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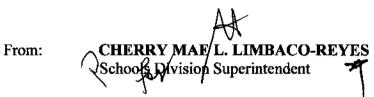
**Department of Education** REGION X - NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY DAN 2027 - 13 - 540 DEPED MALAYBALAY CITY DIVISIO BELEASED 10:2/ DATE: 12/1/23TIME: BY:

## **DIVISION MEMORANDUM**

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NO. 540 S.2023

To: Assistant Schools Division Superintendent Chief Education Supervisors, SGOD and CID Education Program Supervisors Public Schools District Supervisors This Division



Date: December 13, 2023

## Subject: ORIENTATION ON THE GUIDELINES FOR NEAP RECOGNITION OF PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES FOR PROGRAM HOLDERS

1. In line with DepEd Order No. 001, s. of 2020 entitled "Guidelines for NEAP Recognition of Professional Development Programs and Courses for Program Holders and School Leaders". This Office will conduct a Two-Day Orientation and Workshop on the Guidelines for Neap Recognition of Professional Development Programs and Courses for Program Holders on December 14-15, 2023, 8:00 am to 5:00 pm at Hotel Criselda, Veranda Admin Office, Small Function Room, Casisang, Malaybalay City.

2. The participants of the activity are as follows:

- a. Education Program Supervisors
- b. Public Schools District Supervisors
- c. SGOD Program Holders
- d. OSDS Program Holders

3. Enclosed is the indicative matrix including the topics of the said activity.

4. Should there be queries contact, *Mr. Rex C. Dacanay*, Education Program Specialist II, Human Resource & Development at 09177055496.

Copy furnished:

Records Unit, HRD



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City Telefax No.: 088-314-0094; Telephone No.: 088-813-1246 Email Address: <u>malaybalay.city@deped.gov.ph</u>





Republic of the Philippines

Department of Education

**REGION X - NORTHERN MINDANAO** 

**DIVISION OF MALAYBALAY CITY** 

Enclosure # 1. of Division Memorandum No. 540, series of 2023.

Indicative Matrix

## Orientation and Workshop on the Guidelines for Neap Recognition of Professional Development Programs and Courses for Program Holders

| TIME                            | ACTIVITY                       | FOCAL PERSON                         |
|---------------------------------|--------------------------------|--------------------------------------|
|                                 | Day 1 - December 1             | 4, 2023                              |
| 7:30 - 8:00                     | Registration                   | Secretariat                          |
| 8:00 - 8:30                     | Preliminaries                  | Video Presentation                   |
| , , , , , , , , , , , , , , , , | Checking of Attendance         | EDELINA M. EBORA                     |
|                                 | - C                            | SEPS, SMME                           |
| 8:30 - 9:00                     | Opening Remarks                | LORENZO O. CAPACIO                   |
|                                 |                                | Chief, SGOD                          |
| 9:00 - 9:15                     | Statement of Purpose           | WOODROW WILSON B. MERIDA             |
|                                 | -                              | Senior Education Program Specialist  |
| 9:15 - 9:25                     | Message                        | CHERRY MAE L. LIMBACO-REYES          |
|                                 |                                | Schools Division Superintendent      |
| Session Proper                  |                                |                                      |
| 9:25-10:00                      | E-Certificate Generator        | REX C. DACANAY                       |
|                                 |                                | EPS-II,HRDS                          |
| 10:00 11:00                     | * How to Accomplish the Post   |                                      |
|                                 | Activity Summary               | WOODROW WILSON B. MERIDA             |
|                                 |                                | Senior Education Program Specialist  |
| 11:00-12:00                     | Session Guide                  | Jovy B. Molina                       |
|                                 | <u></u>                        | Public Schools District Supervisor   |
|                                 | Lunch                          |                                      |
| 1:00-5:00                       | PMIS Actual Application and Wo | rkshop-Jimdandy Lucine, PDO II and   |
|                                 | Sibyl L. Ma                    | puti, Budget Officer                 |
|                                 | Day 2 – December 1             | 15, 2023                             |
| 8:00 - 8:30                     | Makabayan Song /Prayer         | Video Presentation                   |
|                                 | Prayer                         |                                      |
| 8:30 - 12:00                    | Continuation of PMIS Applica   | tion and finalization Accomplishment |
|                                 |                                | Report                               |
|                                 | LUNCH                          |                                      |
| 1:00 - 4:00                     | Presentation of Output         |                                      |
| 4:00 – 5:00                     | Distribution of Certificates   | Secretariat                          |
|                                 | Closing Program                |                                      |

Note: Pls. bring laptop for the workshop.



