



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**  
 No. 1415, s. 2024

**CAPACITY BUILDING ON THE MONITORING AND EVALUATION  
 OF PROFESSIONAL DEVELOPMENT PROGRAMS FOR TEACHERS  
 AND SCHOOL HEADS**

To: Schools Division Superintendents

- The Department of Education, through the National Educators Academy of the Philippines Region 1 (NEAP R1), announces the conduct of the Capacity Building on the Monitoring and Evaluation of Professional Development Programs for Teachers and School Heads on November 4-6, 2024 at HoteLinda Suites, Vigan City, Ilocos Sur.
- The activity aims to enhance the capacity of Schools Division Office (SDO) personnel by providing training on the concepts and principles of monitoring and evaluation (M&E). It seeks to strengthen the implementation of M&E practices for DepEd's organizational and learner performance, in alignment with DepEd Memorandum No. 044, s. 2023, titled "Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs."
- The target participants to the said activity are HRDD-NEAP R1 personnel, QAD personnel, SGOD Chiefs, CID Education Program Supervisors, Public Schools District Supervisors, SGOD HRDS Senior Education Program Specialists or Education Program Specialists II, SMME Senior Education Program Specialists or Education Program Specialists II, School Heads, and Head Teachers.
- Below is the breakdown of participants per SDO.

Division	No. of Participants per SDO
Alaminos City	5
Batac City	5
Candon City	5
Dagupan City	8
Ilocos Norte	11
Ilocos Sur	11
La Union	11
Laoag City	5
Pangasinan I	11
Pangasinan II	11
San Carlos City	5
San Fernando City	5
Urdaneta City	8
Vigan City	5

5. The SDOs, through the SGOD SEPS/EPS II shall submit the list of participants duly endorsed by the Schools Division Superintendents through email: [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph) with the subject (Name of SDO)\_CapBuildMEParticipants on or before October 31, 2024.


6. All participants must register online through the link: <https://tinyurl.com/Reg-CapBuildonME> on or before October 31, 2024. Participants are expected to be at the venue on Day 0. The first meal will be dinner on November 3, 2024, while last meal will be afternoon snacks on November 6, 2024.

7. SGOD HRDS SEPS/EPS II are encouraged to bring with them the submitted and approved SY 2024 School-developed INSET plan of school heads.

8. Expenses related to this activity such as board and lodging, supplies and materials shall be charged to FY 2024 HRD Fund. Travel expenses of participants shall be charged against SDO/School MOOE or other local funds subject to usual accounting and auditing rules and regulations.

9. Immediate dissemination of this Memorandum is desired.

For the Regional Director

  
**ARNOLD I. VINO**  
Chief Administrative Officer  
Finance Division

Reference: None

Encl: None

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

**TRAINING PROGRAMS**

HRDD/kmmb/RM\_CapBuildonME  
October 28, 2024

