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

October 30, 2026

DIVISION MEMORANDUM
No. 462, s. 2026

REVIEW AND REFINEMENT OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT (PD) PROGRAMS

To: Assistant Schools Division Superintendents
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Selected Public Elementary and Secondary School Heads
District HRD Focal Persons
All Others Concerned

1. To ensure that School-based Professional Development (PD) Programs are grounded in actual needs, aligned with DepEd priorities and professional standards, and supported by coherent designs, measurable outcomes, and complete implementation documents, a systematic review and refinement process needs to be conducted before their continued implementation. In this regard, this Schools Division, through the Schools Governance and Operations Division-Human Resource Development Section (SGOD-HRDS), shall conduct the **Review and Refinement of School-based Professional Development (PD) Programs** on **November 3-5, 2026**, at **Royale Palm Hotel and Resort, Pambujan, Northern Samar**.

2. The activity aims to ensure that the School-based PD programs are responsive to identified professional development needs, technically sound, feasible, results-oriented, and compliant with applicable DepEd standards and quality assurance requirements.

3. The designated Pool of PD Evaluators shall undertake the review and quality assurance of the submitted PD programs on **Day 1 (live-out)**, **November 3, 2026**, using the prescribed evaluation criteria and tools. The review shall cover, among others, the rationale and needs basis, alignment of objectives and learning outcomes, content and delivery design, assessment and evaluation mechanisms, resource requirements, sustainability, and completeness and consistency of the required program documents. Consolidated evaluation results, comments, and recommendations shall serve as the basis for refinement.

4. The invited proponents shall participate on **Days 2 and 3 (live-in)**, **November 4-5, 2026**, to receive evaluator feedback and refine their respective PD program proposals through guided workshop sessions and consultations with the assigned evaluators. Each proponent shall bring a laptop and editable electronic and printed

copies of the complete program documents and relevant supporting data. The expected final outputs are: (a) a revised and quality-assured PD programs; (b) an accomplished response-to-comments or compliance matrix; and (c) complete supporting documents ready for final validation, acceptance, and subsequent processing. Participants shall attend all required sessions and submit the outputs within the activity period.

5. Attached are the List of Participants and Matrix of Activities for reference.

6. This Memorandum serves as the **Authority to Travel** of all involved.

7. Expenses relative to the conduct of the activity, including meals and venue, shall be charged against the 2025 Continuing INSET-HRD Fund, while travel and other incidental expenses of the participants shall be charged against their respective local funds/MOOE, subject to the usual accounting and auditing rules and regulations.

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

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

Enclosures: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:

WORKSHOP	QUALITY ASSURANCE
REVIEW & REFINEMENT	PD PROGRAMS

DepEd Northern Samar
RELEASED
By:
Date: 03 NOV 2026

Annex A

POOL OF PD EVALUATORS IN THE REVIEW AND REFINEMENT OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT (PD) PROGRAMS
November 3-5, 2026

PD Evaluator	PD Evaluator
Nestor B. Ada	Myla P. Adiaton
Rico B. Baladad	Ma. Laurene C. Denura
Enrique T. Pujante	George M. Pinca
Michelle M. Probadora	Maria Carmella L. Olchondra
Michael Jay S. Morales	Jeprey Añano
Momar Alcantara	Sherrie Ann L. Odtujan

LIST OF PARTICIPANTS IN THE REVIEW AND REFINEMENT OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT (PD) PROGRAMS
November 4-5, 2026

No.	PD Programs	Selected Proponent
1	Empowering 21st Century Educators: Enhancing Teaching and Learning thru Khan Academy	Kristina C. Cafe
2	Digital Tools: Enhancing Teacher Effectiveness in Literacy and Numeracy Instruction	Rico R. Nebrao
3	Optimizing Classroom Dynamics: Strategies for Engaging Learners in Exploration and Hands-on Activities	Geraldine R. Rejuso
4	Universal Design for Learning and Differentiation: Foundations of Inclusive Education	Wyrlo C. Longcop
5	Future-proofing Instruction: Adaptive Pedagogies with AI Integration in Classroom Teaching	Rico V. Gaspar
6	Optimizing Classroom Dynamics for Learner Engagement: Innovative Practices for Hands-On Learning	Rhea Junette A. Ultra
7	PMES-DRIVEN Career Progression: Leveraging COIs/NCOIs Metrics for Instructional Excellence and Professional Growth	Liza M. Baluyot
8	The Responsive Educator: Optimizing Instruction, Equity, and Growth through Universal Design for Learning (UDL) Instruction in Diverse and Multigrade Settings	Ricky A. Rebong
9	Technology-Enhanced Hands-On Activities for Instruction	Michael Jay S. Morales
10	Tech It Differently: Enhancing Literacy and Numeracy through ICT and Differentiated Instruction	Melanio A. Basierto Jr.
11	Exploring ICT Methodologies & Designs for Effective Integration in Teaching and Enhancing Learning Resources	Ronnie P. Sister
12	Designing Instructional Materials with Canva	Erwin O. Asiñero
13	SNED Reimagined: Strengthening Inclusive Systems and Differentiated Instruction for Every Learner	Nolly S. Nacis (*need to be replaced by a School Head*)

14	Strategies that Work: Enhancing Literacy and Numeracy through Pedagogical Shifts	Raul T. Floralde
15	Literacy and Numeracy Strategies in the Implementation of Contextualized National Reading and Numeracy Program	Julien Tiza D. Madronio
16	Fostering Critical Thinking in Classrooms: School-Based Training on SOLO Framework for Elementary Teachers	Marlon Cornico
17	Enhancing Teaching Strategies and Innovations to Boost Literacy, Numeracy. and Student Progress	Joseph A. Ortecio
18	Data-Driven Pedagogy: Enhancing Teaching and Learning Through Strategic Assessment Insights	Rosalyn O. Cerujano
19	Dynamic Teaching Strategies: Approach to Enhancing Learner Achievement in Literacy and Numeracy Skills	George M. Pinca
20	Fostering Critical Thinking in Classrooms: School-Based Training on SOLO Framework for Elementary Teachers	Mary Ann T. Rosadino/Jerald Yamogan
21	Fostering Critical Thinking in Classrooms: School-Based Training on HOTS-SOLO for Elementary Teachers	Joy M. Dugan
22	Upskilling of Teachers on Crafting Engaging Learning Experiences Through Interactive Games	Sherrie Ann L. Odtujan
23	In-Service Training on Navigating Gender Roles and Work-Life Balance for School Personnel	Francie T. Surio
	Additional Slots for New PD Programs	
24		Racquel Mabanag
25		Dante Rufin
26		Carlos G. Desuloc
27		
28		

Annex B

MATRIX OF ACTIVITIES

Time	Day 1
7:30–8:00 a.m.	Registration and Attendance Check
8:00–8:30 a.m.	Opening Program
8:30–9:00 a.m.	Activity Overview, Objectives, Expected Outputs, Quality Assurance Process, and House Rules
9:00–10:00 a.m.	Evaluator Calibration: Review of Quality Standards, Evaluation Criteria, Tools, and Rating Protocols
10:00–10:15 a.m.	Health Break
10:15–11:15 a.m.	Initial Desk Review of Assigned School-Based PD Program Proposals
11:15 a.m.–12:00 nn	Continuation of Desk Review and Recording of Initial Findings
12:00–1:00 p.m.	Lunch Break
1:00–2:00 p.m.	In-Depth Technical Review: Needs Basis, Objectives, Learning Outcomes, and Content Design
2:00–3:00 p.m.	In-Depth Technical Review: Delivery Design, Assessment, Monitoring and Evaluation, Resources, and Sustainability
3:00–3:15 p.m.	Health Break
3:15–4:45 p.m.	Evaluator Team Deliberation, Harmonization of Ratings, and Consolidation of Comments and Recommendations
4:45–5:00 p.m.	Submission of Accomplished Evaluation Tools, Assignment of Evaluator-Proponent Consultation Groups, and Day 1 Synthesis

Time	Day 2
8:00–8:15 a.m.	Attendance Check, Preliminaries, and Recapitulation
8:15–9:00 a.m.	Orientation of Proponents on the Evaluation Results, Refinement Process, Required Outputs, and Response-to-Comments Matrix
9:00–10:30 a.m.	Evaluator-Proponent Feedback Conference: Clarification of Findings and Preparation of Program-Specific Refinement Plans
10:30–10:45 a.m.	Health Break
10:45 a.m.–12:00 nn	Workshop 1: Refinement of Rationale, Needs Analysis, Objectives, Learning Outcomes, and Success Indicators
12:00–1:00 p.m.	Lunch Break
1:00–1:45 p.m.	Technical Input: Ensuring Coherence among Objectives, Content, Learning Activities, Assessment, and Expected Results
1:45–3:00 p.m.	Workshop 2: Refinement of Program Content, Session Design, Delivery Strategies, and Learning Resource Requirements
3:00–3:15 p.m.	Health Break
3:15–4:30 p.m.	Workshop 3: Refinement of Assessment, Monitoring and Evaluation, Implementation Arrangements, Budget, and Sustainability Plan
4:30–5:00 p.m.	Evaluator Consultation, Progress Checking, Submission of Day 2 Working Drafts, and Agreements for Day 3

Time	Day 3
8:00–8:15 a.m.	Attendance Check, Preliminaries, and Review of Day 2 Outputs
8:15–9:00 a.m.	Technical Input: Documentation Requirements, Internal Consistency Check, and Final Quality Assurance Checklist
9:00–10:30 a.m.	Workshop 4: Integration of Evaluator Feedback and Completion of the Revised PD Program Proposal
10:30–10:45 a.m.	Health Break
10:45 a.m.–12:00 nn	Workshop 5: Completion of the Response-to-Comments Matrix and Supporting Documents
12:00–1:00 p.m.	Lunch Break
1:00–2:30 p.m.	Final Evaluator-Proponent Consultation and Validation of Revised Program Documents

Time	Day 3
2:30–3:30 p.m.	Final Editing, Packaging, and Submission of Quality-Assured PD Program Proposals and Compliance Documents
3:30–3:45 p.m.	Health Break
3:45–4:30 p.m.	Presentation and Acceptance of Final Outputs
4:30–5:00 p.m.	Agreements, Next Steps, Evaluation, and Closing Program

PROGRAM MANAGEMENT TEAM	
NAME	**DESIGNATION**
Dr. Gaudencio C. Aljibe Jr., CESO V	Activity Manager
Dr. Antonio P. Delos Reyes **Dr. Rey F. Bulawan**	Co-Activity Managers
Dr. Sylvia D. Villanueva **Dr. Noe M. Hermosilla**	Onsite Managers
Dr. Elna D. Enano	Co-onsite Manager
Deah A. Gamao	Finance Manager
Merlita B. Fajardo **Reynel Ignacio**	QAME Managers
Peter R. Bobiles **Pepito E. Saldo Jr.**	Focal Persons
Cindy Celespara	HRD Support Staff
Marynold Peter L. Bato	
Wilkins WongM	