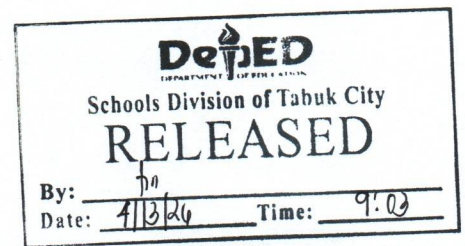




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Schools Division of Tabuk City



Office of the Schools Division Superintendent

8 April 2026

DIVISION MEMORANDUM  
No. 152 s. 2026

**GUIDELINES ON THE CONDUCT OF SCHOOL DIVISION DEVELOPED PROFESSIONAL DEVELOPMENT PROGRAMS**

**TO :** Assistant Schools Division Superintendent  
SGOD Chief and CID Chief  
All District Supervisors and Education Program Supervisors  
All School Heads and Teachers  
All Others Concerned

1. Anchored on DepEd Memorandum No. 44, s. 2023 titled Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs and DM-OUHROD-2024-1576, this office, through SGOD- Human Resource Development (HDD) Section announces the Guidelines on the Conduct of School Division Developed Professional Development Programs.
2. All Professional Development Programs at the SDO and school levels shall be designed, developed, quality-assured, delivered, monitored and evaluated in compliance with the standards and processes set by the relevant Memorandums and NEAP standards
3. All duly prepared PD program proposals shall be submitted to the SDO-SGOD-HRDS for quality assurance and 45 working days for school-level programs. PD proposals shall undergo quality assurance by the Schools Division Evaluation Committee within the first 5 working days, followed by submission to the Regional Office for an additional 45 working days of quality assurance.
4. Proponents are advised to thoroughly review all required documents and ensure they are properly signed before submission. Only **PDF files** will be accepted.
5. Only PD program proposals compliant with the set quality standards shall be issued a Division Evaluation Committee Certificate to be forwarded to the Regional Office for issuance of Certificate of Quality Assurance and be implemented as an Official DepEd Professional Development Program.
6. Program Owner/Proponent with the Program Management Team shall prepare and submit the accomplished Program Completion Report (both NEAP and PRC documents for PRC accredited activities) to the Schools Division Office 10 working days after the conduct of the program.
7. Schools Management Monitoring and Evaluation (SMME) Section shall facilitate the monitoring of the school-Based PD Programs consistent with the quality-assured M&E plan.



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga  
Email: [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
Website: <https://www.depedtabukcity.com>

8. The following is the composition of Division Review Committee on PD Designs:

<b>School Division Evaluation Committee</b>		
<b>ROLE</b>	<b>NAME</b>	<b>ALTERNATE</b>
<b>Adviser</b>	<b>Christopher C. Benigno PhD, EdD, CESO VI</b> Schools Division Superintendent	
<b>Chairman</b>	<b>Ginadine L. Balagso</b> Assistant Schools Division Superintendent	
<b>Member</b>	<b>Sally P. Feken</b> Chief Education Supervisor – SGOD	<b>Federico C. Flores Jr.</b> Education Program Supervisor - SGOD
	<b>Ramonchito A. Soriano</b> Chief Education Supervisor – CID	<b>Nicasio C. Sumarita Jr.</b> Education Program Supervisor
	<b>Harriet C. Buslig</b> Senior Education Program Specialist – HRD	<b>Deewaii B. Bagayao</b> Senior Education Program Specialist – P&R
	<b>Kenneth A. Atiwag</b> Senior Education Program Specialist – SMME	<b>Vincent B. Martinez</b> Education Program Specialist II - SMME
	Learning Area Expert	<b>Emmanuel C. Ubuán</b> Education Program Supervisor
<b>Secretariat</b>	<b>Shamgar Louie N. Candelario</b> Education Program Specialist – HRD	
	<b>Catherine M. Badong</b> Human Resource Officer	
	<b>Jay-ar Balahoy</b> Administrative Aide VI	

9. The requirement checklist for Professional Development Program (PDP) Design can be accessed via Google Drive: <https://tinyurl.com/PDPDesignsTemplate> or via the QR Code:



9. Wide dissemination of this Memorandum is earnestly desired.

**CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga  
Email: [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
Website: <https://www.depedtabukcity.com>