



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

January 21, 2026

**DIVISION MEMORANDUM**  
No. 036, s. 2026

**PLANNING AND COORDINATION CONFERENCE ON THE IMPLEMENTATION OF  
HRD-FUNDED DIVISION-LED PROFESSIONAL DEVELOPMENT (PD)  
PROGRAMS FOR FY 2026**

To: Assistant Schools Division Superintendent  
Schools Governance and Operations Division Chief  
Curriculum and Implementation Division Chief  
Education Program Supervisors  
Selected District Supervisors/`Principals In-Charge  
Selected Public Elementary and Secondary School Heads  
Selected Public Elementary and Secondary Master Teachers  
All Others Concerned

1. Pursuant to the Schools Division's initiative to ensure that the implementation of HRD-funded Division-led Professional Development (PD) programs are needs and research-based and adhere to the quality standards set by the National Educators Academy of the Philippines (NEAP), the Schools Governance and Operations Division – Human Resource Development Section (SGOD – HRDS) shall conduct a one-day Planning and Coordination Conference on the Implementation of HRD-funded Division-led Professional Development (PD) Programs for FY 2026 on January 30, 2026 at the Bulwagan ng mga Guro, Schools Division Office (SDO) of Northern Samar, Catarman, Northern Samar.
2. This one-day planning conference aims to:
  - a. communicate to concerned personnel the direction of the Schools Division on the implementation of various HRD-funded Division-led PD programs;
  - b. present the Comprehensive 2025 HRD Plan for Professional Development;
  - c. clarify roles, responsibilities, and resource requirements among the management, resource persons, and participants; and
  - d. develop a consolidated, time-bound implementation plan and monitoring framework for the next steps such as (1) resource package development and quality assurance phase and (2) implementation of the PD Program within the year.
3. Attached are the List of Participants and Activity Matrix
4. This Memorandum serves as the Authority to Travel of all involved.
5. Expenses incurred in the conduct of this activity such as meals shall be charged against the 2026 HRD Fund, while travel and other incidental expenses

shall be charged against local fund/School MOOE, subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**GAUDENCIO C. ALJIBE JR., PhD, CESO V**  
Schools Division Superintendent 

Enclosure: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

NEAP PROFESSIONAL DEVELOPMENT

SGOD-HRDS-PRB

DepEd Northern Samar  
RELEASED

20 JAN 2016  
Date: \_\_\_\_\_

Enclosure No. 1 of DM 03, s. 2026

**PLANNING AND COORDINATION CONFERENCE ON THE IMPLEMENTATION OF  
HRD-FUNDED DIVISION-LED PROFESSIONAL DEVELOPMENT (PD)  
PROGRAMS FOR FY 2026**

January 30, 2026 | Venue: Bulwagan ng mga Guro

Dr. Gaudencio C. Aljibe Jr., CESO V <i>Schools Division Superintendent</i>	Dr. Rey F. Bulawan <i>Assistant Schools Division Superintendent</i>
Dr. Sylvia D. Villanueva, CID Chief	Dr. Noe M. Hermosilla, SGOD Chief
<b>Education Program Supervisors/Program Coordinators/PD Program Owners</b>	
Dr. Elna D. Enano	Dr. Felix J. Ladeño
Dr. Emily Adrayan	Dr. Nelida M. Lobos
Dr. Lucila R. Balondo	Dr. Alex B. Rejuso
Dr. Omar Ty	Dr. Myra Bato
Dr. Dionesia Merader	Dr. Nestor Ada
<b>SDO Personnel</b>	
Merlita B. Fajardo	Dr. Roberto T. Orias Jr.
Jocelyn I. Acebuche	Ma. Joy L. Gepollo
Deah A. Gamao, CPA	Francis Rico Tобes
<b>District Heads</b>	
Dr. Esther Dela Cruz	Dr. Rosalyn Sosing
Dr. Mary Jane Aguirre	Dr. Roberto Galono
Dr. Rico Baladad	Dr. Arnel Pajares
Dr. Denmark Fernandez	Dr. Anecita Marzol
Dr. Racquel Perfas	Dr. Janette Cerbito
Dr. Carlos P. Balanquit	Dr. Arnoldo B. Rosales
Dr. Lucio S. Lubos	Dr. Ruth Capaz
<b>School Heads</b>	
Dr. Michelle Probadora	Dr. Michael Froilan
Dr. Julien Tiza Madronio	
<b>Master Teachers/PD Evaluators</b>	
Evelyn J. Virtudes	Rhodora A. Borja
<b>Program Management Team</b>	
Peter R. Bobiles	Pepito E. Saldo Jr.
April Rose Ballicud	Wilkins Wong
Temothy Clutario	

**Activity Matrix**

Time	Session / Activity	Process (Indicative Steps)	Output / Documentation	Lead / Support
8:00-8:20	Registration	<ul style="list-style-type: none"> <li>• Registration and attendance check</li> <li>• Pre-session quick needs scan (priority concerns/expected support)</li> </ul>	Attendance sheet; group list; needs scan summary	Secretariat / HRD Unit
8:20-8:35	Opening Program	<ul style="list-style-type: none"> <li>• Opening remarks</li> <li>• Rationale and expected outputs</li> <li>• House rules and time discipline</li> </ul>	Opening notes; agreed ground rules	Program Host; Management
8:35-8:55	Conference Orientation and Output Standards	<ul style="list-style-type: none"> <li>• Walkthrough of objectives and deliverables</li> <li>• Explain standard templates and submission points</li> <li>• Confirm breakout mechanics, roles per group, and reporting format</li> </ul>	Shared understanding; finalized group roles; agreed submission protocol	Lead Facilitator; HRD; Secretariat
8:55-9:35	Plenary 1: Division Direction on HRD-Funded Division-led PD Programs	<ul style="list-style-type: none"> <li>• Division priorities and guiding principles</li> <li>• Implementation expectations and non-negotiables (scope, standards, compliance)</li> <li>• Q&amp;A; capture clarifications and assumptions</li> </ul>	Direction points; Q&A/assumptions log	HRD
9:35-10:15	Plenary 2: Presentation of the Comprehensive 2025 HRD Plan for	<ul style="list-style-type: none"> <li>• Present plan highlights and program map</li> <li>• Identify inter-program dependencies and</li> </ul>	Plan presentation; alignment notes; enhancement list	HRD

	Professional Development	shared resources • Capture enhancement points and alignment actions		
10:15 - 10:30	Health Break	• Break	—	Secretariat
10:30 - 11:30	Workshop A:  Program Scoping & Resource Package Outline	Each PD Program Owner 1) Confirm program goal, target learners, delivery modality 2) Define competencies/learning outcomes 3) Draft resource package components (modules, guides, tools, assessments) 4) Identify writers/reviewers and references/standards 5) Note shared materials that can be co-developed across programs	Per PD program: Resource Package Outline + team list + initial shared-materials list	Program Leads; SMEs; Facilitators
11:30 - 12:00	Plenary Sharing 1: Scoping & Outline Highlights (Rapid Reports)	• Sharing of goal/outcomes, key package components, support needs • Secretariat logs common issues and shared materials • Management resolves quick policy issues; others go to decision log	Rapid report summary; shared-materials register; decision log	Lead Facilitator; Management; Secretariat
12:00 -1:00	Lunch Break	• Break	—	Secretariat

1:00– 2:45	Workshop B Development Workplan, RACI, Timeline, and Resources	<ol style="list-style-type: none"> <li>1) Build development steps (writing → editing → layout → QA → revisions → final)</li> <li>2) Assign roles using RACI</li> <li>3) Identify resource requirements (budget, printing, ICT, platforms)</li> <li>4) Draft timeline with milestones and dependencies</li> <li>5) Identify risks and mitigation</li> </ol>	Per PD program: Development Workplan + RACI + Resource Requirements + Milestone Timeline + risk notes	Program Leads; Secretariat; Facilitators
2:45– 3:00	Health Break	• Break	—	Secretariat
3:00– 4:30	Commitment Setting and Next Steps	<ul style="list-style-type: none"> <li>• Confirm deliverables per program and due dates</li> <li>• Confirm QA panel schedule and sign-off authority</li> <li>• Assign owners for decision log items and immediate actions (next 2 weeks)</li> </ul>	Commitment/next steps tracker with due dates and owners	HRD Head; Program Leads; Secretariat
4:30– 4:45	Closing	<ul style="list-style-type: none"> <li>• Closing message</li> <li>• Acknowledgements</li> </ul>	Closing notes	Management

<b>PROGRAM MANAGEMENT TEAM</b>	
<b>NAME</b>	<b>DESIGNATION</b>
<b>Dr. Gaudencio C. Aljibe Jr., CESO VI</b>	Activity Manager
<b>Dr. Rey F. Bulawan</b>	Co-Activity Manager
<b>Dr. Noe M. Hermosilla</b>	Onsite Managers
<b>Dr. Elna D. Enano</b>	Co-onsite Manager
<b>Deah A. Gamao</b>	Finance Manager
<b>Merlita B. Fajardo</b>	QAME Manager
<b>Noe M. Hermosilla</b>	Resource Persons
<b>Elna D. Enano</b>	
<b>Peter R. Bobiles</b>	
<b>Pepito E. Saldo Jr.</b>	HRDS EPS II
<b>April D. Ballicud</b>	HRDS Staff
<b>Temothy Clutartio</b>	
<b>Wilkins Wong</b>	