



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR



October 12, 2026

DIVISION MEMORANDUM

No. 433, s. 2026

**PROGRAM IMPLEMENTATION REVIEW ON VARIOUS PROFESSIONAL
DEVELOPMENT PROGRAMS-cum-ORIENTATION ON THE PROFESSIONAL
DEVELOPMENT NEEDS ASSESSMENT (PDNA) AND L&D SYSTEMS
MANAGEMENT**

To: Assistant Schools Division Superintendent
Schools Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/Principals In-Charge
District HRD Focal Persons
All Others Concerned

1. Pursuant to the Division's continuing efforts to strengthen the governance, implementation, monitoring, and reporting of professional development programs, the Schools Division of Northern Samar, through the Schools Governance and Operations Division-Human Resource Development Section (SGOD-HRDS), shall conduct a three-day live-out **Program Implementation Review on Various Professional Development Programs-cum-Orientation on the Professional Development Needs Assessment (PDNA) and L&D Systems Management** on **October 27-29, 2026** at Yanki's Farm and Resort, Brgy. San Isidro, Bobon, Northern Samar.

2. The three-day face-to-face activity will provide a structured venue to review district implementation data, validate accomplishments and reporting status, clarify policies and responsibilities, identify implementation gaps and technical assistance needs, and agree on follow-through actions for National Educators Academy of the Philippines (NEAP) and HRD programs. It will also orient participants on the PDNA and strengthen the capability of District HRD Focal Persons in Continuing Professional Development Accreditation System (CPDAS) and L&D systems management.

3. Specifically, the activity aims to:

- a. review the implementation, accomplishments, issues, good practices, and next steps for the Induction Program for Beginning Teachers (IPBT), Learning Action Cell (LAC), in-service training (INSET), and other professional development initiatives;



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- b. validate district reports, supporting evidence, compliance status, and submission timelines for NEAP and HRD programs;
- c. clarify roles, standards, monitoring requirements, and quality assurance mechanisms in the implementation and documentation of professional development activities;
- d. orient District Heads and District HRD Focal Persons on the purpose, process, tools, roles, and expected outputs of the Professional Development Needs Assessment;
- e. strengthen district mechanisms for rewards and recognition and formulate responsive district-level improvement actions; and
- f. provide District HRD Focal Persons with guided practice on CPDAS workflows, documentary requirements, records governance, tracking, reporting, and resolution of common systems issues.

4. Participants shall be composed of the following:

Schedule	Participants
October 27–28, 2026	46 District Heads and 46 District HRD Focal Persons, together with the Program Management Team and resource persons
October 29, 2026	46 District HRD Focal Persons, together with the Program Management Team and resource persons

5. Participants are required to bring (soft copies are preferred) their respective supporting data on IPBT, LAC, INSET, other PD activities, rewards and recognition initiatives, and existing L&D records (if any). District HRD Focal Persons shall also bring a laptop, charging device, relevant digital files, and available access credentials needed for the systems-based workshop on Day 3.

6. The activity shall be conducted on a live-out arrangement. The detailed program of activities and the composition of the Program Management Team are attached in this Memorandum.

7. This Memorandum shall serve as the Authority to Travel of all concerned participants and members of the Program Management Team.

8. Expenses incurred in the conduct of this activity such as meals and venue shall be charged against the 2026 HRTD/INSET 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.

9. Immediate dissemination of and strict compliance with this Memorandum are desired.

DepEd Northern Samar

RELEASED

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13/OCT 2026

note.

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



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ANNEX A**INDICATIVE SCHEDULE OF ACTIVITIES****DAY 1: Implementation Review and Policy Alignment for District Heads and HRD Focal Persons**

Time	Session/Activity	Expected Output
7:30–8:30	Registration and Opening Program	-
8:30–9:15	Program Overview, Objectives, and PIR Framework	-
9:15–10:00	State of HRD-NEAP Program Implementation	Division-level accomplishment and implementation profile
10:00–10:15	Health Break	
10:15–12:00	IPBT Implementation Review: accomplishments, mentoring support, documentation, issues, and next steps	Validated IPBT findings and technical assistance needs
12:00–1:00	Lunch Break	
1:00–2:15	Professional Development Programs: standards, implementation responsibilities, monitoring, and quality assurance	Clarified roles and implementation standards
2:15–3:00	Status of implementation of LAC, INSET, and Other PD Activities: required data, evidence, timelines, and common errors	Agreed reporting and validation requirements
3:00–3:15	Health Break	
3:15–4:30	District Data Review and Gap Analysis Workshop	District accomplishment/gap matrix
4:30–5:00	Plenary Sharing, Synthesis, and Agreements	Day 1 agreements and priority concerns

DAY 2: PDNA Orientation, Rewards and Recognition, and District Action Planning

Time	Session/Activity	Expected Output
8:00–8:30	Management of Learning: recap, attendance, and targets	Refined focus for Day 2
8:30–9:45	Rewards and Recognition: policy alignment, eligible accomplishments, documentation, and district mechanisms	District actions to strengthen recognition practices
9:45–10:00	Health Break	
10:00–12:00	Orientation on the Professional Development Needs Assessment: purpose, framework, roles, process, tools, data privacy, and expected outputs	Shared understanding of PDNA implementation
12:00–1:00	Lunch Break	
1:00–2:30	PDNA Guided Workshop: interpreting needs data and translating priorities into PD responses	Initial district PD priorities and cascading plan
2:30–3:15	Interfacing Session: issues, clarifications, good practices, and technical assistance commitments	Clarified concerns and technical assistance matrix
3:15–3:30	Health Break	
3:30–4:30	District Action Planning: IPBT, PD reporting, LAC/INSET, rewards and recognition, and PDNA	District HRD-NEAP improvement action plan

4:30–5:00	Presentation of Commitments, Evaluation, and Closing for District Heads	Signed agreements and next steps
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DAY 3: Focused Workshop for District HRD Focal Persons: CPDAS and L&D Systems Management

Time	Session/Activity	Expected Output
8:00–8:30	Management of Learning and Workshop Readiness Check	Verified access, devices, and workshop files
8:30–9:30	CPDAS Overview: roles, workflows, documentary requirements, timelines, and quality checks	CPDAS process map and compliance checklist
9:30–10:00	Program Accreditation of Learning Action Cell (LAC) Demonstration: account navigation, encoding/submission flow, and status monitoring	Participants oriented to core system functions
10:00–10:15	Health Break	
10:15–12:00	Guided Workshop 1: preparing and checking CPDAS documentary requirements and sample transactions	Completed CPDAS guided exercise and deficiency log
12:00–1:00	Lunch Break	
1:00–2:00	L&D Systems Management: data organization, records governance, naming/version control, monitoring, and reporting	Standard district L&D records structure
2:00–3:00	Guided Workshop 2: updating trackers, validating records, and generating monitoring information	Updated sample tracker and records inventory
3:00–3:15	Health Break	
3:15–4:15	Clinic and Coaching: resolving access, data quality, submission, and documentation issues	Issue-resolution and technical assistance log
4:15–4:45	Preparation of District Compliance and Follow-through Plan	District CPDAS/L&D systems action plan
4:45–5:00	Post-Assessment, Evaluation, Synthesis, and Closing Program	Workshop evaluation and commitments

PROGRAM MANAGEMENT TEAM

NAME	DESIGNATION
Dr. Gaudencio C. Aljibe Jr., CESO V	Activity Manager
Dr. Antonio P. Delos Reyes, CESO VI	Co-Activity Manager
Dr. Rey F. Bulawan	Co-Activity Manager
Dr. Noe M. Hermosilla	Onsite Manager
Dr. Elna D. Enano	Co-Onsite Manager
Deah A. Gamao	Finance Manager
Merlita B. Fajardo	QAME Manager
Peter R. Bobiles	Resource Person
Pepito E. Saldo Jr.	HRDS EPS II
Cindy Celespara	HRDS Staff
Wilkins Wong	HRDS Staff