



SDOBAY-26-000004

Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY

Office of the Schools Division Superintendent

August 26, 2026

DIVISION MEMORANDUM

No. 675, s. 2026

CONDUCT OF CAPACITY-BUILDING WORKSHOP ON
THE DEVELOPMENT AND QUALITY ASSURANCE OF PROFESSIONAL
DEVELOPMENT PROGRAMS (PHASE 1)

TO: This Division
All others Concerned

1. This Office announces the participation of the following personnel from the Schools Division Office of Baybay City in the **Capacity-Building Workshop on the Development and Quality Assurance of Professional Development Programs (Phase 1)** on **August 31–September 4, 2026**, at **Madison Park Hotel, Tacloban City**, pursuant to **Regional Memorandum No. 1070, s. 2026**.

1. FEDERICO V. ALTIVO	M	EPS	CID
2. FROLOMEA NARRA TAÑIZA	F	CIC	CID
3. MARILOU M. SORIA	F	CIC	CID
4. WILLIAM I. SAPILER	M	CIC	CID
5. JASPER PAUL A. YCOY	M	EPS	SGOD
6. JERWIN M. JAVIER	M	EPS II	SGOD
7. MARIEL A. ITLANAS	F	SEPS	SGOD

2. The activity aims to capacitate the participants in the development and quality assurance of professional development programs and strengthen their competencies in planning, managing, implementing, and ensuring the quality of professional development initiatives in the Schools Division Office of Baybay City.

3. Considering that the first day of the activity, **August 31, 2026**, falls on **National Heroes Day**, a **regular holiday**, the above-named participants who



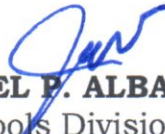
Address: Diversion Road, Barangay. Gaas, Baybay City, Leyte
Telephone #: (53) 563-7615
Email Address: baybay.city @deped.gov.ph

are authorized to render service during the said holiday may be granted **Compensatory Time-Off (CTO)**, subject to existing rules and regulations and the provisions of **CSC-DBM Joint Circular No. 2, s. 2004**, as amended, and **CSC-DBM Joint Circular No. 2, s. 2015**, and upon approval of the authorized official.

4. This Memorandum shall serve as **the Travel Authority** for the above-named participants from the Schools Division Office of Baybay City.

5. Expenses for the transportation and other incidental expenses of participants from the Schools Division Office of Baybay City shall be charged against their respective Local Funds, subject to existing accounting and auditing rules and regulations.

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


MANUEL P. ALBAÑO PhD, CESO V
Schools Division Superintendent

S.O. # 674, 2014, I - wu

S/u/wu

Enclosures: as stated

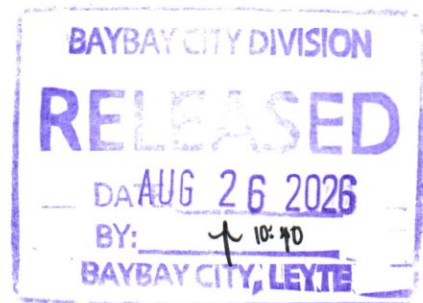
Reference: Regional Memorandum No. 1070, s. 2026

To be indicated in the Perpetual Index under the following subjects

CAPACITY-BUILDING

PROFESSIONAL DEVELOPMENT

QUALITY ASSURANCE





Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 19, 2026

REGIONAL MEMORANDUM

No. **1070** s. 2026

**UPDATES ON THE CONDUCT OF CAPACITY-BUILDING WORKSHOP ON THE
DEVELOPMENT AND QUALITY ASSURANCE OF PROFESSIONAL
DEVELOPMENT PROGRAMS (PHASE 1)**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. In reference to Regional Memoranda Nos. 866 and 998, s. 2026, this Office, through the Human Resource Development Division (HRDD), announces that the Capacity-Building Workshop on the Development and Quality Assurance of Professional Development Programs (Phase 1), to be conducted on August 31-September 4, 2026, will be held at the Madison Park Hotel, Tacloban City.
2. The training shall commence at 1:30 p.m. on August 31, 2026 (Day 1). Check-in shall be at 1:00 p.m., and checkout shall be at 12:00 on September 4, 2026 (Day 5). The first meal shall be lunch on Day 1, and the last meal shall be P.M. snacks on Day 5.
3. Attached are the List of Members of the Program Management Team (PMT) and Resource Persons, List of Participants, and updated Activity Matrix for reference.
4. This Memorandum shall serve as the Travel Authority for the members of the PMT from the concerned Schools Division Offices.
5. Expenses for the transportation and other incidental expenses of participants from the Schools Division Offices and/or schools shall be charged against their respective Local Funds, subject to existing accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

Enclosures: As stated

References: As stated

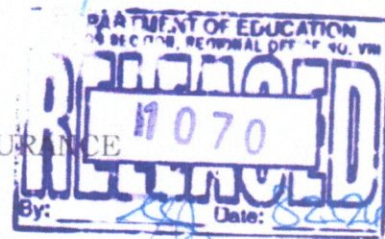
To be indicated in the Perpetual Index under the following subjects:

CAPACITY-BUILDING

PD DEVELOPMENT

QUALITY ASSURANCE

HRDD-DSS



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

Page 1 of 9



Enclosure 1 to Regional Memorandum No. 1070, s. 2026

LIST OF MEMBERS OF THE PROGRAM MANAGEMENT TEAM AND
RESOURCE PERSONS

PROGRAM MANAGEMENT TEAM			
Name	Position	Division/Office	Role
Harvie D. Villamor	Chief Education Supervisor	HRDD-NEAP R	Program Manager
Dina S. Superable	Education Program Supervisor	HRDD	Program Focal Person/PMT Chairperson
Clark Dave P. Arante	Senior Education Program Specialist	HRDD	Member
Israel Gilvani D. Malaca	Education Program Specialist II	NEAP R	Member
Fritz G. Melchor	Administrative Assistant I	HRDD	Member
Val M. Ducducan	Head Teacher I	Samar Division	Class Manager
RESOURCE PERSONS			
Alvin B. Fulgencio, Jr.	Project Development Officer IV	NEAP CO-QAD	Resource Person
Dina S. Superable	EPS	HRDD	Resource Person
Milaner R. Oyo-a	Principal IV	Calbayog City Division	Resource Person



Enclosure 2 to Regional Memorandum No. 1070, s. 2026

LIST OF PARTICIPANTS FROM THE SCHOOLS DIVISION OFFICES

No.	Name	Sex (M/F)	Position	Office/School
Baybay City				
1	FEDERICO V. ALTIVO	M	EPS	CID
2	MARCK ANTHONY M. SUYOM	M	EPS	CID
3	PROLOMEA NARRA TAÑIZA	F	CIC	CID
4	MARILOU M. SORIA	F	CIC	CID
5	JASPER PAUL A. YCOY	M	EPS	SGOD
6	JERWIN M. JAVIER	M	EPS II	SGOD
7	MARIEL A. ITLANAS	M	SEPS	SGOD
Biliran				
1	ELPIE P. LEANDA	M	P-I	CULABA NVS
2	GRETCHYM.A DE LA PENIA	F	P-I	LARRAZABAL ES
3	RONIEL CRIS A. SARSALJO	M	P-I	CANDUHAO ES
4	ARNEL C. GABUYA	M	EPS	CID
5	SUSANO B. VINEGAS JR	F	P-II	CABIBIHAN ES
6	JORDAN C. JAMORALIN	M	SEPS	SGOD-HRDS
7	MARILOU M. MORILLO	F	P-II	KAWAYAN CS
Borongan City				
1	KELVIN B. ESPOSA	M	EPS II	SGOD
2	MA. TERESA B. AFABLE	F	EPS	CID
3	FELINDA T. JAMER	F	EPS	CID
4	MURIEL JOSEFA A. COLES	F	P-I	Sabang IS
5	ANANIAS C. LARA JR.	M	P-I	Bagong Barrio ES
6	LORIE EMMANUEL B. ARAGO	M	EPS	CID
7	DEAN ERNEST PAUL R. HERMANO	M	P-IV	ESNCHS
Calbayog City				
1	LOURDES L. MATAN	F	EPS	CID
2	ERWIN L. PURCIA	M	EPS	CID
3	NELSON R. BELLO	M	EPS	CID
4	MARICEL P. ALEGRIA	F	P-I	Calbayog City National Night High School
5	SHARON D. BALZA	F	EPS II	SGOD-HRDS
6	MARITA P. SENOLOS	F	SEPS	SGOD-HRDS
7	AVELINA P. TUPA	F	OIC-Chief	SGOD
8	GALINA V. PANELA	F	SEPS	SGOD



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 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph

Page 3 of 9



9	JAYSAM M. CASALJAY	M	HT 1	Gabay-Maysalong Cluster Schools
Catbalogan City				
1	GYE LYNNE T. GODIO	F	SEPS, HRDS	SGOD
2	ADRIALYN C. BALASBAS	F	PDO-I	SGOD
3	MARIA ROSEBELLE G. NACIONAL	F	EPS	CID
4	ROWENA D. ABAN	F	EPS	CID
5	ALBINO S. LUCABAN	M	EPS	CID
6	MAXIMIANO M. CASIÑO	M	Principal	Catbalogan 3 CES
7	REYNELDA C. BACHAO	F	Principal	Catbalogan SPED Center
Eastern Samar				
1	VENUS Y. CUESTA	F	SEPS	SGOD
2	NATIVIDAD A. MASAYON	F	PSDS	CID
3	NIC JAN JOHANNE A. CASTILLO	M	EPS - Designate	CID
4	VICENTE R. ANTOFINA, JR.	M	EPS	CID
5	RHEA N. COLES	F	EPS	CID
6	IMELDA E. GAYDA	F	EPS	CID
7	FELICIDAD DURAS	M	PSDS	CID
8	JOSE GIL J. JARGUE	M	DIC	CID
Leyte				
1	NANCY PUNONG	F	PSDS	CID
2	EMMARIE NIDERA	F	PSDS	CID
3	OLIVER LAMPAYAN	M	PSDS	CID
4	RIZZA MAMITA	F	PSDS	CID
5	GLENDA SUYOM	F	PSDS	CID
6	LORIEBEL SAMANTE	F	PSDS	CID
7	JASMINE MISA	F	PSDS	CID
8	DENNIS DE CADIZ	M	PSDS	CID
Maasin City				
1	FREDDIE B. TIMON	M	EPS	SGOD
2	CHINDY LEE L. DE LA CRUZ	F	EPS	CID
3	ADELFA S. TAGRA	F	EPS	CID
4	MARIO O. ORAIS	M	EPS	CID
5	RICHIE C. BLASABAS	M	EPS	CID
6	EVENAFLOD D. TALAVERO	F	EPS II	SGOD
7	MELCHY O. ORITO	F	EPS	CID
Northern Samar				
1	RUDEL LUTAO	M	EPS	CID
2	NESTOR ADA	M	EPS	CID

3	PEPITO E. SALDO JR.	M	EPS II	SGOD-HRDS
4	ROSELYN GALDONES	F	P-IV	Cabacungan ES
5	RICO BALADAD	M	PSDS	Lapinig District
6	MICHELLE M. PROBADORA	F	P-I	Maxvilla NHS
7	MARIA CARMELLA L. OLCHONDRA	F	P-I	Oleras ES
8	MA. LAURENE C. DENURA	F	HT-I	Simora ES
Ormoc City				
1	ELVI N H. WENCESLAO	M	EPS	CID
2	MYLANE V. BARQUERA	F	EPS	CID
3	IMELDA A. AMODIA	F	EPS	CID
4	HAZEL L. MARAVILES	F	EPS	CID
5	MARIA PIA B. CHU	F	EPS	CID
6	VAN G. GASPANG	M	EPS	CID
7	MARIA CRISTINA N. PAMENIANO	F	EPS	CID
Samar				
1	MARISOL C. MARGATE	F	EPS II	SGOD-HRDS
2	ELEONOR DISTRAJO	F	OIC-EPS	CID
3	RELDIN CAJES	M	DIC	BASEY II DISTRICT
4	MA TERESA O. LABARENO	F	DIC	STA. RITA II DISTRICT
5	ZALDY TABUGOCA	M	EPS II	CID
6	GINA PALINES	F	EPS	CID
7	JOSEFINA DACALLOS	F	EPS	CID
8	ARLENE JABONETE	F	OIC-EPS	CID
Southern Leyte				
1	RUTH G. POBLETE	F	EPS	CID
2	MARIA LEILA V. AGUILAR	F	EPS II	SGOD
3	MINERVA V. ENGANO	F	DIC	CID
4	HILDA G. FERNANDEZ	F	EPS	SGOD
5	APRILYN V. GAVIOLA	F	PDO I	SGOD
6	KAYLA EUNICE C. DAGA	F	PDO I	SGOD
7	SHERRALYN S. MADREDIJO	F	PDO I	SGOD-HRDS
Tacloban City				
1	MIGUEL JR. V. DUMAS	M	EPS	CID
2	RONALD LLANETA	M	EPS	CID
3	JESSICA M. ABRIL	F	EPS	CID
4	BERNALDO BASIANO	M	EPS	CID
5	ROGER M. DAGALE	M	SEPS	SGOD
6	SONIA CABALONA	F	EPS II	SGOD

7	MERIAM M. GUALDRAPA	F	SEPS	SGOD
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LIST OF PARTICIPANTS FROM THE REGIONAL OFFICE

No.	Name	Sex (M/F)	Position	Office
Curriculum & Learning Management Division				
1	JAYSON CLOSA	M	EPS	CLMD
2	GLENDALE B. LAMISERIA	F	EPS	CLMD
3	EMMANUEL P. FIRMO JR.	M	EPS	CLMD
4	ANNAMARIE C. TOLIBAS	F	Librarian II	CLMD-LRMDC
Education Support Services Division				
1	EDEN A. DADAP	F	PDO IV	ESSD-SPPS
2	ADARA LOURDES S. LUATON	F	Nutritionist-Dietitian II	ESSD-HNS
Field Technical Assistance Division				
1	GERALDINE M. MANGALIMAN	F	EPS	FTAD
HRDD & NEAP R				
1	HARVIE D. VILLAMOR	M	CES	HRDD
2	ROWENA T. VACAL	F	EPS	HRDD
3	RODEL V. ROSALES	M	EPS	HRDD
4	DINA S. SUPERABLE	F	EPS	HRDD
5	CLARK DAVE P. ARANTE	M	SEPS	HRDD
6	MARILYN G. TRINIDAD	F	EPS II	HRDD
7	TED JUAN C. PELEÑO	M	EPS II	HRDD
8	ISRAEL GILVANI D. MALACA	M	EPS II	NEAP R
Policy, Planning, & Research Division				
1	MARYJEAN S. MENIL	F	EPS-Designate	PPRD
Quality Assurance Division				
1	MELVIN CHITO M. SOLIS	M	EPS	QAD

Enclosure 3 to Regional Memorandum No. _____, s. 2026

**CAPACITY-BUILDING WORKSHOP ON THE DEVELOPMENT AND QUALITY ASSURANCE OF
PROFESSIONAL DEVELOPMENT PROGRAMS (PHASE 1)**

August 31–September 4, 2026 | Madison Park Hotel

TIME/DATE	August 31, 2026	September 1, 2026	September 2, 2026	September 3, 2026	September 4, 2026
08:00–08:30 a.m.	Travel to the Training Venue	Preliminaries	Preliminaries	Preliminaries	Preliminaries
08:30–09:00 a.m.		Overview of the PD Program Development Framework Alvin B. Fulgencio, Jr./Milaner R. Oyo-a	Development of Learning Resources and Session Guides Alvin B. Fulgencio, Jr./Milaner R. Oyo-a	Presentation of Group Outputs and Panel Feedback	Workshop 7: Crafting of SDO PD Program Quality Assurance and CPD Accreditation Improvement Plan Dina S. Superable
09:00–09:30 a.m.		Prioritizing Learning and Development Needs Alvin B. Fulgencio, Jr./Milaner R. Oyo-a			
09:30–10:00 a.m.		Workshop 1: Prioritization of Learning Needs	Workshop 4: Preparation of Session Guides		

Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

		and Learning Resources		
		HEALTH BREAK		
10:00–10:15 a.m.		Planning the PD Program (PPS Mapping, defining target participants, delivery modality, timeline, and resources)	Continuation of Workshop 4	Presentation of SDO PD Program Quality Assurance and CPD Accreditation Improvement Plan
10:15–10:30 a.m.				
10:30–11:00 a.m.				
11:00–11:30 a.m.	Arrival and Registration of Participants	Alvin B. Fulgencio, Jr./Milaner R. Oyo-a		
		Writing Workplace Development Objectives (WDOs)		Workplace Application Plan (WAP)
		Alvin B. Fulgencio, Jr./Milaner R. Oyo-a		Dina S. Superable
11:30 a.m.–12:00		Workshop 2: Formulating WDOs		
		LUNCH BREAK		
12:00–01:00 p.m.				
01:00–01:30 p.m.	Continuation: Registration of Participants	Designing the PD Program Structure (Modules, sessions, learning activities, instructional strategies, and duration)	Designing Assessment and Evaluation Tools (Pre-/Post-tests, reaction and workplace application tools)	Workshop 8: Crafting of WAP
01:30–02:00 p.m.	Opening Program Pretest		Presentation of Group Outputs and Panel Feedback	

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

		Alvin B. Fulgencio, Jr./Milaner R. Oyo-a	Alvin B. Fulgencio, Jr./Milaner R. Oyo-a		
02:00-02:30 p.m.	Overview of Region VIII's Quality Assurance and CPD Accreditation Journey				
02:30-03:15 p.m.			Workshop 3: Development of the PD Program Design	Workshop 5: Development of Assessment and Evaluation Instruments	Posttest
03:00-03:15 p.m.	Dina S. Superable	HEALTH BREAK			Closing Program
03:15-03:30 p.m.	The Continuing Professional Development (CPD) Accreditation Process	Continuation of Workshop 3	Continuation of Workshop 5	Workshop 6: Preparation of Documentary Requirements for the CPD Accreditation of PD Programs Dina S. Superable End-of-Day Evaluation	Departure and Travel Time
03:30-04:00 p.m.		Processing and Synthesis	Processing and Synthesis		
04:00-04:30 p.m.	Dina S. Superable	End-of-Day Evaluation	End-of-Day Evaluation		
04:30-05:00 p.m.	Processing and Synthesis End-of-Day Evaluation				

Prepared by:

DINA S. SUPERABLE
EPS, HRDD

Noted by:


HARVIE D. VILLAMOR EDD
Chief, HRDD

Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

