



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

August 27, 2024

DIVISION MEMORANDUM

No. 401, s. 2024

COMPOSITION OF THE SCHOOLS DIVISION OFFICE (SDO) PROFESSIONAL DEVELOPMENT (PD) PROGRAM EVALUATION COMMITTEE

TO: ASDSs

Chief CID & OIC Chief SGOD

Public Schools District Supervisors (PSDSs)/ACTING PSDSs

Elementary and Secondary School Heads

ALL OTHERS CONCERNED

1. Pursuant to Memorandum MD-OUHROD-2024-0427 and Regional Memorandum No. 699, s. 2024, requiring the SDO to create a team of Professional Development (PD) Program Evaluators to review and quality assure the PD Programs develop by the Schools and SDO Focal Persons, this Office establishes the Composition of the SDO PD Program Evaluation Committee.
2. The SDO PD Program Evaluators shall be composed of the following:

Approving Authority	Lead Evaluators
Casiana P. Caberte PhD, CESO VI Schools Division Superintendent	Fay C. Luarez Assistant Schools Division Superintendent Eduardo A. Ompad Assistant Schools Division Superintendent Carmela M. Restificar CID Chief Wilfreda O. Flor OIC Chief SGOD
Program Content Evaluators	Program Design Evaluators
Pablito D. Villalon EPSvr – English Generosa T. Castillo EPSvr – Science	Lope S. Hubac EPSvr-EsP Diodora R. Gabito PSDS

Felix C. Galacio Jr. EPSvr – Mathematics Evelyn H. Codilla EPSvr – Kindergarten Wilfreda O. Flor EPSvr – Filipino Lope S. Hubac EPSvr -EsP Jupiter I. Maboloc EPSvr – Araling Panlipunan Grace P. Mendez EPSvr – EPP/TLE Jeanylette C. Ayson EPSvr – MAPEH Josephine D. Eronico EPSvr-LRMDS	Maria Buenaventurada G. Socorin PSDS Clemente P. Intong Jr. PSDS Lilibeth L. Laroga Principal Zenaida L. Boyles PSDS Susan C. Morgia PSDS Dave Mendez Principal Neil Michael G. Olaivar SIC Joanne Cempron EsP TWG Ana Marie V. Artiaga Principal Zenaida Miano PSDS Susan Limbago Principal Martin C. Ramis Principal Ma. Julieta C. Cabading Principal Peter Paul C. Cubay SIC Kenneth Regene B. Blasco HT Marites M. Cimeni Senior Education Program Specialist
Secretariat	
Elizabeth J. Pido SEPS-SMME Mildred G. Piquero EPS II	Carla Joyce Arnejo AO II Jemboy A. Valloso SIC

3. The SDO Professional Development (PD) Program Evaluation Committees shall perform the following tasks:

Approving Authority • Approves the PD Program Proposals forwarded by the Lead Evaluators. • Signs the Quality Assurance Certificate if PD Program Proposal is approved.

Lead Evaluators

- Validate the QA recommendation endorsed by PD Program Content and Design Evaluators.
- Approve or disapprove the endorsed QA recommendations from the PD Program Content and Design Evaluators.
- Forward the approved QA recommendation certification to the Approving Authority.

Program Content Evaluators

- Evaluate the proposal based on the alignment of the objectives, content, methodology, and output with the Philippine Professional Standards for Teachers (PPST), Philippine Professional Standards for School Heads (PPSSH), or Philippine Standards for Supervisors (PPSS).
- Evaluate the appropriateness, accuracy and adequacy of the content based on the identified developmental needs of the target participants.
- Evaluate the structure and sequence of the content areas.
- Evaluate the alignment of the content areas with the curriculum standards.
- Assure the quality of the resource package (session guides, slide decks and participant's hand-outs) based on the appropriateness, accuracy and adequacy of content to support the attainment of the learning objectives.
- Consolidate the result of evaluation through the Quality Assurance Recommendation Form.
- Prepare clearly articulated recommendations for PD programs/ courses that failed to meet the QA Standards, for compliance of the PD program owners.
- Endorse the QA Recommendation to the Lead Evaluators.

Program Design Evaluators

- Review and evaluate each element in the detailed PD program designed based on the quality standards.
- Evaluate the evidence of each quality standard in the relevant section of the detailed PD program design.
- Evaluate the alignment of the objectives with the session content, methodology / activities, output and intended learning outcomes.
- Ensure the alignment of the proposal to the Philippine Professional Standards for teachers and school leaders.
- Check individual attachment for consistency, accuracy and compliance with the requirements.
- Consolidate the result of evaluation through the Quality Assurance Recommendation Form.
- Prepare clearly articulated recommendations for PD programs that failed to meet the QA standards, for compliance of the PD program owner.
- Endorse the QA recommendation to the Lead Evaluators.

Secretariat

- Receives and pre-screens the completeness of PD Program Proposals.
- Prepares QA Standards Checklists and QA Recommendation forms.

- Endorses PD Program Proposals to the Program Content & Design Evaluators.
- Prepares and issues Quality Assurance Certificate.
- Communicate the program owner informing them the partial or outright disapproval of specific proposal.

4. These assignments are in addition to your current functions, do not entail additional compensation and shall remain in effect until further notice from this Office.
5. Immediate dissemination of and compliance with this Memorandum are desired.


CASIANA P. CABERTE PhD, CESO VI
Schools Division Superintendent 