



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

AUG 10 2026

REGIONAL MEMORANDUM

No. 848 s. 2026

**REITERATION AND ADDENDUM TO REGIONAL MEMORANDUM
NO. 218 s. 2025 TITLED "QUALITY ASSURANCE PROCESS OF SDO-BASED
PROFESSIONAL DEVELOPMENT PROGRAMS "**

To: Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), hereby reiterates and provides additional information on the **Quality Assurance (QA) Process of all SDO-Based Proposed Professional Development Programs (PDPs)**. This is in adherence to **DM-2023-044** titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*.
2. This Memorandum establishes the standards and procedures in the design, development, delivery, and evaluation of all SDO-initiated and Regional-initiated PDPs for teachers and school leaders aligned with professional standards.
3. All submitted SDO-PDP proposals shall be processed at the Regional Office within 15 working days as the timeline. Only proposals that are compliant with the set standards and complete resource package shall be issued a Certificate of Quality Assurance for consideration as official DepEd professional development programs.
4. The proposed PDP will be evaluated using the Quality Assurance Criteria.
 - a. Strength of Research Base;
 - b. Alignment to the Professional Standards;
 - c. Target Participants Profile;
 - d. Articulation of Learning Objectives;
 - e. Soundness of Methodology;
 - f. Assessment Strategies and Tools;



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- g. Expected Outputs;
 - h. Workplace Application;
 - i. Time Requirement;
 - j. Credentials/Expertise of Resource Speaker;
 - k. Gender Equality, Disability and Social Inclusion;
 - l. Monitoring and Evaluation; and
 - m. Budget and Costing.
5. Attached are the QA process flow, list of Regional PDP Evaluators, Terms of Reference, Statement of Commitment and Non-Disclosure of Confidential Information, PD Program Evaluators Assignment Form, and Designation Order.
6. For further queries, contact Katherine Y. Sedillo, Chief Education Supervisor at 09156195574 or Dr. Alan D. Bautista, Education Program Supervisor at 09159325633 of the Human Resource Development Division (HRDD).
7. Immediate dissemination of and compliance with this Memorandum are desired.

fr  **RAMIR B. UYTICO EdD, CESO III**
Regional Director

Encl: As stated
Reference: DM-2023-044
To be indicated in the Perpetual Index
under the following subjects:

MONITORING AND EVALUATION

PROGRAMS

RECOGNITION

ADB/HRDD-RM- QUALITY ASSURANCE PROCESS OF SDO-BASED PROFESSIONAL DEVELOPMENT PROGRAMS
158/August 8, 2026



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Flow of Quality Assurance Process

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits proposed PD Program with the endorsement from SDS	1.1 Receives and acknowledges receipt of application of the endorsed PDP from ORD.	10 Minutes	ADAS/Clerk of HRDD
	1.2 Checks PDP as to the completeness of required attachments (if necessary). If deficiencies have been found in the plan, the PD Program Owner receives advice for completion and repeats Step 1. <i>*If the PD program owner repeats Step 1 due to deficiencies in their application or failed evaluation results, the processing time of the application for Quality Assurance shall also cease. The new processing time shall begin once the PD program owner resubmits the PD program proposal for quality assurance.</i>	3 days	HRDD/ NEAP-R
	3. Selects and assigns a maximum of 2 evaluators per PDP. 4. Receives proposed PDP for resubmission. <i>*Only 1 resubmission is allowed.</i>	2 days	HRDD/ NEAP-R



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2. Waits for the evaluation of the PDP.	Evaluates PDP using the PD Program Design QA Tool If resubmission, evaluate the compliance with the recommendations.	4 days	HRDD/ NEAP-R Program Evaluators
	Deliberates and consolidates recommendations using the Quality Assurance Recommendation Form. 1. Accomplishes the decision column of the Quality Assurance Recommendation Form for resubmitted proposals.	2 days	PD Program Evaluators
	2. Receives from the Program Evaluators the Quality Assurance Recommendation Forms	1 day	HRDD/ NEAP-R
	3. Prepares Quality Assurance Approval Form and QA Certificate if the PD program proposal passed. 3.1. Sends the Quality Assurance Recommendation Form from PD Program Evaluators if the application is for return to PD program owner.	2 hours	HRDD/ NEAP-R
	3.2 Endorses the Quality Assurance Approval Form and QA Certificate if the PD program passed.	1 day	HRDD/NEAP-R



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3. Waits for the quality assurance approval	3.1 Validates and recommends the Quality Assurance Approval Form and Quality Assurance Certificate	1 day	CES-HRDD
	3.2 Approves and signs the Quality Assurance Approval Form and Quality Assurance Certificate for successful PD program proposals.	1 day	RD
4. Receives the Quality Assurance Certification	4.1 Sends signed Quality Assurance Certificate if successful. Notice of Compliance to QA Recommendations if unsuccessful to PDP Owner	1 hour	HRDD/NEAP-R
5. Meeting of the Assigned Evaluators Team	The evaluators should convene in 2—3 days as deemed necessary to discuss the finalization and decision as to the proposed PDP evaluated for recommendation to the lead QA evaluator (Chief ES, HRDD)		
TOTAL	15 days, 3 hours, and 10 minutes		



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Regional Professional Development Program (PDP) Evaluators

Dr. Ramir B. Uytico, CESO III Regional Director	Chair
Anthony H. Liobet JD, CESO V Asst. Regional Director	Vice-Chair
Katherine Y. Sedillo	Lead PDP Evaluator
Dr. Alan D. Bautista	Regional Focal Person
Bebce O. Gentilezo	Secretariat
Team A 1. Dr. Alan D. Bautista 2. Dr. Ma. Melanie P. Romero 3. Michelle D. Ozoa 4. Glenda G. Cadeliña	HRDD - Team Leader CLMD PPRD QAD
Team B 1. Joe Marie C. Dolino 2. Raffy L. Berina 3. Nestor A. Amisola 4. Maricar E. Domecillo	HRDD - Team Leader CLMD FTAD QAD
Team C 1. Dr. Queenie E. Butalid 2. Dr. Mayleen Joy V. Fariñas 3. Dr. Roy D. Villacorte 4. Rene M. Encabo	HRDD – Team Leader CLMD FTAD QAD
Team D 1. Zegric S. Laguda 2. Dr. Nonito T. Guanzon 3. Dr. Jose Ernie M. Buelos 4. John Albert S. Recto	HRDD – Team Leader CLMD CLMD QAD



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Terms of Reference (TORs)

A. Lead Quality Assurance Evaluator

Position: Chief Education Supervisor, Human Resource Development Division (HRDD)

Roles and Responsibilities

1. Provides overall leadership and direction in the conduct of the Regional QA evaluation process.
2. Presides over QA meetings, calibration sessions, and deliberations.
3. Ensures consistency, objectivity, and integrity in the evaluation of proposed PD programs.
4. Reviews and validates recommendations submitted by QA evaluators.
5. Resolves issues, concerns, and discrepancies arising from the evaluation process.
6. Affixes his/her initial to the consolidated QA results and recommendations for endorsement to the Regional Director.
7. Ensures compliance with DepEd policies, standards, and guidelines related to professional development and learning and development initiatives.
8. Provides technical guidance and capacity-building support to QA team members and proponents, as necessary.
9. Endorses final QA results for appropriate action.
10. Forwards the final evaluation to the Office of the Regional Director through the issuance of the QA Certificate for approval.

B. Regional Office QA Focal Person

Position: Education Program Supervisor, HRDD

Roles and Responsibilities

1. Coordinates the overall planning and implementation of the QA evaluation activities.
2. Manages the receipt, tracking, and distribution of PD program proposals to the Secretariat.



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3. From the Secretariat, conducts preliminary completeness and checks submitted documents.
4. Monitors evaluation timelines and compliance with schedules through the Secretariat.
5. Consolidates evaluation ratings, comments, and recommendations from evaluators.
6. Prepares QA reports, summaries, and presentation materials for deliberation.
7. Serves as the primary liaison between the QA Team and SDO/FD proponents.
8. Maintains the database and repository of submitted proposals and evaluation results.
9. Provides technical and administrative support to the Lead QA Evaluator.

C. QA Member-Evaluator

Position: HRDD, CLMD, QAD, FTAD, PPRD and
other FDs (as need arises)

Roles and Responsibilities

1. Reviews assigned PD program proposals using approved NEAP QA standards, rubrics, and evaluation tools.
2. Evaluates the relevance, quality, feasibility, alignment, and expected outcomes of proposed PD programs.
3. Assesses compliance with existing DepEd policies, professional standards, and learning and development frameworks.
4. Provides objective ratings, technical comments, and recommendations for improvement.
5. Participates in the calibration exercises and QA deliberations with the team leader.
6. Verifies the completeness and accuracy of proposal components.
7. Recommends approval, approval with revisions, or non-approval based on evaluation findings.
8. Submits accomplished evaluation forms within prescribed timelines.
9. Communicates regularly with the assigned team leader as well as with the Secretariat, as necessary.



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10. Observes confidentiality and professional ethics throughout the evaluation process by signing the ***Statement of Commitment and Non-Disclosure of Confidential Information***.

D. Secretariat

Position: Education Program Specialist II, HRDD

Roles and Responsibilities

1. Provides administrative and logistical support to the QA Team.
2. Receives and organizes proposals and supporting documents submitted by proponents.
3. Prepares communications, notices, invitations, and meeting materials.
4. Maintains records, databases, and documentation related to QA activities.
5. Schedules meetings, deliberations, and related activities with the assigned QA evaluators.
6. Records minutes of meetings and documents proceedings.
7. Consolidates attendance records and evaluation documents.
8. Assists the Focal Person in the preparation and dissemination of QA results and communications to proponents and the assigned QA evaluators.
9. Ensures safekeeping and proper filing of all documents.
10. Communicates regularly with the assigned team leader, RO Focal Person, and the lead QA evaluator in terms of the perusal of the documents.
11. Prepares certificates, reports, and other documentation as may be assigned by the Focal Person and lead QA evaluator.



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E. SDO/FD Office Proponent

Roles and Responsibilities

1. Develops and submits PD program proposals consistent with DepEd policies, regional priorities, and identified competency needs.
2. Ensures completeness and accuracy of all required program documents and supporting materials.
3. Responds promptly to requests for clarification, revision, or additional documentation from the QA Team.
4. Revises and enhances PD program proposals based on QA recommendations.
5. Presents and defends the proposal during technical review sessions, when required.
6. Complies with established submission timelines and QA requirements.
7. Incorporates approved recommendations prior to implementation.

III. General Provisions

1. All QA Evaluators involved shall uphold the principles of professionalism, transparency, objectivity, accountability, and confidentiality throughout the QA process. **The QA Evaluator is not allowed to communicate with the PDP proponent, only the Secretariat has the right to communicate with the PDP proponent in terms of the result of the recommendations and other deficiencies to be complied with of the PDP proponent.**
2. Evaluation findings shall be evidence-based and guided by the NEAP QA tools and evaluation criteria.
3. Any conflict of interest must be disclosed to the Lead QA Evaluator prior to participation in the evaluation. The QA Evaluator has the right to inhibit in the evaluation process if there is conflict of interest, and therefore, the lead QA evaluator may choose an alternate evaluator from the list of evaluators team.
4. All submitted proposals and evaluation results shall be treated as official records and managed in accordance with DepEd records management policies.



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5. The QA Team assigned with the presence of the lead QA evaluator may recommend approval, approval with revisions, deferment, or non-approval of proposed PD programs based on the evaluation results.
6. The signatories appeared on the QA tool will not be divulged to anyone and shall remain confidential to safeguard the identity of the evaluators based on Data Privacy Act.



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Statement of Commitment and Non-Disclosure of Confidential Information

This Statement of Commitment and Non-Disclosure of Confidential Information serves as a binding agreement between the **National Educators Academy of the Philippines/Human Resource Development Division** and the **PD Program Evaluator**.

This Office identified you as a Regional PD Program Evaluator who shall ensure the integrity and confidentiality of the PD program proposal titled _____ assigned to you and its evaluation results.

The Terms of Reference (TOR) of the PD Program Evaluator are the following:

1. Review and evaluate the proposed Professional Development program based on the established criteria.
2. Consolidate the result of evaluation using the Quality Assurance Recommendation Form.
3. Prepare clearly articulated recommendations for PD programs that failed to meet the QA standards, for compliance of the PD program owner.
4. Endorse the QA recommendation to the QA Lead.
5. Protect and report confidentiality breaches.

All forms, tool, and materials accessed and generated during the Quality Assurance Process and throughout your engagement with the National Educators Academy of the Philippines are strictly confidential. The below are some examples of confidential information to which you might be subjected throughout your engagement:

- Detailed PD Program Design and M and E Plan,
- Learning Resource Materials including but not limited to Session Guides, Slide Decks, Modules, Non-print materials/Audio-visual presentations,
- Assessment Tools including but not limited to formative and summative assessment tools, End-of-Day Evaluation Tool, and rubrics, if applicable,
- Target Participants Profile Sheet,
- PD Program Quality Assurance Tool,
- Quality Assurance Recommendation Form, and
- PD Program Evaluators' training materials.

These forms, tool, and materials are made available to you on the understanding that their contents will not be shown, read, printed, or distributed to any other person outside of the members of PD Program Evaluators and the Academy. Any confidential information that may be found in drafts, notes, synopses, or summaries thereof, compilations, studies, or other documents prepared for or by the Academy, whether oral and written, shall remain property of



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the **NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES/DEPARTMENT OF EDUCATION NEGROS ISLAND REGION.**

If you learn of or suspect a confidentiality breach, immediately report the breach to the NEAP-Quality Assurance Division, neap.qad@deped.gov.ph or DepEd NIR-HRDD, nir.hrdd@gmail.com.

As **PD Program Evaluator**, you will turn over these forms, tools, and materials to the **NEAP in the Region/HUMAN RESOURCE DEVELOPMENT DIVISION** at the end of your engagement. The terms of this Confidentiality Agreement will continue to apply until your relationship with the Academy has ended.

CONFORME:

Signature Over Printed Name

Date



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PD PROGRAM EVALUATORS ASSIGNMENT FORM

Date: _____

To: _____

Dear QA Evaluators:

You are hereby assigned to evaluate the Professional Development Program (PDP) proposal of the Schools Division Office/Functional Division _____ with the PDP Title: _____

_____. Upon receipt of the documents, follow the standard NEAP QA process and timeline except for valid reasons.

Your expertise contributes to the realization of providing technical support to this endeavor in producing quality-assured Professional Development Program/s (PDPs) across Negros Island Region.

KATHERINE Y. SEDILLO
Chief Education Supervisor
Human Resource Development Division
Regional Quality Assurance Lead Evaluator



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OFFICE ORDER

No. ____, s. 2026

To : _____

**DESIGNATION AS REGIONAL PROFESSIONAL DEVELOPMENT PROGRAM
EVALUATOR**

1. This Office, through the Human Resource Development Division (HRDD), identifies you as a Regional Professional Development Program (PDP) Evaluator who shall ensure the integrity and confidentiality of the PDP documents forwarded to the Regional Office for quality assurance.
2. As such, you are expected to perform the following functions:
 - a. to review and evaluate the proposed PDP based on the established criteria;
 - b. to consolidate the result of evaluation using the QA Recommendation Form;
 - c. to prepare clearly articulated recommendations or PDP that failed to meet the QA standards, for compliance of the PDP owner;
 - d. to endorse the QA recommendation to the QA Lead; and
 - e. to protect and report confidentiality breaches.
3. This designation does not entitle you to additional remuneration and may be revoked anytime.
4. For your information and guidance.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Cc: CES, HRDD/AO V (HRMO)
201 File



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