



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

**TRAINING-WORKSHOP ON LEARNING & DEVELOPMENT (L&D) DATA
MANAGEMENT AND NATIONAL EDUCATORS' ACADEMY OF THE
PHILIPPINES (NEAP) PROFESSIONAL DEVELOPMENT (PD) PROGRAMS**


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
 Administrative Officer V
 All Others Concerned

1. Relative to the implementation of *Project Siklab DUNOnG, the 3-Year Roadmap towards Strengthened Basic Education Quality in Muntinlupa, specifically Pillar No. 3 – Nurture Education Excellence*, this Office will conduct the **Training -Workshop on Learning & Development (L&D) Data Management and National Educators' Academy of the Philippines (NEAP) Professional Development (PD) Programs** at on December 6 & 7, 2025 at a venue which will be announced later.
2. This training, which supports the NCR Priority 3: Capacitate School Heads and Teachers, aims to strengthen the Division's L&D systems and ensure alignment with NEAP's standards for professional development programs.
3. Attached are **Enclosure 1: Official List of Participants and Enclosure 2: Training Matrix**, for reference. All participants are directed to pre-register **on or before December 5, 2025** through the link: <https://tinyurl.com/NEAPWorkshop2025>. Please note that the names appear in the registration link shall be the basis for the training certification.
4. All participants are required to complete the pretest and posttest that will be provided by the Learning Management Team. Moreover, participants are expected to bring their laptops, extension cords, and pocket wifi/data load or any additional tools necessary for internet connectivity. The participants are also instructed to secure their **Microsoft365 Account** to guarantee seamless access to the training materials on the scheduled training date.
5. Expenses relative to the conduct of this training shall be charged against Division MOOE, subject to the existing accounting and auditing rules and regulations.



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


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

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

TEACHERS	PERSONNEL	PROGRAM	ACTIVITIES
IMR/NEAPWorkshop2025 <u>466</u> November 6, 2025			



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Enclosure 1: Official List of Participants

Name	Position
DR. VIOLETA M. GONZALES	OIC- SDS
DR. LILIA A. RICERO	ASDS
LEARNING MANAGEMENT TEAM	
DR. FLORANTE C. MARMETO	CHIEF, CID
DR. MARISSA M. ANDANZA	EPS
DR. JOHN ALBERT B. COLLE	EPS
PROGRAM MANAGEMENT TEAM	
MA. REGAELE A. OLARTE	OIC-CHIEF SGOD
IVY M. ROMANO	SEPS
ANDRES F. SICAM	EPS II
PARTICIPANTS	
DR. ZOREN PEPITO L. GUBALANE	SEPS
MS. PHOEBE R. ARROYO	SEPS
DR. CHRISTIAN PAUL DELA VEGA	SEPS
MS. TERESA CECIALIA CLAUDEL	EPSII
MR. ANDRES F. SICAM JR.	EPSII
MR. EDUARDO L. KONDO	PDO II
MS. NERRY LORENZO	EPSII
ATTY. ERNESS FAITH REGACHO	LEGAL OFFICER
MS. KARINA MEDINA	ACCOUNTANT
MS. VIRMA AMISTOSO	BUDGET OFFICER
MS. NOEMI A. VALDEZ	AO VI
MS. ANGELA M. FRANCISCO	AP IV
DR. LILIOSA B. PALCE	EPS
DR. MA. CARMEN D. SOLAYAO	EPS
DR. ARMIDA S. OBLINADA	EPS
MR. EDISON ENERLAS	EPS
DR. LEONAI DA GUTIERREZ	EPS
DR. GINA U. URQUIA	EPS
MS. MARIEL EUGENE LUNA	EPS
MR. KING SOLIDINI TORRES	PDO I
MS. ROMA PAGADOR	PDO I
DR. ERIC F. FUNGO	PSDS
DR. ADA TRINIDAD TAGLE	PSDS



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Enclosure 2: Training Matrix

Day 1		
Time	Topic	Resource Speaker
7:45-8:00 AM	Registration	PMT
8:00-8:30 AM	Opening Program	PMT
8:30-9:30 AM	Understanding the NEAP Framework and L&D Systems	Ms. Ivy M. Romano
9:30-9:45 AM	Health Break	
9:45-10:45 AM	PRC CPD Accreditation: Policies, Guidelines, and Compliance	Invited Guest
10:45-12:00 PM	L&D Data Management: Tools, Processes, and Accountability	Mr. Andres F. Sicam
12:00-1:00 PM	Lunch	
1:00-3:00 PM	Identifying Professional Development Priorities through Data Analysis	Dr. Marissa M. Andanza
3:00-3:15 PM	Health Break	
3:15-5:00 PM	Workshop 1: Crafting NEAP-Recognized L&D Proposals and Activity Designs	Invited Guest
Day 2		
Time	Topic	Resource Speaker
8:00-8:30 AM	Management of Learning	
8:30-9:30 AM	Presentation of Workshop 1-Outputs	
9:30-12:00 PM	Workshop on Developing NEAP-Proposal Documents	Invited Guest
12:00-1:00 PM	Lunch Break	
1:00-2:30 PM	Quality Assurance and Evaluation of L&D Programs	Dr. John Albert B. Colle
2:30-2:45 PM	Health Break	

2:45-3: 45 PM	Presentation of Workshop 2-Outputs	
3:45-4: 30 PM	Action Planning and Way Forward: Institutionalizing Data- Driven L&D	Ms. Ivy M. Romano
4:30-5:00 PM	Closing Program	PMT