



Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

25 October 2024

SCHOOLS DIVISION MEMORANDUM

No. 354,

s. 2024

DIVISION ORIENTATION ON PREPARATION OF PROFESSIONAL DEVELOPMENT (PD) PROGRAMS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. To continuously pursue excellence in delivering quality professional development programs for teachers, the Schools Division Office of Science City of Muñoz, through the Schools Governance and Operations Division - Human Resource Development (SGOD-HRD) Team, will conduct a **Division Orientation on the Development of Professional Development Programs** on **October 28, 2023, from 8:30 AM to 5:00 PM** at the SDO Teacher's Hall
2. The objectives of this activity include the following:
 - a. orient participants in the process of developing and quality assuring PD programs;
 - b. guide the participants in developing Professional Development Programs; and
 - c. present the participants' respective tasks and the timeline for the development and quality assurance of school-based PD programs for teachers.
3. Participants in this activity are the Chief ESs, EPSs, SEPs, EPSp II, select Schoolheads, Head Teachers and Master Teachers.
4. Participants are advised to bring their own laptops, extension cords, and personal provisions for food. Concerned schoolheads are instructed to assign relieving teachers to handle the classes of the teachers attending the activity.
5. Enclosed to this Memorandum are the following:
 - Enclosure No. 1: List of Participants
 - Enclosure No. 2: Activity Matrix
6. This memorandum serves as the Authority to Travel for participants.
7. For queries, you may contact Ms. Winnie W. Poli, Education Program Supervisor at 0917-650-6854 or thru winnie.poli@deped.gov.ph.
8. Wide dissemination of this Memorandum is earnestly desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent



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Encl. As stated

To be indicated in the Perpetual Index

Under the following subjects:

PROFESSIONAL DEVELOPMENT

TRAINING PROGRAMS

*SGOD-HRD/JPSB/ Division Orientation on the Preparation of Professional Development Programs
07/October 25, 2024*



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Enclosure No. 1 of SDM No. 354, s. 2024

LIST OF PARTICIPANTS

NO.	NAME	DESIGNATION	OFFICE/SCHOOL
1	Larry B. Espiritu	Chief Education Supervisor	SDO - CID
2	Rodolfo A. Dizon	Education Program Supervisor	SDO - CID
3	Zoraida F. Espino	Education Program Supervisor	SDO - CID
4	Melody E. Galingan	Education Program Supervisor	SDO - CID
5	Aileen G. Mactal	Education Program Supervisor	SDO - CID
6	Augusto A. Mateo	Education Program Supervisor	SDO - CID
7	Mary Queen P. Orpilla	Education Program Supervisor	SDO - CID
8	Novalyn C. Rodolfo	Education Program Supervisor	SDO - CID
9	Nelie D. Sacman	Education Program Supervisor	SDO - CID
10	Mercedita A. Saldero	Education Program Supervisor	SDO - CID
11	Leilanie D. Tidalgo	Education Program Supervisor	SDO - CID
12	Bernardo A. Gargabite	Chief Education Supervisor	SDO - SGOD
13	Winnie W. Poli	Education Program Supervisor	SDO - SGOD
14	Cyril S. Talusan	Senior Education Program Specialist	SDO - SGOD
15	James Patrick S Barias	Education Program Specialist II	SDO - SGOD
16	Lamberto P. Corpuz	Senior Education Program Specialist	SDO - SGOD
17	Joel G. Dizon	Education Program Specialist II	SDO - SGOD
18	May P. Padilla	Head Teacher I	Bagong Sikat ES
19	Margarie DC. Lucero	Master Teacher I	Catalanacan ES
20	Joanna Marie D. Torda	Principal II	Linglingay ES
21	Jhon F. Del Mundo	Principal III	Magtanggol IS



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22	Michelle T. Jayme	Principal II	Maligaya ES
23	Leah C. Lazaro	Principal I	Mangandingay ES
24	Ann Christian A. Francisco	Assistant Principal II	Maragol IS
25	Rona May E. Cruz	Head Teacher III	Ricardo V. Adriano ES
26	Melanie N. Aquino	Principal I	Inday Melecio NHS
27	Pedro J. De Guzman	Principal I	MNHS - Annex
28	Dominador M. Orpilla	Principal II	MNHS - Main JHS
29	Marichele M. Mercurio	Principal IV	MNHS - Main SHS
30	Jackylou G. Alberto	Head Teacher I	Villa Santos ES
31	Robinson B. Valenzona	Head Teacher I	MNHS - Annex
32	Wensdy S. Casio	Head Teacher III	MNHS - Main JHS
33	Elvie G. Corpuz	Master Teacher I	DepEd-CLSU (Lab.) ES
34	Hederlyn L. Ferrer	Master Teacher II	Villa Isla ES



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Enclosure No. 2 of SDM No. 354, s. 2024

ACTIVITY MATRIX

TIME	SESSION	RESOURCE PERSON
8:00 am – 8:30 am	Registration	Technical Working Group
8:30 am – 8:45 am	Opening Program	
	National Anthem	Audio Visual Presentation
	Nationalistic Song	Audio Visual Presentation
	Prayer	Audio Visual Presentation
	Welcome Remarks	RONILO E. HILARIO, CESO VI <i>Asst. Schools Division Superintendent</i>
	Message	JOHANNA N. GERVACIO PhD, CESO V <i>Schools Division Superintendent</i>
	Statement of the Purpose	BERNARDO A. GARGABITE EdD <i>Chief ES, SGOD</i>
8:45 am - 10:00 am	Session 1 PD Priorities and NEAP Core Programs	WINNIE W. POLI <i>Education Program Supervisor</i>
10:00 am - 10:30 am	Health Break	
10:30 am - 12:00 nn	Session 2 Introduction of PD Planning	CYRIL S. TALUSAN <i>Senior Education Program Specialist</i>
12:00 nn - 1:00 pm	Lunch Break	
1:00 pm - 2:30 pm	Session 3 Planning and Designing School-Based INSET	MARY QUEEN P. ORPILLA PhD <i>Education Program Supervisor</i>
2:30 pm - 3:00 pm	Health Break	
3:00 pm – 4:00 pm	Session 4 Monitoring and Evaluation Planning	LAMBERTO P. CORPUZ <i>Senior Education Program Specialist</i>
4:00 pm - 4:30 pm	Session 5 PRC Accreditation	JAMRES PATRICK S. BARIAS <i>Education Program Specialist II</i>
4:30 pm - 5:00 pm	Closing Program	

Ms. MAY P. PADILLA
Master of Ceremony



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