



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF AKLAN**

November 5, 2024

**DIVISION MEMORANDUM**

No. 532, s. 2024

**DIVISION TRAINING-WORKSHOP ON THE DESIGN AND DEVELOPMENT  
OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT PROGRAMS**

**To: OIC Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Senior/Education Program Specialists  
Principals/Head Teachers In-Charge of the District  
Heads of Public Elementary, Secondary  
and Integrated Schools  
All Others Concerned**

1. Pursuant to the recently concluded Workshop on the PRC Accreditation Process for Schools Division Offices as CPD Providers and on the Design and Development of School-Based Professional Development Programs, this Office will conduct the Division Training-Workshop on the Design and Development of School-Based Professional Development Programs on November 11 – 12, 2024 at Ati-atihan Festival Hotel, Kalibo, Aklan.
2. The following are the objectives of this activity:
  - a. to review results of PD Needs assessment conducted by the Schools/Districts; and
  - b. to craft a needs-based professional development plan and school-based In-Service Training (INSET) Plan
3. Expected participants in this training are the following:
  - a. 2 Chief Education Supervisors
  - b. 9 CID Education Program Supervisors
  - c. 2 CID Education Program Specialist II
  - d. 1 SGOD Education Program Supervisor
  - e. 3 Senior Education Program Specialists
  - f. 1 Education Program Specialist (HRD)
  - g. 10 Public Schools District Supervisors
  - h. Principals In-Charge of the District



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- i. Head Teacher In-Charge of the District
  - j. 1 Elementary School Head per District
  - k. 1 Secondary School Head per District
  - l. Resource Speakers and TWG
4. Travel and other incidental expenses of the personnel concerned shall be charged against downloaded HRD funds, subject to the existing accounting and auditing rules and regulations.
  5. Teacher-Participants, Division Trainers, PMT, and /TWG present/served in this event (Holiday & Saturday) are entitled to Service Credits where they apply in accordance with DepEd Order No. 53, s. 2003 titled, “Updated Guidelines on the Grant of Vacation Service Credits to Teachers”. On the other hand, teaching-related and non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, s. 2004 on Non-Teaching Monetary Remuneration for Overtime Service rendered.
  6. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**MICHAEL T. RAPIZ**

Chief Education Supervisor – SGOD  
In-Charge of the Division

Incl.: As stated

Reference: Regional Memorandum No. 918 s. 2024

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

LLP                      WORKSHOP                      TRAINING



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**LIST OF PARTICIPANTS**

POSITION	NAME	
ASDS	RAMON D. PARAS	1
CHIEFS	Dr. DOBIE P. PAROHINOG	1
	MICHAEL T. RAPIZ	1
PSDSs	JESSIE I. FLORES	1
	APOLONIO C. PAYBA	1
	ARIEL Z. ZUBIAGA	1
	JUDE ULYSSES V. RUIZ	1
	KENNETH S. REVESTIR	1
	IDY R. PEDRITA	1
	LOUIE B. ZOROLLA	1
	MARCELLE I. BRIONES	1
	LUCITA P. RECIDORO	1
	JOYCE M. TORIAGA	1
	MARK T. DAROY	1
	ROSA S. SUALOG	1
	WILMA CASTRO	1
	ROWENA L. BIROL	1
EPS	EDESELYN T. BIRAY	1
	Mary Cherry Lynn M. Tabernilla	1
	MARTH S. TROPA	1
	Rebecca I. Ibarreta	1
	KYZIL D. LIPAR	1
	MA. CORAZON R. PANALIGAN	1
	MAHNNIE Q. TOLENTINO	1
	JOHANN C. CAWALING	1
	DARREN N. NAELGAS	1
	CHARLIE I. URETA	1
SEPS/EPS II	LEILA L. PAMATI-AN	1
	MARBIEN GREGORY PAREL	1
	JUNE R. PATRICIO	1
	JOHN REY G. MAAGMA	1
	HAJJI TROPA	1
	MARIA THERESA L. LAO	1
PLANNING OFFICER II	MILGIE VILLAREAL	1
ITO I	FLORADEL I. JAMERO	1
HEALTH STAFF		1
SUPPORT STAFF		2
SCHOOL HEADS ELEM (1 per district)		19
SCHOOL HEAD SECONDARY ( 1 Per District)		19
	TOTAL	76