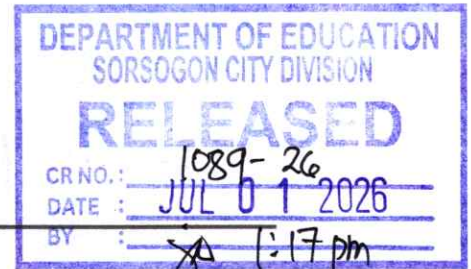




Republic of the Philippines
Department of Education

REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent



**TO: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Education program Supervisors
 Public Schools District Supervisors
 SDO Program Owners
 All Other concerned**

JUL 01 2026

FROM: WILLIAM E. GANDO, CESO VI
 Schools Division Superintendent

DATE: July 1, 2026

SUBJECT: Finalization and Refinement of the Quality Assurance Documents

In line with the Department of Education’s commitment to ensure quality, consistency, and compliance of education-related processes and documentation, the Schools Division Office through the Human Resource Development Section shall conduct the Finalization and Refinement of Quality Assurance Documents on July 22-24, 2026, at the venue to be announced in a separate advisory. This activity aims to strengthen the implementation of standardized quality assurance mechanisms across governance and operational processes.

The activity also supports continuous improvement by ensuring that all QA tools, templates, and guidelines are aligned with current DepEd policies, standards, and performance indicators.

The activity aims to:

1. Deepen Policy Integration:

Analyze the specific criteria, evaluation rubrics, and procedural requirements of DM No. 044, s. 2023, to ensure the program design aligns with the current DepEd quality assurance framework.

2. Ensure Standard Alignment: Map the PD program’s learning outcomes to the specific strands and indicators of the Philippine Professional Standards for Teachers (PPST), School Heads (PPSSH), or Supervisors (PPSS),

3. Refine Program Components: Review and polish the core elements of their PD proposals, including:

Program Management Plan: Ensuring feasibility and logical flow.

Session Guides: Checking for instructional consistency and adult learning principle application.



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Learning Resource Materials: Ensuring all decks and handouts are quality-checked and plagiarism-free.

4. Strengthen M&E Framework: Develop a robust Monitoring and Evaluation (M&E) plan (Levels 1 and 2—Reaction and Learning) and a Workplace Application Plan (WAP) template that satisfies the requirements for CPD credit units.
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6. Conduct Technical Clearing: Perform a peer-review and "dry-run" of session segments to identify gaps in content delivery and technical documentation.
7. Finalize the Recognition Folder: Assemble the complete documentary requirements (Form R.1, Session Guides, Activity Sheets, etc.) into the prescribed digital or physical format for formal submission.

The participants of this activity include selected personnel from the Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD), Education Program Supervisors, Public Schools District Supervisors, and identified technical working group members.

The schedule, venue, and technical details of the activity shall be announced in a separate advisory.

Attached are the matrix and list of participants.

For immediate and wide dissemination.





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Finalization and Development (L&D) Proposal

Participants

No.	NAME	POSITION	OFFICE
1	William E. Gando	SDS	OSDS
2	Angelou B. Pura	ASDS	OSDS
3	Florena M. Deuna	Chief-SGOD	SGOD
4	Elena D. Hubilla	Chief-CID	CID
5	Divina D. Diaz	EPS	CID
6	Cleofe D. Ariola	EPS	CID
7	Benjie L. Cadag	EPS	CID
8	Rico P. Estur	EPS	CID
9	Jorge M. Villa Real	EPS	CID
10	Beverley Babagay	EPS	CID
11	Lourdes Egay	EPS	CID
12	Antonio Jintalan	EPS	CID
13	Princess Anne G. Grajo	EPS	CID
14	Michael M. Uy	EPS	CID
15	Nestor Guardian	MT-1	CID
16	George Paguio	PSDS	CID
17	Ruel Frago	MT-1	CID
18	Ria E. Sechua	EPS-II,ALS	CID
19	Joan Reluao	EPS-II,ALS	CID
20	Ireno M. Dicen	EPS	SGOD
21	Ma. Luisa D. Antes	Medical Officer	SGOD
22	Monina Selkirk	NURSE-11	SGOD
23	Regner Atutubo	Planning Officer-III	SGOD
24	Narlyn J. Dechavez	SEPS	SGOD
25	Crisanto Dualin	PDO-II	SGOD
26	Alma D. Dometita	EPS-II	SGOD
27	Natalia D. Son	AO-V	OSDS
28	Arnel D. Dominguiano	AO-V	OSDS
29	Bea Derpo	Accountant	OSDS
30	Andrea Enorme	AO-IV	OSDS
31	Welmina Bercasio	AO-IV	OSDS
32	Bryan Delijero	AO-IV	OSDS
33	Naralyn D. Jazareno	AO-IV	OSDS
34	Markson B. Mejia	SEPS/OIC Sch. Head	SGOD/Gatbo NHS
35	Vivian D. Paz	PDO-I	SGOD
36	Anabel J. Britanico	PDO-1	SGOD



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

37	James Christian D. Nabong	PSDS	Bacon East Dist.
38	Cyril Derilo	AO-II	HRMO
39	Noe D. Elli	EPS-2,HRD	SGOD
40	Chris Sesbreño	PDO-II	CID
41	Lewelyn Grefaldeo	Librarian	CID
42	Christine Joy V. Bunoan	Admin.Aide-VI	SGOD

MATRIX OF ACTIVITIES

Finalization and Refinement of the Quality Assurance Documents

DAY 1

8 : 00 AM – 8 : 30 AM	Opening Program
	Preliminaries
	Acknowledgement of Participants
	Welcome Message
	Message
	Statement of Purpose
	Orientation Proper
8 : 30 AM – 12 : 00 NN	Session 1: Recap of DepEd Memorandum 44, s,2023
1 : 00 PM – 2 : 00 PM	Session 2: Alignment Check (Are we hitting the right PPST/PPSH/PPSS indicators.
2 : 00 PM – 5 : 00 PM	Session 3: The “Nitty-Gritty” of Session Guides (Worshipping the Flow)

Day 2

8 : 30 AM – 9 : 30 AM	Recap
9 : 30 AM – 11 : 30 AM	Session 4: M&E and WAP (Providing the impact of the training)
1 : 00 PM – 4 : 30 AM	Session 5: Technical Review & Final Packaging Day

Day 3

8 : 30 AM – 12 : 00 NN	Workshop Proper
1 : 00 PM – 5 : 00 PM	Presentation (1 CID,1 SGOD and 1 for OSDS)