



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

January 4, 2023

**DIVISION MEMORANDUM**

No. 0003, s. 2023

**TRAINING-WORKSHOP ON NEAP PROGRAM RECOGNITION AND CPD  
PROGRAM ACCREDITATION APPLICATION FOR DISTRICT SUPERVISORS AND  
EDUCATION PROGRAM SUPERVISORS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
All Others Concerned

1. In view of the direction of the Department of Education – National Educators Academy of the Philippines (NEAP) to ensure quality and alignment of professional development programs to the professional standards of teachers and school leaders, this Office, through the Schools Governance and Operations Division (SGOD – Human Resource Development Section (HRDS)), shall conduct the **Training-Workshop on NEAP Program Recognition and CPD Program Accreditation Application for District Supervisors and Education Program Supervisors** on January 18-20, 2023 at Ciriaco Hotel and Resort, Calbayog City.
2. This NEAP-recognized professional development program shall be participated by **CID and SGOD Chiefs, all Education Program Supervisors and EPS-designates, and all District Supervisors/Heads. Strictly no proxy allowed as this concerns programs identified by Functional Divisions and Supervisors funded under the 2023 HRD Funds (INSET Fund and Program Support Fund).**
3. This three-day live-in activity shall meet the following objectives:
  - a. deepen understanding of the processes involved in the NEAP program recognition and CPD program accreditation;
  - b. appreciate the advantages of NEAP-Recognized programs for professional development aligned to one's career stage towards career progression;
  - c. familiarize the parts of the Professional Development program/Course Recognition Application Form and the indicators and quality statements in the evaluation of program recognition at the NEAP-Region level;
  - d. prepare and apply a PD program to be applied for NEAP recognition and accreditation in the CPD Accreditation System;
  - e. develop an appreciation of the importance of recognized and PRC-accredited PD programs in the professional development and career advancement of public school teachers and school leaders.



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telefax: (055) 500 9801  
Email: [northernssamar@deped.gov.ph](mailto:northernssamar@deped.gov.ph)  
Website: <https://northernssamar.deped.gov.ph>



4. Attached are the list of participants, program management team, and indicative schedule of activities. All involved individuals must accomplish the online registration and health assessment checklist through the link <https://tinyurl.com/NEAPCPD2023> to ensure the safety of everyone on or before January 13, 2023.
5. Expenses incurred relative to the conduct of the activity such as meals, accommodation, venue, and training materials shall be charged against 2022 HRD Program Support Fund while travel and other incidental expenses shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and regulations.
6. This Memorandum serves as the Authority to Travel of all involved participants.
7. Immediate dissemination of and compliance with this Memorandum are desired.

**LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent



**RELEASED**

1-4-23 2:26

Enclosure to DM \_\_\_\_\_, s. 2023

**LIST OF PARTICIPANTS**

| <b>Education Program Supervisors</b> |
|--------------------------------------|
| Manuel I. Lipata                     |
| Julito E. Lagrimas                   |
| Sylvia D. Villanueva                 |
| Marites T. Guillermo                 |
| Nelida M. Lobos                      |
| Emily M. Adrayan                     |
| Lucila R. Balondo                    |
| Isagani Licas                        |
| Anecita B. Marzol                    |
| Omar Ty                              |

| <b>Public Schools District Supervisors/Principals-In-Charge</b> |                   |
|---|-------------------|
| Gigi Cabullo  | Eleanor Bido      |
| Allan Acedera   | Silvano Pinca     |
| Carlos Balanquit  | Pedro Vargas      |
| Roberto Galono  | Geana Lingling    |
| Rico Baladad  | Maribel Formaran  |
| Agustin Estinopo Jr.  | Joel Salor        |
| Petronilo Panis   | Lenore Salor      |
| Elena Flores  | Erma Parina       |
| Denmark Fernandez   | Francisco Botaire |
| Raquel Perfas   | Ruth Capaz        |
| Marlo Longcop   | Arnel Saludario   |
| Mary Jane Aguirre   | Arnoldo Rosales   |
| Marivic Estavillo   | Venus Malobago    |
| Nimfa Magpayo   | Zoraida Bulosan   |
| Brenda Villadolid   | Geroldo Lobos     |
| Rosalyn Sosing  | Lucio Lobos       |
| Epigenia Po   | Janette Cerbito   |
| Edilberto Poso  | Marlon De Asis    |
| Dionesio Nueva  | Alma Solayao      |
| Marites Mahinay   | Meriam Reyes      |
| Nestor Ada  | Marlette Orio     |
| Rolando Gorembalem  | Liza Engo         |
| Mario Longcop   |                   |

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**TRAINING-WORKSHOP ON NEAP PROGRAM RECOGNITION AND CPD PROGRAM ACCREDITATION APPLICATION FOR DISTRICT SUPERVISORS AND EDUCATION PROGRAM SUPERVISORS**

January 18-20, 2023  
Venue: Ciriaco Hotel and Resort, Calbayog City

**INDICATIVE SCHEDULE OF ACTIVITIES**

|                     | Day 0<br>January 17, 2023                    | Day 1<br>January 18, 2023   | Day 2<br>January 19, 2023   | Day 3<br>January 20, 2023                        |
|---------------------|--|---|---|--|
| 8:00 AM – 8:45 AM   |  | Preliminaries   | Preliminaries   | Preliminaries                                    |
| 8:45 AM – 9:45 AM   |  | NEAP Program Recognition vis-a-vis DepEd Northern Samar L&D Policy<br><i>Dr. Elna D. Enano</i>              | Program Application in the Continuing Professional Development Accreditation System (CPDAS)<br><i>Dr. Felix J. Ladeño</i> | Preparation of Outputs                           |
| 9:45 AM – 10:45 AM  |  | Updates and Advantages of NEAP Recognized Programs<br><i>Peter R. Bobiles</i>                               | Workshop on the preparation of PD program to be applied for Program Recognition and CPD Accreditation                     | Presentation and Critiquing of Outputs           |
| 10:45 AM – 11:45 AM |  | The Recognition Process<br><i>Dr. Esther O. Dela Cruz</i>   |   |  |
| 11:45 AM – 1:00 PM  | LUNCH BREAK                                  |   |   |  |
| 1:00 AM – 2:00 PM   | Arrival of Participants<br><br>Check-in time | Form R.1 Professional Development Program/Course Recognition Application Form<br><i>Dr. Felix J. Ladeño</i> | Continuation of Workshop on the preparation of PD program to be applied for Program Recognition and CPD Accreditation     | Presentation and Critiquing of Outputs           |
| 2:00 AM – 3:00 PM   |  | Form R.2 Recognition Evaluation Form<br><i>Peter R. Bobiles</i>   |   |  |
| 3:00 – 4:00 PM      |  | Monitoring and Evaluation<br><i>Dr. Esther O. Dela Cruz</i>   |   |  |
| 4:00 – 5:00 PM      |  | Recognized Program Completion Report and its Attachments<br><i>Peter R. Bobiles</i>                         |   |  |
|                     |  |   |   |  |
|                     |  |   | Check-out time<br>Ways Forward  |  |
|                     |  |   |   | Closing Program and Distribution of Certificates |

Prepared by:

**PETER R. BOBILES**  
Senior Education Program Specialist

Reviewed by:

**DR. ELNA D. ENANO**  
Education Program Supervisor

Noted by:

**NOE M. HERMOSILLA**  
Chief Education Supervisor  
Schools Governance and Operations Division

**PROGRAM MANAGEMENT TEAM**

| <b>NAME</b>                                 | <b>DESIGNATION</b>  |
|---|---------------------|
| <b>Lani H. Cervantes, CESO VI</b>           | Activity Manager    |
| <b>Crista Joy Abogadie-Torbila, CESO VI</b> | Co-Activity Manager |
| <b>Noe M. Hermosilla</b>                    | Onsite Managers     |
| <b>Alex B. Rejuso</b>                       |                     |
| <b>Elna D. Enano</b>                        | Co-onsite Manager   |
| <b>Deah A. Gamao</b>                        | Finance Manager     |
| <b>Merlita B. Fajardo</b>                   | QAME Manager        |
| <b>Elna D. Enano</b>                        | Resource Persons    |
| <b>Felix J. Ladeño</b>                      |                     |
| <b>Peter R. Bobiles</b>                     |                     |
| <b>Esther O. Dela Cruz</b>                  |                     |
| <b>Temothy Clutario</b>                     |                     |
| <b>Ericson M. Morillo</b>                   | HRD/GAD Staff       |