



Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF BULACAN

December 3, 2024

**DIVISION MEMORANDUM**

No. 561 s. 2024

**POST-CONFERENCE EVALUATION AND PREPARATION OF DOCUMENTS  
FOR PROFESSIONAL REGULATION COMMISSION (PRC) CONTINUING  
PROFESSIONAL DEVELOPMENT (CPD) POINTS SUBMISSION**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
School Heads  
All Others Concerned

1. To ensure the successful wrap-up of the recently concluded 3-Day Simultaneous District In-Service Training (INSET) held last November 27-29, 2024, and to meet the Professional Regulation Commission's (PRC) requirements for CPD points, a post-conference evaluation and document preparation session is scheduled on December 4, 2024, 9:00 AM, at the SDO Bulacan Conference Hall.
2. This session aims to evaluate the overall implementation of the training, gather feedback for improvement, and finalize all required documents for submission to the PRC. Discussions will also include the uploading process in the PRC CPDAS system to ensure accurate and timely submission of the necessary entries.
3. This post-conference is limited to the HRD Committee members and one representative from each district, either the Lead PMT or a TWG member. Participants must review and consolidate all supporting documents, including attendance sheets, evaluation forms, photographs, and participant outputs. These will be used to prepare a comprehensive evaluation report and ensure that all submissions align with PRC CPD accreditation guidelines.
4. This memorandum serves as a travel authority for all concerned. Please contact the Division CPD Coordinator at the email address [marilene.ramos@deped.gov.ph](mailto:marilene.ramos@deped.gov.ph) for any clarifications.
5. Immediate dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

mgr/sgod-hrd INSET  
190/12-01-2024



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Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

December 2, 2024

**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent Division of Bulacan

Dear Madam:

This is to respectfully request the use of funds and approval of a change in schedule for the Focus Group Discussion (FGD) originally set for **November 18, 2024**, with 150 participants. Due to scheduling conflicts among the participants on the proposed date, the session was conducted online on November 18, allowing broader participation. However, a supplementary face-to-face session is now essential since this format challenges meeting the depth of interaction and documentation requirements.

We propose rescheduling the FGD as part of the post-conference activities on **December 4, 2024**, with **one representative per district**. This adjustment is crucial to finalize and consolidate the documents required for submission to the Professional Regulation Commission (PRC) for Continuing Professional Development (CPD) compliance. The face-to-face setup will enable focused discussions, ensuring the accuracy and completeness of the submissions.

In line with this, we request that the allocated funds be used to cover the necessary expenses for the December 4 session.

We hope you will favorably consider this request, ensuring the success of our documentation efforts and compliance with PRC standards. Thank you very much, and God bless.

Very truly yours,

  
**MARILENE G. RAMOS, LPT, MAT**  
Senior Education Program Specialist

Noted:

  
**JAY-ARR C. TAMAO, DBAITSM, EdD**  
Officer-In-Charge, SGOD

APPROVED:

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent



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	<b>DISTRICT</b>	<b>PERSONNEL RESPONSIBLE FOR DATA ENCODING AND SUBMISSION TO PRC</b>	<b>DESIGNATION</b>	<b>SCHOOL</b>
1	Angat	Arnaldo V. Sincioco	HEAD TEACHER III	Marcelo L. Adriano Ms/ Teodoso R. Manuel ES
2	Balagtas	Jocelyn Dc Manzano	Principal II	Northville VI ES
3	Bocaue	Robert D. Victor	PRINCIPAL I	Joni J. Villanueva Tugna Elementary School
4	Bocaue	John Edel B. Centeno	Project Development Officer I	Bocaue District
5	Bulakan	Rich Andrew M. Reyes	Head Teacher III	Tibig Elementary School
6	Bustos	Reynaldo A. Antonio Jr.	Teacher II	Bonga Menor Elementary School
7	Calumpit North	Jeniffer B. Teodoro	Administrative Officer II	Arsenio Santos Memorial Elementary School
8	Calumpit South	Raul T. Musni	HT 1	Iba O Este Elementary School
9	DRT	Rona C. Castro	MT 1/OIC	Pulong Sampaloc Es
10	EDDIS I	Revelyn S. Maniego, Phd	Principal IV	Pulilan Central School
11	EDDIS I	Clarissa Dc. Flores	Head Teacher III	Iba National High School
12	EDDIS I	Enrique Rigor P. Flores Jr, Mae	Head Teacher III	DCMDNHS
13	EDDIS I	Romy Boy C. Punongbayan	Master Teacher I	San Roque National High School
14	EDDIS III	Rodrigo V. Jacinto Jr., Phd	Principal II	Salapungan National High School
15	EDDIS III	Melannie T. Sangoyo, Phd	Principal II	Sta. Lucia High School
16	EDDIS III	Bryan Dc. Gabriel, Phd	Master Teacher I	San Idefonso National High School
17	EDDIS III	Christian B. Santos	Master Teacher I	San Miguel National High School
18	EDDIS IV	Maricel A. Sayson	Head Teacher VI	AFGBMTS
19	EDDIS V	Isagani M. Aguinaldo	Head Teacher II	Felizardo C. Lipana National High School
20	EDDIS VI	Chique Razel T. Cruz	Teacher II	Teodoso R. Manuel Es
21	EDDIS VI	Ricardo C. Benis Jr.	Principal II	Northhills Village High School
22	EDDIS VI	Ronald C. Gabito	Principal II	FVR Elementary School
23	EDDIS VI	Marnick S. Gutierrez	Master Teacher II	Parada National High School
24	Guiguinto	Jonathan Yves P. Cruz	Master Teacher I	Malis Elementary School
25	Hagonoy East	Meileen Joy L.Abad	Teacher III	San Agustin Elementary School
26	Hagonoy West	Celestino C. Villafuerte Jr.	Principal I	San Pascual Es
27	Hagonoy West	Mariel T. Austria	Project Development Officer I	Hagonoy West District
28	Marilao North	Sheryll T. Briones	Administrative Officer II	Prenza Elementary School
29	Marilao South	Issa Marie Cabarle	Administrative Officer II	Marilao Central Integrated School
30	Norzagaray East	Jonkelly T. Torrecampo, Phd	Principal I	Bigte Elementary School
31	Norzagaray West	Liezel C. Delos Santos	HEAD TEACHER III	Baraka Elementary School
32	Obando	Jessfer John R. Cruz	HEAD TEACHER I	Tawiran Elementary School
33	Pandi North	Leopoldo A. Ignacio, Jr.	Head Teacher III	Siling Matanda Elementary School
34	Pandi South	Marcelo A. Jacinto Jr.	Principal I	Masagana Elementary School
35	Paombong	Eugenio A. Manarang Iii	Principal II	Sto. Niño Elementary School

	<b>DISTRICT</b>	<b>PERSONNEL RESPONSIBLE FOR DATA ENCODING AND SUBMISSION TO PRC</b>	<b>DESIGNATION</b>	<b>SCHOOL</b>
36	Plaridel	Felix M. Moralde	Teacher I	Dampol 1st National High School
37	Pulilan	Merced Bernardo	Principal I	Jcces
38	San Ildefonso North	Roxane M. Vergara	Head Teacher III	Umpucan Es
39	San Ildefonso North	Nina Judith G. Reyes	Project Development Officer I	San Ildefonso North District
40	San Ildefonso South	Ma. Filipina V. Cruz, Phd	Principal III	Pinaod Central School
41	San Miguel Central	Mark D. Tiongson	Teacher III	Balite Elementary School
42	San Miguel North	Imelda R. Vargas, Phd	Principal III	San Miguel North Central School
43	San Miguel South	Joselito P. Mendoza	Master Teacher II	San Miguel National High School
44	San Miguel South	Ryan O. Venturina	Teacher III	San Miguel South Elementary Schools
45	San Miguel South	Patrick T. Alcantara	Project Development Officer I	San Miguel South District
46	San Rafael East	Jenina Joyce L. Mendoza	Head Teacher 1	San Rafael National Trade School
47	San Rafael West	Teodorico M. Desiderio, Jr	Teacher I	Salapungan National High School
48	San Rafael West	Sheryl Ann J. Dizon	Project Development Officer I	San Rafael West District
49	Santa Maria Central	Josephine L. Cabuhat	HT III	Lalakan ES
50	Santa Maria East	Reagan N. Cabuhat	Principal IV	San Vicente ES
51	Sta Maria West	Sheila Marie Dr. De Silva	Principal I	Perez ES/Silangan ES