



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

OCT 30 2024

**MEMORANDUM**

**GUIDELINES ON THE CONDUCT OF REGIONAL OFFICE-, SCHOOLS  
DIVISION OFFICE, AND SCHOOL-DEVELOPED PROFESSIONAL  
DEVELOPMENT PROGRAMS FOR FY 2024**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. Attached is Regional Memorandum No. 1060, s. 2024 dated September 13, 2024, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate, wide dissemination of and strict compliance with this Memorandum is desired.

**VIOLETA M. GONZALES**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl: As stated  
References: None  
To be indicated in the Perpetual Index  
under the following subjects:

| SCHOOL                   | PRINCIPAL      | TEACHERS |
|--------------------------|----------------|----------|
| PROFESSIONAL DEVELOPMENT | LEARNING AREAS |          |

IMR/ GUIDELINES ON THE CONDUCT OF REGIONAL OFFICE-, SCHOOLS DIVISION OFFICE, AND SCHOOL-DEVELOPED  
PROFESSIONAL DEVELOPMENT PROGRAMS FOR FY 2024  
**406** / October 28, 2024

UN-2024-406

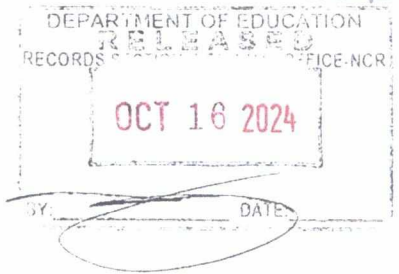


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Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



September 13, 2024

**REGIONAL MEMORANDUM**

No. 1060 s. 2024

**To:** Schools Division Superintendents  
 School Heads  
 All Others Concerned

**GUIDELINES ON THE CONDUCT OF REGIONAL OFFICE-, SCHOOLS DIVISION OFFICE-, AND SCHOOL-DEVELOPED PROFESSIONAL DEVELOPMENT PROGRAMS FOR FY 2024**

1. This is in reference to the DM-OUHROD-2024-1576 from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development, informing the field about the above-captioned subject.
2. To ensure effective and efficient development and implementation of school-based professional development programs, NEAP issues the said guidelines that have the following objectives:
  - a. Provide guidance to the field offices on the proper utilization of FY 2024 Human Resource Development (HRD)/Maintenance and Other Operating Expenses (MOOE)/local funds for school-based professional development programs;
  - b. Set standard process in identifying professional development needs, planning, designing, development, quality assurance, Professional Regulation Commission (PRC) Continuing Professional Development (CPD) Accreditation, delivery, and monitoring and evaluation of school-based professional development programs;
  - c. Ensure equitable access of all teachers and school leaders to NEAP quality-assured and PRC-accredited school-based professional development programs; and
  - d. Promote a coaching culture, integrating collaborative expertise to school-based professional development programs.
3. These guidelines shall cover the following professional development programs:
  - a. Regional Office-developed;
  - b. Schools Division Office-developed;
  - c. 3-day School-Based In-Service Training (INSeT) scheduled on November 25-29, 2024 (in accordance with DO No. 009, s. 2024); and
  - d. Learning Action Cell (LAC).
4. Professional development programs at RO and SDO levels shall be designed, developed, quality-assured, delivered, and monitored and evaluated according to the



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| Doc. Ref. Code | RO-ORD-F004 | Rev  | 00     |
| Effectivity    | 01.26.23    | Page | 1 of 2 |





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standards and processes set by DepEd Memorandum (DM) No.044,s. 2023 titled *Interim Guidelines for Quality Assurance and Monitoring and Evaluation of NEAP Core Programs*.

5. While DM No. 044 governs the quality assurance and delivery process of professional development programs at RO and SDO levels, the school-level development and implementation of school-based programs shall be governed by the enclosed guidelines.

6. Topics for School-Based INSeT shall be aligned with any of the following priority programs:

- a. MATATAG Curriculum for Kindergarten and Grades 1,4,and 7;
- b. National Learning Camp;
- c. National Reading Program;
- d. National Mathematics Program;
- e. Inclusive Education (Alternative Learning System, Indigenous Peoples Education, Madrasah Education Program, Special Needs Education, etc.);
- f. Comprehensive Sexuality Education (DepEd Order No. 031, s. 2018);
- g. Gender and Development;
- h. Induction Program for Beginning Teachers;
- i. Higher Order Thinking Skills - Professional Learning Packages (HOTS-PLP) for Mathematics, Science, and English;
- j. Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy; and
- k. Subject Content-Based Professional Development Programs.

7. The use of funds for the design, development, quality assurance, delivery, and monitoring and evaluation of professional development programs shall be governed by the Guidelines on the Utilization of FY 2024 HRD Fund (issued through DM-OUHROD-2024-0427 dated March 11, 2024).

8. Please see the attached enclosure for full details.

9. For further questions and clarifications, please coordinate with NEAP Office of the Director, through email [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8638-8638.

10. Immediate dissemination of this Memorandum is directed.

  
**JOCELYN DR ANDAYA**  
Director IV