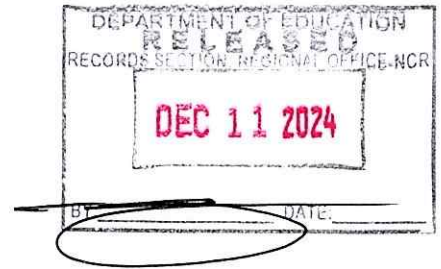




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2024-1321

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

SDO Manila
SDO Muntinlupa
SDO Navotas
SDO Pasig
SDO Quezon City
SDO San Juan
SDO Valenzuela

Human Resource and Development Division
National Educators Academy of the Philippines

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **PARTICIPATION TO THE HRDD NEAP R – 2024 YEAR-END
LEARNING ENGAGEMENT AND 2025 PLANNING WORKSHOP**

DATE : December 9, 2024

1. Pursuant to DepEd Order No. 29 s. 2022 also known as the Adoption of the Basic Education Monitoring and Evaluation Framework, to ensure that the agency's plans, policies, systems, and processes are geared towards the achievement of the organization and the region's priorities, this Office through the Human Resource and Development Division-National Educators Academy of the Philippines will conduct the above-captioned activity on **December 13-14, 2024** in a venue within the National Capital Region to be announced through an advisory.
2. This activity aims to evaluate implemented KRAs and ensure that the PPAs of HRDD NEAP R are aligned with the region's priority on capacitating teachers and school leaders and are research or data-driven. Furthermore, review the Implementation Plan and Session Guides for the upcoming Regional Assessors Training.
3. Please refer to the following enclosures for details:
 - a. Indicative Program of Activities
 - b. List of Participants



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4. During the conduct of this activity, participants shall be entitled to Compensatory Time-Off (CTO) based on the existing CSC guidelines. Meanwhile, the board and lodging and other incidental expenses incurred in this activity shall be charged against the RO MOEE while transportation expenses of SDO participants shall be charged against SDO local funds subject to usual accounting and auditing rules and regulations.

5. Immediate dissemination of this Memorandum is directed.


JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



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Enclosure 1: Program Activity Matrix

DAY 1			
Time	Activity	Mode of Session	Facilitator/Lead
7:30 AM – 8:00 AM	Registration and Preliminaries	Plenary	Secretariat
8:00 AM – 8:30 AM	Opening Program and Inspirational Message		Secretariat Hajji Relano Palmero Chief, HRDD NEAP R
8:30 AM – 10:00 AM	Session 1: Presentation of 2025 Programs and Projects Based on KRAs		Breakout Room 1 Hajji R Palmero Breakout Room 2 Rhea Eden
10:00 AM – 10:15 AM	Health Break		
10:15 AM – 12:00 NN	Session 2: Evaluation of 2024 HRDD NEAP Programs and Projects	Planning on the conduct of Needs Based Assessment of MTs and School Heads on the following: -Classroom Observation -PPST -Communication Skills (Writing Annotations and Speaking answering BEI)	Breakout Room 1 Hajji R Palmero Breakout Room 2 ASDS Isabelle S. Sibayan
12:00 NN – 1:00 PM	Lunch Break		
1:00 PM – 2:30 PM	Session 3: Stimuli Data Analysis and Connecting to Capacitating Teachers and School Heads	Breakout (Regional Assessors to review the Implementation Plan)	Dr. Maricel Narciso
2:30 PM – 3:30 PM	Session 4: Interfacing of Functions and Duties within HRDD NEAP R	Breakout (Regional Assessors to review the Training Matrix)	Breakout Room 1 Hajji R Palmero Breakout Room 2 ASDS Isabelle S. Sibayan
3:30 PM – 3:45 PM	Health Break		
3:45 PM – 4:45 PM	Session 5: Addressing Gaps and Designing Solutions	Breakout (Regional Assessors walkthrough)	Breakout Room 1 Hajji R Palmero Breakout Room 2



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		training design and materials)	ASDS Isabelle S. Sibayan
4:45 PM – 5:00 PM	Reflection /Presentation of Output Way Forward	Plenary To conclude the session with actionable next steps and a clear direction for 2025.	Hajji R Palmero
Day 2			
8:00 AM – 8:30 AM	Preliminaries	Plenary	Secretariat
8:30 AM – 10:00 AM	Writing Gender Responsive Proposals	Breakout Breakout (Regional Assessors check on CPD application requirements)	Breakout Room 1 Rhea Eden Breakout Room 2 Leah Aila C. Vicencio
10:00 AM – 10:15 AM	Health Break		
10:15 AM – 12:00 NN	Presentation of Proposals	Breakout (Regional Assessors other Initiatives and Direction Setting) -Raters Camp -Deepening Session -Annotation Writing Training and Workshop -Orientation Program and other advocacy Campaign initiatives	Breakout Room 1 Rhea Eden Breakout Room 2 Hajji R Palmero
1:00 PM – 2:30 PM	Closing Program		Secretariat



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Enclosure 2. List of Participants

NAME	POSITION/STATION
Jocelyn DR Andaya	Regional Director, NCR concurrent Officer-In-Charge, Office of the Assistant Secretary for Operations
Cristito A. Eco	Assistant Regional Director
Hajji R. Palmero	Chief
Rhea B. Eden	EPS
Rodolfo J. Colocar	EPS
Arren V. Aduan	EPS
Christian T. Español	EPS
Leah Ailah C. Vicencio	SEPS
Don Ray V. Salvador	EPS II
Richard D. Vidal	EPS II
Jerol C. De Lira	ADAS III
Nika A. Diaz	ADA VI
Myles Jamie S. Garcia	COS
Denisse Dandan	Dormitory Manager II
Cynthia Paz	Dormitory Manager I
Ricardo Matan	Admin Aide
Rodrigo Penaranda	Security Guard I
Henry Permejo	Security Guard I
Pacifico Orapa	COS
Pedro Permejo Jr.	COS
Edison Ilagan	COS
Kino Penaranda	COS
Irene Acangan	COS
Isabelle S. Sibayan, CESE	Assistant Schools Division Superintendent SDO Quezon City
Josefino C. Pogoy Jr	Chief Education Supervisor SDO San Juan/CID
Marco D. Meduranda	Chief Education Supervisor SDO Navotas/CID
Victor M. Javeña	Chief Education Supervisor SDO Pasig/SGOD
Ma. Regaele A. Olarte	OIC-Chief Education Supervisor SDO Muntinlupa/SGOD
Melvin Willy II B. Roque	Public School District Supervisor SDO Valenzuela/CID
Neofidel Ignacio B. Ramirez	Master Teacher II SDO Manila/Manila Science High School
Resource Person	(To be determined)