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Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

12 March 2025

DIVISION MEMORANDUM
DM No. 239, s. 2025

**SUBMISSION OF PROFESSIONAL DEVELOPMENT PROGRAM PROPOSALS FOR
TEACHERS AND SCHOOL LEADERS IN DEPED QUEZON**

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors and Specialists
Public Schools District Supervisors
Secondary and Elementary School Heads
All Others Concerned

1. As a result of the *Capacity Building on the Development and Quality Assurance of Professional Development Programs for Teachers and School Leaders* conducted on February 21-23, 2025, this Office, through the Human Resource Development, request the school/district/SDO to submit professional development (PD) program proposal for teachers and school leaders.
2. PD program proposals must be Result-based Performance Management System (RPMS)-linked, needs-based, and supportive of the implementation of Revised K-10 Curriculum. Other priorities include capacity-building activities related to the National Learning Recovery Program such as the National Learning Camp, Catch-up Friday, National Reading Program, National Mathematics Program, and others.
3. The complete PD Program proposals to be submitted shall include the following materials based on DepEd Memorandum No. 044, s. 2023 or Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs:
 - a. Detailed PD Program Design;
 - b. PD Program Monitoring and Evaluation (M&E) Plan;
 - c. Curriculum Vitae of Resource Speakers/Subject-Matter Experts;

DEPEDQUEZON-TM-SDS-04-009-003





Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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- d. Assessment Tools (formative and summative tools and rubrics);
 - e. Workplace Application Plan Template;
 - f. PD Learning Resource (LR) Materials (session guides, slide deck, worksheets, etc.); and
 - g. Budget Estimate.
4. Templates can be accessed through **<https://tinyurl.com/PDDesignSamples>**. Submission of the complete PD program proposal and other materials is until March 31, 2025 through **<https://tinyurl.com/2025PDProgramQA>**.
5. SDO-led PD Programs which are quality assured by the Regional Office shall be funded by HRD Program Support Funds per DM-OUHROD-2024-0427 titled *Guidelines on the Utilization of HRD Funds*.
6. Immediate compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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