



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



19 October 2026

DIVISION MEMORANDUM

No. 445, 52026

PROPOSAL DEVELOPMENT & QUALITY ASSURANCE WRITESHOP

TO: Office of the OIC – Assistant Schools Division Superintendent
School Governance and Operations Division
Curriculum Implementation Division
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Preparing a Professional Development (PD) program proposal under National Educators Academy of the Philippines (NEAP) standards is critical for ensuring policy compliance, institutional legitimacy, and meaningful impact on educator development. Pursuant to DepEd Order No. 001, s. 2020, NEAP serves as the official governing body for recognizing professional learning initiatives within the Department of Education. Adhering to these standards guarantees that training programs are explicitly mapped to the Philippine Professional Standards for Teachers (PPST), School Heads (PPSH), or Supervisors (PPSS), ensuring that earned completion credits validly support participants' formal career progression, licensing requirements, and promotion.
2. Anent to this, the Professional Development Committee of the Division thru the office of the Schools Division Superintendent enjoins all identified participants (Enclosure 1) to the Proposal Development and Quality Assurance Writeshop on October 20, 21, and 22, 2026 at Ecolodge Magsaysay Avenue, Baguio City from 8:00 a.m. to 5:00 p.m.
3. All participants are reminded to bring a laptop, an extension cord, and the necessary reference materials to complete the session guides and other required outputs.
4. Schools included in Enclosure 1 that have not yet submitted their confirmed list of participants but still intend to join the PD writeshop are requested to coordinate directly with the Human Resource Development Section (HRDS) on or before October 19, 2026.
5. In adherence to policy guidelines on non-disruption of instructional time, this activity requires strict compliance with measures that safeguard continuous classroom learning. To ensure zero loss of instructional time during training dates, schools concerned must enforce the following conditions:

- a. Instructional Continuity: Participating teacher must prepare self-directed learning activities for their classes and properly endorse them to the School Head or designated teacher-on-duty.
 - b. Attendance Confirmation & Accountability: Confirmation of attendance is deemed final. In cases of unavoidable absence FOR CONFIRMED PARTICIPANTS, a formal letter of explanation addressed to the Schools Division Superintendent (SDS) must be submitted to the Division Records Section.
6. This memorandum shall serve as **Authority to Travel on Official Business** of all identified participants, Program Management Team, and the Resource Speakers.
 7. Lunch and snacks (AM and PM) shall be provided chargeable against 2026 HRTD fund, while traveling expenses shall be chargeable against School MOOE or local funds subject to the accounting and auditing rules and regulations.
 8. Immediate and widest dissemination of this memorandum is required.

sgd

CARMEL F. MERIS

OIC -Schools Division Superintendent

SGOD/LBA/HRDS/xdk

Enclosure 1:

No.	NAME	POSITION	Title of Proposal
1	MARILYN W. ZARATE	PSDS - Bakun	"School Heads as Curriculum Leaders: Managing Curriculum Implementation in the Three-Term System"
2	LILIA B. SAGUIBAL	SCHOOL PRINCIPAL 1	
3	OLIVER P. NGIWAS	MASTER TEACHER /TIC	
4	DELIA M. BANDO	SCHOOL PRINCIPAL 2	Elevating Learner Achievement Through PPST-Aligned Literacy and Numeracy Instruction: Strengthening Differentiated Teaching, Assessment, and Evidenced-Based Classroom Practices
5	EDRINE JAE K. DEL-ISEN	CLUSTER BOOKKEEPER	
6	JANELLE N. PANAS	PDO I	AI-Enhanced Teaching and Learning: Responsible Use of Artificial Intelligence for Lesson Design, Learning Resources, Assessment, and Teacher Productivity.
7	SHANALYN W. GANADO		Capability Building of School Heads of Kabayan District
8	SANNY B. DOKIPEN	HEAD TEACHER III	Advancing Instruction and School Resilience: SHS Strengthening, Learning Resource Development, and Active Attack Contingency Planning
9	LEILAMA SAMA		
10	MERCY ROSE PANGESFAN	ADMINISTRATIVE OFFICER II	From Challenges to Growth: Integrating Social-Emotional Learning (SEL) and Resiliency in Teaching
11	HANNAH LYNN EGSAN	GUIDANCE ASSOCIATE	
12	HANKY MAE BANIAGA ATEN-AN	ADMIN OFFICER IV	Capacity Building for MNHS Teachers on Integrating Inclusive Education, Mastering Socio-Emotional Support and Tech-Enabled Teaching
13	VIRGINIA B. SALIO-AN	PUBLIC SCHOOLS DISTRICT SUPERVISOR	Training-Workshop on Leading and Managing an enabled Learning Environment
14	JESSIE S. BALAGSA	TIC-TEACHER III	
15	WILMA M. COILAN	TIC-TEACHER VI	
16	MARYLIN A. TOLBE	PSDS	PROGRESS: Strengthening Instructional Supervision, Performance Management, and career readiness of school heads, Master teachers, and kindergarten teachers
17	LORADEL LUMIDO	SCHOOL PRINCIPAL I	
18	MARILIESE C. YANGKEN	HEAD TEACHER V	"Resilient Educators, Resilient Schools: Strengthening Mental Health, Well-being and Learning Continuity. (GBDAIS)
19	JOSEPH B. AQUINO	PROJECT DEVELOPMENT OFFICER I	
20	HAZELJEK M. MUÑOZ	ADMINISTRATIVE ASSISTANT II	
21	MERLYN CONCHITA O. DE GUZMAN	EPS - Science	Training Workshop on the Development of HOTS – Based Assessment for English, Mathematics, and Science to Capacitating Science and ICT Teachers on Robotics

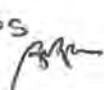
22	GENEVIEVE Y. CASTRO	ADMINISTRATIVE OFFICER II	Practical Innovation in the Classroom: Turning Simple Ideas into Educational Results
23	LORNA M. YACO	SCHOOL PRINCIPAL I	Practical Innovation in the Classroom: Turning Simple Ideas into Educational Results
	HRD SECTION		Induction Program for Beginning Teachers Batch 2 SY 2026-2027
24	STEPHEN BULALIN	SEPS P&R	Research Congress
25	BUYAGAN ELEMENTARY SCHOOL MARYLYN P. DAMOSLOG		Inclusive Classroom: Practical Strategies for Receiving Teachers Handling Learners with Special Needs in Large Classes
26	BINGA NATIONAL HIGH SCHOOL		Elevating Instructional Efficacy: Action-Oriented Pedagogy, Assessment, and Professional Growth for Career Advancement
27	DENVER P. DOKEY	Master Teacher I	Enhancing Teacher Competencies Through Data-Driven Professional Development
28	BENGUET NATIONAL HIGH SCHOOL LLORA P. TABERAO		Empowering Teachers for the Strengthened Senior High School Curriculum: Innovative, Competency-Based, and Learner-Centered Approaches for Future-Ready Education
29	BUYAGAN ES		Inclusive Classroom: Practical Strategies for Receiving Teachers Handling Learners with Special Needs in Large Classes
30	BULALACAO NATIONAL HIGH SCHOOL		Upskilling Teachers on Pedagogical Approaches and Assessment Strategies for 21st-Century Learners
31	LA TRINIDAD CENTRAL SCHOOL		From Challenges to Growth: Integrating Social-Emotional Learning (SEL) and Resiliency in Teaching
32	KABAYAN BARRIO ES		Aligning Standards and Heritage: A Training-Workshop of Teachers on the Process of Curriculum Indigenization
33	FRELY M. TAYABAN		Professional Development Program for School heads and Master Teachers Handling Multigrade Classes

Program Management Team

Xylene Grail Kinomis
School Principal I

Nerissa I. Barbosa
EPS II – HRDS

Corazon C. Quipot
SEPS – SMM&E

Shaina Mae Alos
GIP 

Enclosure 2. TRAINING MATRIX

Schedule	Activities	In-Charge
October 20, 2026	Opening Program	HRD Section
	Reiterating objectives of the activity	
	Presentation of NEAP forms and CPD forms - Samples included in the presentation	Resource Speaker XYLENE GRAIL D. KINOMIS
October 21, 2026	Writeshop Writing the Proposals following templates discussed or given Filling-up of forms for QA and CPD application Coordination with Resource Persons on their session guides, presentations, assessment tests etc.	Facilitator: NERISSA I. BARBOSA EPS II - HRDS
October 22, 2026	Finalization of outputs Presentation and critiquing of outputs On-site evaluation of outputs by the review committee for immediate action by the proponents	Facilitators HRD section EPS