



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

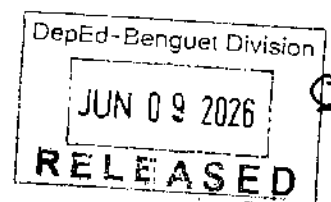
08 June 2026

DIVISION MEMORANDUM

No. 213, s. 2026

**SUBMISSION OF DOCUMENT REQUISITES FOR THE SDO BENGUET
RESOURCE PERSON ROSTER**


TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned



1. Pursuant to DepEd Order No. 001, s. 2020 (Guidelines for NEAP Recognition of Professional Development Programs and Courses), NEAP-QAD protocols, and DepEd Memorandum No. 044, s. 2023 (Interim Guidelines for QA, Monitoring, and Evaluation of NEAP Core Programs), this Office directs all qualified and prospective learning resource persons (Enclosure 1) to submit the mandatory documentary requirements for inclusion in the official SDO Benguet Resource Person Roster.
2. This call for submission aims to establish a verified, highly competent SDO Benguet Pool of Resource Persons to facilitate upcoming learning and development (L&D) interventions. Specifically, the gathered document requisites shall serve the following purposes:
 - **NEAP Quality Assurance:** To evaluate and align training contents with the Philippine Professional Standards for Teachers (PPST) and the Philippine Professional Standards for School Heads (PPSSH) pursuant to NEAP standards.
 - **CPD Accreditation:** To complete the documentary portfolios required for the processing of Continuing Professional Development (CPD) credit units with the Professional Regulation Commission (PRC); and
 - **Roster Standardization:** To build a ready database of pre-qualified resource materials and subject matter experts for seamless division-wide training deployment.
3. In line with the objective of establishing a quality-assured SDO Benguet Resource Person Roster, please be reminded that the specific requisites constitute the primary component of PRC-CPD applications. Relative to this, notice is hereby given regarding the official policy of the Professional Regulation Commission (PRC) stating that the utilization of CPD Undertakings for Professional Identification Card (PIC) renewals shall only be permitted until June 30, 2026. Thereafter, the "No Undertaking" mandate shall be strictly implemented,

effectively ending the grace period and establishing full CPD credit compliance as an absolute, non-negotiable prerequisite for license renewal.

4. The following identified documentary requirements (Enclosure 2) must be submitted in PDF form on or before the deadline on June 26, 2026. Relative to this, applicants shall upload their digital files to the designated online portal via this link: <https://tinyurl.com/43m278ms> . For orderly tracking, please use the following file-naming convention.
 - a. Resume or Curriculum Vitae: 1 NEAP template and 1 PRC CPD template;
FullName_RESUMENEAP
FullName_RESUMECPD
 - b. Session guide for each of the topics;
FullName_SessionTitle
 - c. Slide decks or power point presentations;
FullName_PresentationTitle
 - d. Worksheets / activity sheets;
 - Folder instead of file may be uploaded as needed
 - FullName_WORKSHEET_TopicTitle
 - e. Pre and Post test (at least 3 questions per topic)
 - Fullname_PRETEST_TopicTitle
 - Fullname_POSTTEST_TopicTitle
5. Prospective RPs are authorized to utilize whichever pedagogical framework is most suitable for their assigned subject matter, provided the selected session guide format strictly adheres to recognized adult learning and quality assurance principles.
6. Resumes must be submitted and uploaded in two distinct formats: one adhering strictly to the NEAP template, and the other complying with the PRC-CPD template. This dual submission is mandatory, as NEAP and the PRC operate under different quality assurance criteria and evaluation standards for resource speaker qualifications.
7. Personnel not explicitly identified in Enclosure No. 1, but who have otherwise been duly certified and have rendered services as learning resource speakers across all governance levels—from institutional to international—are hereby encouraged to accomplish the needed documentation. This will ensure their systematic integration into the quality-assured SDO Benguet RP Roster.
8. To ensure the proper accomplishment of the required documents, technical assistance is readily available through the Human Resource Development Section. For any questions or clarifications, please contact Xylene Grail D. Kinomis or Nerissa I. Barbosa.
9. Immediate dissemination of this memorandum is highly directed.


CARMEL F. MERIS
Assistant Schools Division Superintendent
Officer In Charge
Office of the Schools Division Superintendent

SGOD/LBA/hrds/zdk

28	VIVIAN P. LEGASPI	GUIDANCE COUNSELOR III		
29	ADAM D. BAHINGAWAN	TEACHER I		
30	FAMILA T. MAXIMO	TEACHER III		REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - PAG-AARAL NG KASAYSAYAN AT LIPUNANG PILIPINO
31	ELAINE P. VICTORINO	TEACHER II		REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - PAG-AARAL NG KASAYSAYAN AT LIPUNANG PILIPINO
32	EDGAR B. TOMINO	TEACHER III		REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - PAG-AARAL NG KASAYSAYAN AT LIPUNANG PILIPINO
33	JANET P. ASMIN	MASTER TEACHER II		REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - PAG-AARAL NG KASAYSAYAN AT LIPUNANG PILIPINO
34	WILBERT B. WANAS	TEACHER III		REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - PAG-AARAL NG KASAYSAYAN AT LIPUNANG PILIPINO
35	ROS JANSELO, GUALDO	TEACHER I		REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - PAG-AARAL NG KASAYSAYAN AT LIPUNANG PILIPINO
36	JERICOH B. TICQUE	TEACHER I		REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - PAG-AARAL NG KASAYSAYAN AT LIPUNANG PILIPINO
37	MABEL GRACE C. LUIS	MASTER TEACHER I		REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - PAG-AARAL NG KASAYSAYAN AT LIPUNANG PILIPINO

			SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - PAG-AARAL NG KASAYSAYAN AT LIPUNANG PILIPINO
38	DECENIA T. CABACAB	HEAD TEACHER III	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - GENERAL MATHEMATICS
39	WILMA M. COLLAN	TEACHER III	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - GENERAL MATHEMATICS
40	DHINA E. PALKING	TEACHER I	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - GENERAL MATHEMATICS
41	JEZREEL S. BAYUDANG	TEACHER II	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - GENERAL MATHEMATICS
42	ALICIA M. DOMINGO	TEACHER I	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - GENERAL MATHEMATICS
43	LUKE ALMOND T. UDACION	TEACHER II	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - GENERAL MATHEMATICS
44	JENEFER C. TIONGAN	MASTER TEACHER II	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - MABISANG KOMUNIKASYON
45	TRISHA LEI C. LAYAG	TEACHER II	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - MABISANG KOMUNIKASYON
46	GRAZIELLA T. EBES	TEACHER III	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - MABISANG KOMUNIKASYON

47	LETTY A. AQUINO	MASTER TEACHER II	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - MABISANG KOMUNIKASYON
48	MARY ANN A. SANTOS	MASTER TEACHER I	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) 49CURRICULUM FOR SCHOOL YEAR 2026-2027 - MA50BISANG KOMUNIKASYON
49	WINSTON N. ROS	TEACHER II	REGIO51NAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - MABISANG KOMUNIKASYON
50	MELIN C. COM-ONG	MASTER TEACHER II	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - EFFECTIVE COMMUNICATION
51	BENJAMIN R. SACLA	TEACHER III	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - EFFECTIVE COMMUNICATION
52	JONA B. KIWAS	TEACHER III	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - EFFECTIVE COMMUNICATION
53	SANDRA S. IGNACIO	TEACHER III	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - EFFECTIVE COMMUNICATION
54	PRECIOUS A. ESPARA	TEACHER I	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - EFFECTIVE COMMUNICATION
55	INGRID JANE B. BEGUIS	TEACHER VI	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - LIFE AND CAREER SKILLS
56	HAZEL B. BASTIAN	MASTER TEACHER I	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH

57	COBART O. BAY-AN	TEACHER VI	SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - LIFE AND CAREER SKILLS REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - LIFE AND CAREER SKILLS
58	JUVELYN D. PALEYAN	MASTER TEACHER II	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - LIFE AND CAREER SKILLS
59	SHENTAL M. ANICETO	TEACHER III	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - LIFE AND CAREER SKILLS
60	ROSEMARIE F. DONTOGAN	TEACHER I	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - LIFE AND CAREER SKILLS
61	ELVIE T. TIP-AC	TEACHER III	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - LIFE AND CAREER SKILLS
62	CLARISSE C.AOAS	TEACHER I	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - GENERAL SCIENCE
63	MAE LIZA D. ALBINO	TEACHER III	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - GENERAL SCIENCE
64	EMILYN C. CASLANGEN	TEACHER III	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - GENERAL SCIENCE
65	CLAIRE ANN B. ISLAO	TEACHER III	REGIONAL TRAINING OF DIVISION TRAINERS (RTDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - GENERAL SCIENCE

66	CHESTER P. LACBONGAN	TEACHER II	REGIONAL TRAINING OF DIVISION TRAINERS (KIDT) ON STRENGTHENED SENIOR HIGH SCHOOL (SSHS) CURRICULUM FOR SCHOOL YEAR 2026-2027 - GENERAL SCIENCE
67	MARY DON D. PALBERAS	TEACHER I	REGIONAL TRAINING OF TRAINERS ON THE UTILIZATION OF VARIOUS TEACHING AND LEARNING MATERIALS CUM WORKSHOP IN THE DEVELOPMENT OF NUMERACY AND LITERACY KITS FOR KINDERGARTEN
68	ALMA G. PEPING	MASTER TEACHER I	
69	ANNIBETTE P. FIANZA	TEACHER I	
70	MAE LANI I. SOLINO	TEACHER I	
71	ANALYN J. FRIAS	TEACHER III	
72	OLYMPIA L. WAKAT	TEACHER II	
73	ANNABELLE M. GACAY	TEACHER III	
74	ARLEE D. BITIBIT	HEAD TEACHER III	
75	ERLINDA C. QUINUAN	EDUCATION PROGRAM SUPERVISOR	
76	MARILYN W. ZARATE	PSDS	
77	DONALYN A. CIDO	MASTER TEACHER I	
78	NORWIN B. PINGO	TEACHER VI	
79	JOAN HERTIMIA B. WAGANG	GC III	INDUCTION PROGRAM FOR BEGINNING TEACHERS
80	DENVER PACSAY DOKEY	MASTER TEACHER I	
81	ANTIONETTE D. SACYANG	PDO II	
82	JUNALYN S PALKING	SCHOOL PRINCIPAL III	
83	SHIAJANE T. CABUTEN	HEAD TEACHER III	
84	JORDAN MENDOZA	AO II	
85	MARTY DION ESTACIO	AO III	
86	LEA JOY F. BUENAVISTA	ADMIN ASSISTANT	
87	NORWIN BADUA PINGO	TIC-T7	
88	PET BANN B. PARAN	TIC/TEACHER VI	
89	JILL HARRIETTE P. GUANSO	GUIDANCE ASSOCIATE	DIVISION TRAINING OF MULTIGRADE TEACHERS
90	MEAGAN ABANSI HAPALLA	GUIDANCE ASSOCIATE	
91	EUNICE D. BUDO	GC III	
92	JANELLE SAB-IT DOGAO	SPECIAL INVESTIGATOR III	
93	JOVEN B AGTANI	EPS II	
94	NOVER B. SINGGANGAN JR.	LEGAL OFFICER III	
95	LILIAN T. ULEP	PSDS	
96	IMELDA DULAY ESPIRITU	MASTER TEACHER III	
97	ALPHALYN E. TAQUED-CERVERA	TEACHER III	

98	JEMALYN SANCHEZ CASIDO	TEACHER I	LIVELIHOOD EDUCATION (TLE) INSTRUCTION FOR NEW GRADE 6 TEACHERS
99	MARJORIE SALAS CAYAO	TEACHER III	
100	SANNY B. DOKIPEN	HT-III	
101	JULIE L. FELIPE	MASTER TEACHER I	
102	ERLINDA CONTERO QUINUAN	EPS	
103	ROSALINA O. LAURETA	SCHOOL PRINCIPAL II	
104	MARY DON DIWAS PALBERAS	TEACHER III	DIVISION-BASED TRAINING WORKSHOP OF ASATIDA OF MADRASAH EDUCATION PROGRAM (MEP) IMPLEMENTERS
105	LITA JANE BOTIGAN CADALIG	JOURNALIST	
106	NORBERT C. LARTEC	EDUCATION PROGRAM SUPERVISOR	DIVISION TRAINING ON CAMPUS JOURNALISM FOR THE NEW SCHOOL PAPER ADVISER
107	MARK SAMUEL DELA ROSA DE GUZMAN	AO-II (INFO OFFICER I)	
108	BOBBY MC GEE OCAN LEE	TEACHER I	
109	JENNETTE G. MAGCIANO	PRINCIPAL I	
110	JOEMAR PAGAR SORIANO	MASTER TEACHER I	
111	MERLYN CONCHITA OGASNA DE GUZMAN	EPS	CAPACITATING NEWLY- HIRED ELEMENTARY SCHOOL SCIENCE TEACHERS ON CONTENT AND SKILLS KNOWLEDGE
112	SANNY B. DOKIPEN	HEAD TEACHER III	
113	REMEDIOS B. LAMISIS	SCHOOL PRINCIPAL I	
114	TEODORO DICOS	SPET III	
115	MESENIA LAQUIAO	MASTER TEACHER II	
116	CLYDE PRAILLE BURGOS	SPET III	
117	AGNES B. MALINIAS	SCHOOL PRINCIPAL III	
118	SHEENA M. BALLAWIG	SPET II	
119	ADELINE S. ABARI	SPET I	
120	CLAIRE N. LAMISIS	MASTER TEACHER II	
121	BIVIAN CUH-JING	SCHOOL PRINCIPAL IV	
122	REGINA SARMIENTO	SCHOOL PRINCIPAL IV	
123	NANCY ROSADO	SCHOOL PRINCIPAL III	
124	LUCIO B. ALAWAS	CES- SGOD	STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS SCHOOL IMPROVEMENT PLAN (CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE)
125	CORAZON C. QUIPOT	SEPS	SCHOOL-BASED MANAGEMENT


126	XYLENE GRAIL D. KINOMIS	SEPS- HRDS	(CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE) INSET AND LAC (CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE)
127	MEL W. ALINGBAS	AO IV - HRMO	RECRUITMENT AND SELECTION (CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE)
128	JORDAN MENDOZA	AO II	EMPLOYEE WELFARE (CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE)
129	XYLENE GRAIL D. KINOMIS	SEPS	REWARDS AND RECOGNITION (CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE)
130	ASUNCION C. SAGUID	SEPS (FOR SHDP PROPONENT TO INFORM THE SPEAKER)	GENDER AND DEVELOPMENT (CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE)
131	STEPHEN BULALIN	SEPS	DEDP (CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE)
132	NERISSA I BARBOSA	EPS II	DRRM (CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE)
133	ERLINDA QUINUAN	EPS	SPECIAL NEEDS EDUCATION (CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE)
134	ARVIN DOMAN	SEPS	STAKEHOLDER PARTNERSHIP

135	YLONA VERONICA A. BAYOD	SLU (FOR SHDP PROPONENT TO INFORM THE SPEAKER)	(CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE) MENTAL HEALTH (CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE) LEADERSHIP STYLES (CONTEXTUALIZED SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATIONAL COURSE)
136	MERLYN CONCHITA O. DE GUZMAN	EPS	
137	Other Potential RPs		

Enclosure 2. SUBMISSION OF DOCUMENT REQUISITES FOR THE SDO BENGUET RESOURCE PERSON ROSTER

A. Resume (Folio size)

A.1 PRC - CPD Resume Template

	Professional Regulation Commission
RESUME OF RESOURCE PERSON	

CPD COUNCIL FOR PROFESSIONAL TEACHERS

Principal
 Alternate
 Substitute

RECENT 2X2
 PICTURE (color
 photo with
 white
 background)

Part I. Personal Circumstances			
Name:		Nickname:	
Residence Address:		Contact Details	
Business Address:		Landline No.:	
		Mobile No. 1:	
		Mobile No. 2:	
		Email Add.:	
Nationality/Citizenship:			
<i>Note: The CPD Council shall be informed of any change/s on resource person/s at least 10 days before the CPD program offering. Substitute resource person may submit this duly accomplished form three (3) days from the completion of the CPD program.</i>			
Part II. Track Record			
Major Competency Areas	Specialization		Sub-Specialization
Relevant Seminars/Training Programs Conducted in the last five (5) years		Relevant Seminars/Training Programs Attended in the last five (5) years	
Date	Title of the Program	Date	Title of the Program
Major Achievements, Citations, Recognition and Awards			
Date	Title	Awarding Body	

Part III. Education and Employment				
Educational Background	Name of School/University	Address	Inclusive Dates	Degree Earned
College				
Post-Graduate				
Work Experience: Five (5) most recent	Position	Agency/Company		Inclusive Dates

Part IV. Other Relevant Information							
Profession/s		License No.		Issued on:		Valid until:	
AIPO Membership		National/Chapter		Position		Date	
Other Major Affiliations (Professional, Civic)		National/Chapter		Position:		Date	

<p>I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.</p> <p>I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.</p> <p>_____</p> <p style="text-align: center;">Signature Over Printed Name</p> <p>_____</p> <p style="text-align: center;">Date</p>	<p>[Electronically paste here your scanned PRC ID for professionals or other government-issued or company ID]</p>
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A.2. NEAP QA Resume Template

(Enclosure No. 5 to DepEd Memorandum No. _____ s. 2023)



Republic of the Philippines
Department of Education

National Educators Academy of the Philippines

CURRICULUM VITAE OF RESOURCE SPEAKER/SUBJECT-MATTER EXPERT

PROFESSIONAL DEVELOPMENT PROGRAM:
PROFESSIONAL DEVELOPMENT PROGRAM PROVIDER:

RECENT 2X2
PICTURE (color
photo with white
background)

Part I. Personal Information	
Name:	
Residence Address:	Contact Details
Business Address:	Landline No.:
	Mobile No. 1:
	Mobile No. 2:
	Email Address:
Citizenship:	
<i>Note: NEAP shall be informed of any change/s on resource person/s at least 10 days before the Professional Development program/course offering. Substitute resource person, if any, may submit this duly accomplished form three (3) days before the start of the Professional Development program/course.</i>	
Part II. Track Record	
Areas of Specialization/ Expertise	
Relevant Seminars/Training Programs Conducted in the last five (5) years	

Date	Title			
Relevant Seminars/Training Programs Attended in the last five (5) years				
Date	Title			
Relevant Publications, Research, and Conference Papers				
Date	Title			
Major Achievements, Citations, Recognitions, and Awards				
Date	Title	Awarding Body		
Part III. Education and Employment				
Educational Background				
Level	Name of School/University	Address	Inclusive Dates	Degree Earned
Undergraduate				
Post-Graduate				
Work Experience: Five (5) most recent				
Position		Agency/Company	Inclusive Dates	

Part IV. Other Relevant Information (Use separate sheet for additional information.)

Eligibility

Profession/s	License No.	Issued on:	Valid until:

Other Major Affiliations (Professional, Civic, etc.)

Name of Organization	National/Chapter	Position/Nature of Work	Date

<p>I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize NEAP and other agencies to investigate the authenticity of all the documents presented.</p> <p>I am agreeing to the NEAP Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.</p> <p style="text-align: center;">Signature Over Printed Name</p> <p style="text-align: center;">Date:</p>	<p>Scanned copy of PRC License</p>
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B. SESSION GUIDE (Folio or A4 size)

Session Guide Framework	Best Suited For	Key Focus
4As	General Pedagogical Topics / Soft Skills	Experiential processing of ideas.
5Es	Curriculum Content / Inquiry & STEM	Student-centered discovery and exploration.
Gagne's 9 Events	Technical/Administrative Skills / ICT Tools	Systematic mastery of procedural steps.
3Is	Short Webinars / Express Workshops	Rapid interaction and immediate integration.

B.1. 4 A's SESSION GUIDE TEMPLATE

The simplest, most streamlined session guide format used in DepEd is anchored on the **4As Method of Adult Learning** (*Activity, Analysis, Abstraction, Application*).

I. General Information

- **Program Title:** (e.g., *School-Based INSET on MATATAG Curriculum*)
- **Session Title:** (e.g., *Contextualizing Lesson Exemplars in Reading*)
- **Duration:** (e.g., *60 Minutes / 1 Hour*)
- **Target Participants:** (e.g., *Key Stage 1 Teachers*)
- **Resource Speaker:** [*Name and Designation*]

II. Objectives & Standards Alignment

- **Professional Standard Link:** [*Target PPST Indicator, e.g., PPST Indicator 1.5.2*]
- **Terminal Objective:** [*What will participants be able to do by the end of the session?*]
- **Enabling Objectives:**
 1. [*Objective 1 - Knowledge/Understand*]
 2. [*Objective 2 - Skill/Do*]

III. Key Content / Concepts

- [*Core Topic Bullet 1*]
- [*Core Topic Bullet 2*]

IV. Learning Delivery Matrix (The 4As Flow)

Phase & Time	Methodology / Slide Content	Materials Needed
Introduction (5 mins)	<ul style="list-style-type: none">• Welcome, session overview, and statement of objectives.	Slide Deck, Laptop, Projector

Phase & Time	Methodology / Slide Content	Materials Needed
Activity (10 mins)	<ul style="list-style-type: none"> • Slide Reference: Slides 1–4 • Icebreaker / Diagnostics: A short group task or brief diagnostic quiz to gauge participants' baseline knowledge. 	Activity Sheets, Markers
Analysis (10 mins)	<ul style="list-style-type: none"> • Slide Reference: Slides 5–7 • Processing Questions: Facilitator asks: <i>What went well? What challenges did you encounter? How does this connect to your classroom experience?</i> 	Whiteboard / Meta-cards
Abstraction (20 mins)	<ul style="list-style-type: none"> • Slide Reference: Slides 8–10 • Lecture / Deep Dive: Highlighting core principles, legal frameworks, and technical content. This is the main discussion phase. 	Slide Deck
Application (15 mins)	<ul style="list-style-type: none"> • Slide Reference: Slides 11–25 • Workplace Integration: Participants answer: <i>How will you apply this directly in your class tomorrow?</i> Drafting a mini Workplace Application Plan (WAP). 	WAP Template, Notebooks
<ul style="list-style-type: none"> • Slide Reference: Slides 26–30 		
V. Assessment / Evaluation (5 mins)		
<ul style="list-style-type: none"> • Briefly state how learning will be checked (e.g., <i>Online exit ticket, Google Form link tracker, or Q&A segment</i>). 		

B.2 5 E's SESSION GUIDE TEMPLATE

Best suited for curriculum content, inquiry-based learning, Science, Math, and STEM-related professional development.

I. Session Overview

- **Program/Course Title:** _____
- **Session Title:** _____
- **Target Domain (PPST/PPSSH/PPSS Indicator):** _____
- **Duration:** _____ (e.g., 60 Mins / 90 Mins)
- **Resource Speaker:** _____

II. Learning Objectives

- **Terminal Objective:** _____
- **Enabling Objectives:**
 1. _____
 2. _____

III. 5Es Learning Delivery Matrix

Phase & Time	Methodology & Facilitator's Key Prompts	Slide Ref.	Materials Needed
	Hook / Activation of Prior Knowledge:		
1. Engage (mins)	<ul style="list-style-type: none">• How will you capture interest and uncover existing preconceptions or gaps?• <i>Key Prompts/Questions:</i>	Slides __ to __	
	Hands-On / Inquiry Activity:		
2. Explore (mins)	<ul style="list-style-type: none">• What collective task or simulation will participants perform <i>before</i> formal instruction?• <i>Participant Action:</i>	Slides __ to __	
	Formulation of Concepts / Deep Dive Lecture:		
3. Explain (mins)	<ul style="list-style-type: none">• How will you formally present definitions, regulations, or core technical concepts based on their exploration?	Slides __ to __	

Phase & Time	Methodology & Facilitator's Key Prompts	Slide Ref.	Materials Needed
4. Elaborate (mins)	Extension / Contextualization: • How will participants apply this new knowledge to a more complex scenario, local school challenge, or lesson plan?	Slides __ to __	
5. Evaluate (mins)	Assessment of Learning Outcomes: • What instrument or diagnostic metric will measure if the enabling and terminal objectives were reached?		

B.3. GAGNE'S 9 EVENTS OF INSTRUCTION TEMPLATE

Best suited for administrative procedures, technical systems, ICT tools, data encoding, or highly structured regulatory compliance paths.

I. Session Overview

- **Program / Course Title:** _____
- **Session Title:** _____
- **Target Competency Standard:** _____
- **Duration:** _____
- **Resource Speaker:** _____

II. Learning Delivery Matrix

Event / Step	Explicit Methodology & Technical Content	Slide Ref.	Materials Needed
1. Gain Attention (mins)	Present a compelling operational problem, critical audit observation, or urgent division statistic.	Slide __	
2. Inform Learners of Objectives (mins)	State the explicit behavioral outcomes, target skills, or performance benchmarks expected.	Slide __	

Event / Step	Explicit Methodology & Technical Content	Slide Ref.	Materials Needed
3. Stimulate Recall of Prior Learning <i>(mins)</i>	Connect this technical process to an existing platform or workflow they already use.	Slide __	
4. Present Content <i>(mins)</i>	Chunk the rules, system steps, or technical information into structured, micro-learning segments.	Slides __ to __	
5. Provide Learning Guidance <i>(mins)</i>	Demonstrate standard operations. Use case models, troubleshooting flowcharts, or step-by-step job aids.	Slides __ to __	
6. Elicit Performance <i>(mins)</i>	Engage participants in a simulation, hands-on system drill, or localized practice task.	Slides __ to __	
7. Provide Feedback <i>(mins)</i>	Review sample submissions or provide immediate peer/facilitator remediation on the spot.	Slides __ to __	
8. Assess Performance <i>(mins)</i>	Conduct an independent technical execution or objective post-test to verify procedural mastery.	Slide __	
9. Enhance Retention & Transfer <i>(mins)</i>	Provide context-rich templates, action plan sheets, or quick-reference toolkits for back-to-office work.		

B.4. 3Is SESSION GUIDE TEMPLATE

Best suited for short webinars, express workshops, rapid tool introductions, or condensed virtual training sessions.

I. Session Overview

- **Program/ Course Title:** _____
- **Session Title:** _____
- **Target Domain (FPST/FPSSH/FPSS Indicator):** _____
- **Duration:** _____ *(Typically 45 to 60 Minutes)*
- **Resource Speaker:** _____

II. Learning Objectives

- **Terminal Objective:** _____
- **Enabling Objectives:**
 1. _____
 2. _____

III. 3Is Learning Delivery Matrix

Phase & Time	Methodology & Facilitator's Execution	Slide Ref.	Materials Needed
	Framing & Content Delivery:		
1. Introduction <i>(Recommended: 15 mins)</i>	<ul style="list-style-type: none">• Fast-track hook to grab participant attention. • Concise discussion of core theories, guidelines, or the foundational "why" behind the topic. • Directly mapping the session objectives to classroom performance gaps.	Slides — to —	
2. Interaction <i>(Recommended: 25 mins)</i>	<ul style="list-style-type: none">• Dynamic participant-to-participant or participant-to-content engagement. • <i>Examples:</i> Group brainstorming, breakout room discussions, collaborative digital boards (Padlet/Jamboard), peer critical-friend review, or quick chat-storming exercises.	Slides — to —	

Phase & Time	Methodology & Facilitator's Execution	Slide Ref.	Materials Needed
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Workplace Application & Synthesis:

3. Integration	<ul style="list-style-type: none"> • Translating the interactive discussion into a concrete, localized classroom output. 	Slides — to —	
<i>(Recommended: 20 mins)</i>	<ul style="list-style-type: none"> • Formulating immediate takeaways and defining how the learning shifts direct teacher/school head behavior. 		
	<ul style="list-style-type: none"> • Accomplishing commitment or action cards for back-to-office implementation. 		

IV. Monitoring and Evaluation Mechanism

- **Method of Assessment:** _____ (e.g., Google Form post-test, digital output submission link, or visual synthesis checklist)