers, selected SNED teachers, and selected teacher researchers who attended the capacity-building session on the development and quality assurance of professional development programs conducted on February 17–19, 2025.
5. Participants shall update their registration and PRC information through the link to be shared through the L&D Coordinators.
6. To avoid scheduling conflicts with concurrent division activities, participants are requested to indicate their role and participation in DAAM 2025. If a participant is designated as a Coach, they must assign a replacement to attend the Capacity Building and ensure that the replacement is registered. For all other DAAM roles, kindly identify the personnel who will replace you in that role.

7. No registration fee will be collected. Funds for this purpose shall be charged against HRTD Continuing Fund, subject to usual accounting and auditing rules and regulations.
8. All L&D coordinators are requested to prepare their school-consolidated IPD Reports. Template can be accessed in the L&D Footprints.
9. All learning facilitators and members of the technical working group shall convene on Wednesday, November 5, 2025, at 3:00 PM at the SGOD Office, Schools Division Office of Imus City, Toalong I-C, Imus City, Cavite, for the final implementation plan.
10. School heads are reminded to ensure compliance with the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 by ensuring that affected classes shall have substitute teachers in lieu of the teacher-participants.
11. Attached herewith are the training guidelines, the list of participants, the program management team, and the training matrix.
12. Immediate dissemination of and compliance with this Memorandum are earnestly desired.



Digitally signed by
Mendoza Homer
Napenas
Date: 2025.10.30
17:32:57 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: None

To be indicated in the Perpetual Index
under the following subjects:
TRAINING PROGRAMS

sgod/dmd/102925

Enclosure No. 1 to Division Memorandum No. 689.s. 2025

Training Guidelines

Meals

The first meal to be served is AM snack of Day 1 and the last meal is the PM snack of the last scheduled day. Kindly advise the management team about any food restrictions.

Attire

All participants are expected to wear smart-casual attire for the whole duration of the training. Whereas, the learning facilitators/resource persons are expected to wear business formal attire.

Health Protocol

All participants must bring their maintenance medicine (if any). Those who are showing any symptom/s of any sickness must inform the medical officer regarding this matter.

Training Evaluation

Daily evaluation and end of program evaluation of the training is needed to further improve the conduct of training program. In this regard, the participants are expected to evaluate daily and to accomplish end of the program evaluation.

Departure of the Participants

No one is allowed to go home ahead of schedule. Everyone is expected to depart after the closing ceremony. Kindly check your personal belongings before leaving the venue. Do not forget to return the room key to the secretariat.

Activities

Lecture discussion and workshop on the development and quality assurance of the PD program design and learning resource materials shall be conducted. Thus, all participants are requested to bring their LAPTOPS and EXTENSION CORDS.

Other Information

Participants shall bring a laptop, extension cord and other portable devices for the workshop. However, the management team will provide them with all the materials to be used in the training in soft copy. Participants are also advised to be careful with their belongings and take the necessary precautions to ensure their safety. The organizer will not be liable for any loss or damage to property.

Enclosure No. 2 to Division Memorandum No. 689.s. 2025

HOMER N. MENDOZA

Overall Lead
OIC-Office of the Schools Division Superintendent

GLENDAS. CATADMAN

Co-Overall Lead
OIC-Office of the Assistant Schools Division Superintendent

IVAN HONORPETTE A. MIJARES

OIC-School Governance and Operations Division

JUNE BENICE L. ADELAN

Education Program Supervisor, SGOD

Management Staff	Members
Program and Learning Manager	Darlferhen M. Dancel
Resource Speakers	Lailani N. Torres Riza C. Garcia Darlferhen M. Dancel
M & E Coordinator	Medel Carlos C. Zarsuelo, Jr.
Logistics Officer (Registration, Program and Invitation)	Jayner S. Obias
Technical Support and Documenter	Joan P. Sumbeling
Welfare Officer	Winchell De Vera
Finance Officer	Jona B. Ramos
Master of Ceremonies	Zyldjian Tepora

Enclosure No. 3 to Division Memorandum No. 689 s. 2025

Capacity Building on the Development and Crafting of Professional Development Programs for Teachers and School Leaders

4-day Activity Matrix

Day 1

Time	Sessions/Activities	Persons Involved	Expected Outputs
7:00 a.m. – 8:00 a.m.	Arrival Registration & Distribution of Kits		
8:00 a.m. – 8:30 a.m.	Opening Program - National Anthem - Prayer - CALABARZON March - Quality Policy Statement - Welcome Remarks - Introduction of Participants	PMT	
8:30 a.m. – 9:00 a.m.	- Leveling of Expectations - Discussion of Activity Objectives and Matrix - Activity Norms Pre-Test		
9:00 a.m. – 10:00 a.m.	Session 1: Overview of DM 44, s. 2023 titled <i>Interim Guidelines for Quality Assurance, Monitoring, and Evaluation of NEAP Core Programs</i>	Lailani N. Torres	Insights gained from the session
10:00 a.m. – 10:15 a.m.	AM Break		
10:15 a.m. – 11:00 p.m.	Cont. of Session 1	Lailani N. Torres	
11:00 a.m. – 12:00 noon	Session 2: Preparing Professional Development Program Proposal/Design	Lailani N. Torres Darlferhen M. Dancel	PD Program Design
12:00 p.m. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 2:00 p.m.	Cont. of Session 2	Lailani N. Torres Darlferhen M. Dancel	
2:00 p.m. – 3:00 p.m.	Session 3: Developing Learning Resource Materials	Riza C. Garcia	Slide Deck Session Guide
3:00 p.m. – 3:15 p.m.	Afternoon Break		
3:15 p.m. – 4:45 p.m.	Session 4: Recap of the Guidelines on the Utilization of HRD Funds	Riza C. Garcia Darlferhen M. Dancel	Insights gained from the session
4:45 p.m. – 5:00 p.m.	End-of-Day Evaluation & Reminders	PMT	Daily Evaluation Results

Day 2

Time	Sessions/Activities	Persons Involved	Expected Outputs
8:00 a.m. – 8:15 a.m.	Management of Learning	PMT	
8:15 a.m. – 10:00 a.m.	Workshop 1: Professional Development (PD) Program Design (Proposal)	PD Designers Darlferhen M. Dancel	PD Program Design
10:00 a.m. – 10:15 a.m.	AM Break		

10:15 a.m. – 12:00 p.m.	Continuation of Workshop 1: Professional Development (PD) Program Design (Proposal)	PD Designers	PD Program Design
12:00 p.m. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 3:00 p.m.	Workshop 2: Refinement of PD Designs	PD Designers	Refined PD Program Design
3:01 p.m. – 3:15 p.m.	PM Break		
3:15 p.m. – 4:45 p.m.	Presentation and Critiquing of PD Design	PD Designers & TA Provider	PD Design Comments & Recommendations
4:45 p.m. – 5:00 p.m.	End-of-Day Evaluation & Reminders	PMT	Daily Evaluation Results

Day 3

Time	Sessions/Activities	Persons Involved	Expected Outputs
8:00 a.m. – 8:15 a.m.	Management of Learning	PMT	
8:15 a.m. – 10:00 a.m.	Workshop 3: Preparation of LRMs (Session Guides, Slide Decks, Worksheets, etc.)	PD Developers	PD LRMs
10:00 a.m. – 10:15 a.m.	AM Break		
10:15 a.m. – 11:15 p.m.	Continuation of Workshop 3: Preparation of LRMs (Session Guides, Slide Decks, Worksheets, etc.)	PD Developers	PD LRMs
11:15 a.m. – 12:00 noon	Workshop 4: Refinement of Preparation of LRMs (Session Guides, Slide Decks, Worksheets, etc.)	PD Developers	Refined PD LRMs
12:00 p.m. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 3:00 p.m.	Presentation and Critiquing on PD LRMs	PD Developers & TA Provider	PD LRMs Comments & Recommendations
3:00 p.m. – 3:15 p.m.	PM Break		
3:15 p.m. – 4:50 p.m.	Continuation of Presentation and Critiquing of PD LRMs	PD Developers & TA Provider	PD LRMs Comments & Recommendations
4:50 p.m. – 5:00 p.m.	End-of-Day Evaluation & Reminders	PMT	Daily Evaluation Results

Day 4

Time	Sessions/Activities	Persons Involved	Expected Outputs
8:00 a.m. – 8:15 a.m.	Management of Learning	PMT	
8:15 a.m. – 10:00 a.m.	Workshop 5: Preparation of Pretest and Posttest	PD Developers	Pretest and Posttest
10:00 a.m. – 10:15 a.m.	AM Break		
10:15 a.m. – 12:00 p.m.	Workshop 6: Preparation of NEAP and PRC Curriculum Vitaes	PD Developers	Accomplished PRC & NEAP CVs

12:00 p.m. - 1:00 p.m.	Lunch Break		
1:00 p.m. - 3:00 p.m.	Next Steps/Ways Forward	PMT	
3:00 p.m. - 4:00 p. m.	Closing Program • Insights • Challenge • Acceptance of Challenge • Awarding of Certificates • Closing Remarks	PMT	
4:00 p.m. - onwards	Travel Time		

Enclosure No. 4 to Division Memorandum No. 689 s. 2025

List of Expected Participants

Note: If a participant is designated as a Coach, they must assign a replacement to attend the Capacity Building and ensure that the replacement is registered. For all other DAAM roles, kindly identify the personnel who will replace you in that role.

	Cluster	School	L&D Coordinator	Position
1	East	Anastacio Advincula Integrated School	Cherry J. Navarro	Teacher III
2	East	Buhay na Tubig Elementary School	Teresita S. Macapagal	Master Teacher I
3	East	Buhay na Tubig Elementary School - Maharlika Annex	Elena S. Quinto	Master Teacher II
4	East	Imus Pilot Elementary School	Mildred I. Gabuat	Master Teacher II
5	East	Palico Elementary School	Shiela S. Tan	Master Teacher I
6	East	Pasong Buaya II Elementary School	Laarni B. Fallorina	Master Teacher I
7	East	Pasong Buaya III Elementary School	Frecela B Ballesteros	Master Teacher II
8	East	Tanzang Luma Elementary School	Mariejade D. Accad	Master Teacher II
9	North	Alapan I Elementary School	Marilou D. Rosario	Master Teacher II
10	North	Carsadang Bago Elementary School	Renelita R. Vidamo	Master Teacher I
11	North	Cayetano Topacio Elementary School	Bernardo A. Concepcion	Master Teacher I
12	North	Estanislao Villanueva Elementary School	Marilou P. Pestano	Master Teacher I
13	North	Gov DM Camerino Integrated School	Anna Leah M. Cruz	Master Teacher I
14	North	Tinabunan Elementary School	Agnes B. Sauler	Master Teacher II
15	North	Toclong Elementary School	Arlene T. Exiomo	Master Teacher I
16	South	Anabu II Elementary School	Zyldjian Tepora	Teacher III
17	South	City of Imus Integrated School	Michelle D. Maulit	Teacher III
18	South	Malagasang II Elementary School	Ariel F. Dela Cruz	Master Teacher I
19	South	Malagasang III Elementary School	Rosario P. Duque	Master Teacher I
20	South	Pasong Buaya I Elementary School	Henry C. Jamer	Teacher III
21	South	Pasong Santol Elementary School	Ronald T. Sia	Master Teacher II
22	South	Pasong Santol Elementary School - Golden City Annex	Anny P. Ave	Master Teacher I
23	West	Alapan II ES	Erland B. Monzon	Master Teacher II
24	West	Anabu I Elementary School	Marilyn L. Binaday	Master Teacher I
25	West	Bayan Luma I Elementary School	Jannete T. Vidal	Master Teacher II
26	West	Bayan Luma II Elementary School	Ray S. Idul	Master Teacher II
27	West	Bukandala Elementary School	Elma H. Sunico	Master Teacher I
28	West	Francisca Benitez Integrated School	Melanie A. Magat	Master Teacher I
29	West	Malagasang I Elementary School	Anmarie Lourdes S. Hadlocon	Master Teacher I
30	JHS	Gen. Emilio Aguinaldo National High School	Geraldine L. Elomina	Master Teacher II
31	JHS	Gen. Tomas Mascardo National High School	Christycile J. Dudas	Teacher III
32	JHS	General Licero Topacio National High School	Rhea C. Bacas	Master Teacher II
33	JHS	Hipolito Saquilayan National High School	Apple Krystal D. Siega	Teacher III
34	JHS	Imus National High School	Marilou M. Martin	Head Teacher VI
35	SHS	Gen. Flaviano Yengko Senior High School	Jerald M. Abejuela	Teacher III
36	SHS	Gen. Juan Castaneda Senior High School	Gladys F. Guirre	Master Teacher I
37	SHS	Gen. Pantaleon Garcia Senior High School	Ma. Geraldine M. Guanzon	Master Teacher I
38	SHS	Gov. Juanito Reyes Remulla Senior High School	Michael C. Asegurado	Master Teacher I
	Cluster	School	Name	Position
1	East	Anatasacio Advincula IS	Selene Delos Reyes	ALS
2	East	Buhay Na Tubig ES	Lani Rose C. Concepcion	Kinder Teacher
3	East	Buhay Na Tubig ES – Maharlika Annex	Mona Sheila R. Cariño	Kinder Teacher
4	East	Imus Pilot ES	Rita J. Alcera	Kinder Teacher
5	North	Alapan I ES	Meriam E. Suarez	Kinder Teacher
6	North	Toclong ES	Jemaire B. Salmo	Kinder Teacher

7	South	Malagasang II ES	Edlene P. Bonavente	Kinder Teacher
8	South	Pasong Santol ES – Golden City Annex	Cherry Ann V. Llanes	Kinder Teacher
9	West	Anabu I ES	Anna Clarrissa B. Codamos	Kinder Teacher
10	West	Bukandala ES	Luisa D. Villanueva	Kinder Teacher
11	West	Malagasang I ES	Mary Ann G. Bolocon	Kinder Teacher
12	East	Buhay Na Tubig ES – Maharlika Annex	Renato B. Escueta Jr.	SNED Teacher
13	East	Imus Pilot ES	Nenita P. Sabater	SNED Teacher
14	East	Tanzang Luma ES	Kristine Joy I. Arriesgado	SNED Teacher
15	East	Tanzang Luma ES	Jonalyn C. Legaspi	SNED Teacher
16	North	Gov. DM Camerino IS	Christine B. Bumanglag	SNED Teacher
17	South	Anabu II ES	Krystel Hiyas C. Torres	SNED Teacher
18	South	Malagasang II ES	Rachelynn S. Austria	SNED Teacher
19	West	Bukandala ES	Fe S. Magdadaro	SNED Teacher
20	JHS	Gen. Emilio Aguinaldo NHS	Alice E. Yumang	SNED Teacher
21	East	Palico ES	Jennifer L. Neri	Teacher-Researcher
22	North	Carsadang Bago ES	Jaime M. Llego	Teacher-Researcher
23	JHS	Gen. Emilio Aguinaldo NHS	Marycon Carmela G. Mella	Teacher-Researcher
24	JHS	Gen. Emilio Aguinaldo NHS	Hazel Allen T. Ordoñez	Teacher-Researcher
25	JHS	Gen. Emilio Aguinaldo NHS	Marlon T. Silva	Teacher-Researcher
26	JHS	Imus National High School	Reymond D. Mopal	Teacher-Researcher
27	SHS	Gen. Flaviano Yengko SHS	Madeleine C. Ayo	Teacher-Researcher
28	SHS	Gen. Flaviano Yengko SHS	Rodrigo M. Boquiron Jr.	Teacher-Researcher
29	SHS	Gen. Juan Castañeda SHS	Lydia S. Villanueva	Teacher-Researcher
30	SHS	Gov. Juanito Reyes Remulla SHS	Mark Julius Balagtas	Teacher-Researcher