



Republic of the Philippines
Department of Education
CARAGA REGION

QAME ANALYSIS FORM 3

SUMMARY OF REGIONAL MONITORING AND EVALUATION

Title of Training Program : Regional Orientation on NEAP Operation and Implementation
Inclusive Dates of Program : May 16-18, 2022
Modality : Online
Activity owner : Junnah B. Tiu
Functional Division : HRDD

1. What is the general rating of the SESSIONS and FACILITATORS in the training program?

Enter All training venues (Includes all batches)	Overall, Session- Facilitator Rating	General Rating DAY 1	General Rating DAY 2	General Rating DAY 3	Summary of Commendations
Virtual					
Sessions		3.87	3.89	3.89	
Facilitators		3.89	3.92	3.88	
REGIONAL AVERAGE* for Sessions-Facilitators	3.90				

LEGEND: 3.5 = 4.00 (Outstanding); 2.5 = 3.49 (Very Satisfactory); 1.5 = 2.49 (Satisfactory); 1.0 = 1.49 (Needs Improvement)

*Target average rating for all training venues is 3.5 = 4.0 or 88% up to 100% (inclusive of ALL batches, sessions, and facilitators) in the region.



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Major Observations/Findings (include venue/s of training, and batch number):

- The topic is very informative and enjoyable.
- Thank you for this very informative day of learning.
- Comprehensive lecture.

What is the general rating of the daily PROGRAM MANAGEMENT/OPERATIONS of the training?

Venue of Training (include ALL batches)	Overall Rating	General Rating DAY 1	General Rating DAY 2	General Rating DAY 3	Summary of Commendation
Virtual		3.88	3.89	3.90	- The program management team are doing their best. - They have full support to the needs of the participants.
REGIONAL AVERAGE FOR OPERATIONS	3.90				

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)
*Target average rating for all training venues is 3.5 – 4.0 or 88% up to 100% (inclusive of ALL batches and program management/operations of the training) in the region.

Major Observations, Findings and Suggestions (for the program management/operations of the training):

- Thank you for giving us an information that could help us.
- Thank you for the substantial learnings

3. Are there critical incidents that should be addressed by the Training Program Provider/ Management?

CRITICAL INCIDENT/S BASED ON STAR (SWs and H)	Training Provider (Region)	Action Taken by the Program Management	Status
NONE			

Major Observations/Findings (include venue/s of training, and batch number):

4. ANALYSIS OF THE END PROGRAM EVALUATION (to be accomplished at the end of the training program)

AVERAGE RATING PER CRITERIA (Values from "1.0" = "4.0")						
Training Venue (include batch number)	Program Management	Delivery of Content	Attainment of Objectives	Program Management Team	Webinar' s Etiquette	Internet Access
Virtual	3.90	3.90	3.88	3.88	3.87	3.66
REGIONAL AVERAGE*	3.85					

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

*Target average rating for all training venues is 3.5 – 4.0 or 88% up to 100% (inclusive of ALL batches, sessions, and facilitators) in the region.

Top three (3) responses based on participant feedback in Program Evaluation for all training venues and batches:

- Conducting trainings which are neap recognized need careful planning to be approved immediately at the RO level.
- Crafting activity proposal should be done comprehensively.
- Professional development programs shall be anchored on the data gathered from tools (such as LDNA, SAT, PART IV of the IPCR/OPCR) used to address the needs of the participants.

What is your most significant learning from the webinar?

- About NEAP process of accreditation.
- Activity proposal should be submitted earlier to make sure it would be approved by NEAP and PRC.
- After the training conducted the proponent must comply the needed completion report before the deadline to receive the certificates.
- All trainings shall be based on the needs of the target participants - teachers, school heads, and supervisors.
- To know the regional application process for neap.
- As program owner, I should be very acquainted on the process of neap and pre accreditation and very adept on the filling up of different forms and attachments.
- As the leader I must be aware of the different policies and guidelines in crafting program proposals and activities.
- Assessment of activity design should be carefully done to ensure the standards of it are followed.
- Aware of the neap transformation, a pillar of sulong edukalidad.
- Being focus and patient and resourceful in accomplishing the diff. Documents for neap accreditation.
- Conduct of appropriate training needs of teachers and school leaders.
- Correct procedures in entering the form R1 & R2 and the process of applying the training for cpd and neap recognition.
- Corrections made on the entries in the templates.

- CPD template and re-ncap template are two different things which shall be compiled separately for different purposes.
- Different activity proposal presentations are an avenue for us to be familiarized as how to make proposals.
- Earning cpd points and ncap recognized programs/activities can take time and effort.
- Enhancing more on guidelines for ncap recognition for professional development.
- Excellent presentations can be benchmarked by the participants.
- Extra care should be done in making a proposal; it should follow the correct format and contents should be comprehensive.
- Familiarized with m & e plan, and the four-level training evaluation model.
- Filling up of the forms and the importance of applying for ncap recognition and pre accreditation.
- Formulating a very doable and appropriate training proposal for teachers, school heads and supervisors continuing learning and development.
- Getting to know the ncap recognition processes.
- Hit at least cpdized if not all to include ncap recognition training.
- How to apply for ncap accreditation on the trainings to be conducted.
- How to come up a proposal worthy for recognition and accreditation.
- How to prepare an activity design that is ncap and cpd compliant.
- How to properly fill-up the forms and the importance of aligning trainings with needs.
- I have learned that the proposal must accurately indicate the assessments and evaluation tools throughout the document, as this is an important component to ensure achievement of targets.
- I have learned the importance of identifying and considering the pd priorities domains to be listed in the proposal for reference as to which domain are being addressed by the proposed training.
- I learn common mistakes in writing activity design that need to be corrected.
- I learned a lot from the presentations of proposals from other divisions.
- I only have a very little learning pertaining sample training proposal due to always disconnected coz of intermittent connection.
- Importance of ncap/pre accreditation prior to the conduct of trainings.
- In making accomplishment reports, I should remember always on the congruency of the proposal and the accomplishment and establish work rapport with the same people.
- In making activity proposal the proponent should follow the different guidelines.
- To avoid complication on the selected resource speakers be sure that their pre is not expired and then they are master graduate or PhD graduates.
- It is important to quality assure the process and result of assessment.
- It is not an easy to draft a training proposal due to a lot of things to consider.
- Knowledge gained on activity proposal and completion report.
- L&D should be integrated and strategic program/courses for teachers and school leaders.
- Learned some important topics of other division to enhance my work.

- Legal bases on conducting professional development, its guidelines and significance.
- Making an activity proposal needs proper planning to easily be approved by the neap.
- Making an activity proposal should follow the sequences of the part and it should be completed.
- My most significant learning for the day is on the DEPED professional development (pd) priorities for teachers and school leaders.
- Neap maintains the training standards and the quality of training delivery.
- Neap processes and its required documents for application.
- Neap training are important, it helped augment points for renewal.
- Only activities that involves professional development are allowed for the inset and HRD-PSF.
- Outputs must be checked accordingly, and inputs must be done to ensure accuracy and reap excellent outputs.
- Policies should be followed for the smooth implementation of the training.
- Presentation of several activity proposals and provision of feedback and technical assistance.
- Presentation of the parts of activity proposal and sample.
- Presentations of our puts enlighten our clouds as to the crafting of activity proposal. Etc.
- Professional development programs should be aligned with the set standards for teachers and school leaders.
- Program transformation would provide and guide us on ample information on the policies, professional development, program management, monitoring evaluation.
- Recognition of professional development programs and courses for teachers and school leaders is essential to assure the high quality of these activities/programs.
- Regarding on the process and the steps on neap recognition and the cpd.
- Re-oriented on the PSSSH so with the PPST especially on the domains.
- Setting timeline to prepare required documents for neap and pre-approved training.
- That activity proposal and accomplishment report must be congruent, clear, and concise.
- That as program owner, I must be aware of the different policies and orders of the department to ensure quality planning and output accomplishments.
- That one must be open minded in receiving comments and follow suggestions or ta provided by the experts.
- That upon designing trainings it should benefits participants in terms of knowing PRC license and promotion.
- The accreditation of the LD activities will enhance teachers' professional growth.
- The activity proposal shall be crafted in a way that rationalizes the entire program/activity.
- The appropriateness of data needed esp. The required number of words in a particular item.
- The capacity of speaker as to educational qualification. Speaker must be one step ahead from participants.
- The correct processes in cpd accreditation and neap application.
- The DP based on standards and the processes in the application for application using the R1 and R2.
- The essential guidelines on neap application and recognition of trainings.
- The guidelines in the preparation of the documents for neap and cpd accreditation.
- The importance of submitting documents for neap and cpd accreditation.

- The important things to be written in rationale and course description.
- The importance of having activity proposal aligned with neap and pre standard.
- The instructional design shall be based on the needs of teachers, school heads or supervisors aligned to PPST, PPSSH and PPSS respectively.
- The neap in the region aims to provide a decentralized system of human resources development and management that serves as a hub for quality assurance and accountability to address the peculiar and diverse cultural learning needs at the region and its target clientele resulting in the maximization of resources.
- The neap transformation serves as the vital and strong pillars of sulong edukalidad where everyone must be capacitated accordingly to better serve the clientele.
- The necessity of the program owner to be well versed on the nuances of activity designs.
- The need and urgency to conduct the training shall be well communicated well in the rationale.
- The need of neap recognition and applying for cpd units to pre of all our trainings.
- The participant was able to grasp the in-depth discussion on the making of activity proposals.
- The participants were able to grasp in depth discussion on the making of activity proposal.
- The parts of the activity proposal are non-negotiable.
- The policies of the implementation of neap accreditation that will be align to pre cpd.
- The preparation of activity proposal based on neap and pre standards.
- The preparation of the proposals for trainings should be given emphasis, likewise it should be cpd accredited for the benefit of the teachers.
- The varied ways of assessing or critiquing different activity proposals.
- There are professional development priorities for teachers, school heads and supervisors which are the basis in designing a learning and development program.
- To apply for cpd and neap in a planned pd activity is very significant.
- To be very cautious on what is significant especially in the provision of assistance both to school heads and teachers.
- To know the learning and development needs of our teachers.
- Training is very essential; thus, it is important to apply for a cpd for the benefit of the teachers or participants.
- Trainings must be need based and can really give what the teachers need.
- Trainings should contribute to the career progression of teachers and school leaders.
- Understanding the concept in each part of the forms needed for recognition application.
- Updates on gaining neap recognition in conducting trainings, workshops and other related activities on personnel professional development based on their needs.
- Very substantial and applicable to the teachers in the field.
- We learned the standard process of neap recognition and cpd.
- We must be willing to sign and commit to the provisions of the neap-recognized professional development contract and willing to follow the processes
- What to include in the crafting of an activity design.
- Writing the proposal and appropriateness of data per part.
- You will never know you can do something unless you try.

How will your learning impact your work as DepEd employee?

- Advocate the application of all learning and development programs for cpd accreditation and neap recognition.
- All my trainings shall undergo neap recognition with cpd units.
- All my trainings whether HRTD is or inset funded must undergo RNEAP and cpd accreditation.
- All programs and activities shall prepare activity proposal ahead of time.
- Application of the knowledge learned, making training proposal fit for an approval of cpd and neap recognitions.
- Application on these would always be based on the guidelines/standards set.
- Apply all the knowledge gained in this virtual engagement.
- Apply in the conduct of different activities for professional development of personnel.
- Apply the knowledge gain from preparation to implementation.
- Apply those learning in reviewing the documentary requirements submitted by proponents for CPD/RNEAP application.
- Apply what I have learned and be able to share to other school leaders and teachers.
- Appropriate checking of documents of submitted activity proposals.
- As one of the school leaders of DEPED, teamwork makes the dreams work. Success is there when we are in together.
- As program owner must follow the specified structure and or template and comply the accomplishment report on time.
- Before the submission, everything should be checked to avoid refusal/return of the design.
- Being a school leader, my plans and goals in school improvement will be in accordance with the DEPED mission and vision and in the core-situations of my community.
- Benchmark from other proposals and take note of the suggestions of the panel.
- By complying the guidelines and providing it to fellow educators.
- Check all the different proposals before recommending this to the higher office for approval.
- Check instructional design, embedding workshop to lectures.
- Conduct monitoring and evaluation in the management of curriculum implementation.
- Conduct slac in school appropriate to the teachers and learners need.
- Coordinate with members in a team and communicate with the regional team.
- Craft activity proposals that conform to the standard for neap and cpd accreditation.
- Despite of pandemic, the needs for professional development of our teachers and school leaders must continue.
- Duplicate what they have experienced on their respective division.
- Encourage focal persons to apply for neap recognition and cpd accreditation.
- Encourage other program managers to be patient and deliberate on the preparation of activity designs.
- Encourage proponents to formulate neap and pre compliant activity designs.
- Encourage submission of documents for neap and cpd accreditation.

- Follow the guidelines set by the management to cope with standards by neap.
- Follow the mandate in conducting training/professional development.
- Follow the new guideline in applying neap accreditation.
- Follow the suggested format and the inputs given by the speakers.
- Give many considerations to the standards of the guidelines for neap recognition and pre accreditation of the trainings.
- I am more guided now on what to fill in the parts of the templates.
- I must incorporate the ideas I learned from them.
- I must always remember that work must be done in accordance with what is required and expected.
- I must be keen in checking and making follow ups of the required reports to ensure quality outputs.
- I must ensure that the crafting of activities and or proposals must be in line with the budget.
- I shall craft a training proposal aligned to madrasah implementers.
- I will abide to the guidelines set by the management to cope with standards by neap.
- I will conduct training needs assessment in madrasah schools.
- I will do my best to initiate innovation to further give assistance to the clientele in the field
- I will do whatever it takes to follow whatever policies they have.
- I will encourage my fellow eps to have their trainings accredited.
- I will ensure complete pd priority identification in my proposals.
- I will ensure inclusion of evaluation and assessment tools in my future proposals.
- I will make sure I launch a quality needs assessment prior to planning an L&D.
- I will try my best to apply for cpd and neap recognition all the trainings to be facilitated.
- I will try my best to develop training design for neap accreditation.
- Implement properly learning and development programs if DEPED.
- Improve my activity design based on standards discussed.
- Improve my competence in reviewing CPD/RNEAP documentary requirements.
- In conducting training, it would be better to apply for cpd to make it standard and participants can acquire cpd units.
- It is part and parcel of all our activities to make completion report as pertinent means of verification and serves as tangible basis to its implementation and sustainability.
- Make a follow up to all proponents as to on time submission of activity proposals.
- Make a system for all the supervisors to make a neap training.
- Make some strategies that all supervisors and cid personnel will be motivated to make a neap accredited training.
- Make sure that, if possible, all trainings must be neap accredited.

- Make sure to gain recognition and accreditation from neap/prc in the conduct of different activities to help teaching and non-teaching personnel in their professional development.
- My learning can be applied for the application of my assigned task.
- Prepare proposal and share guidelines and techniques with school heads and teachers.
- Prepare proposals for the trainings to be conducted following the suggested neap format.
- Prepare the required documents for cpd & neap application.
- Provide ta to program owners to their proposals.
- Push supervisors to apply for cpd and neap recognized capability building activities.
- Reflect on these pd priorities and do craft I and d proposal and conduct it for the welfare of the supervisors, division coordinators and districts in charge.
- Review further the presentations and make possible training activity or program.
- Review my work if it is aligned with the guideline set by the neap & prc for cpd accreditation.
- Review thoroughly the docs for neap accreditation and provide ta if necessary.
- See to it that I have the necessary documents and the resource speakers as required by neap.
- See to it that school activities will be designed to be credited by neap and prc by submitting.
- Served technical assistance to the client who will be applying for cpd/neap recognition.
- Serves as a guide on the process of making an activity proposal.
- Share it to the field through giving of technical assistance.
- Share the learning to program owners and proponents those who were not able to attend the orientation.
- To always consider the developmental needs of teachers and school heads in designing programs and activities.
- To be able to give ta to the client/tales after critiquing the activity proposals.
- To disseminate to the field the current neap transformation. To include this in their performance targets.
- To encourage the potential teachers to venture on graduate studies for prof dev and to qualify as speakers.
- Use tips learned in making or crafting the activity proposal.
- Wait for the unifying intervention the makes the requirement of both prc and neap uniform.
- We learned the standard process of neap recognition and cpd.
- Will let the teachers be aware and at least have such in their planned activities especially on their coordinatorship.
- Would be willing to share with my colleagues in the sdo on the corrections to be undertaken to at least minimize errors.

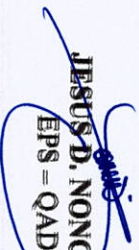
Comments and Suggestions:

- Adhere to the neap guidelines for recognition of pd programs and activities.
- After hearing all the topics today. It's important to encourage program owners to submit activity that will be neap recognized and continuing professional development.

- As a proponent, I shall craft training design which shall optimize the knowledge, skills, and attitude of teachers in madrasah education in the new normal.
- Assist in the review of documents applying for neap recognition.
- Be encouraged to submit activity proposal for cpd and neap recognized program.
- Be mindful also in giving comments so that nobody would be hurt.
- Being one of the program owners, it is not compulsory at this time but taking the advantages to apply the training proposal for cpd is a sort of sharing blessings to teachers and other participants in the sense that the training has considered the standards set by the neap and prc so its quality and subsequently, the produce quality trainers or participants. On the other hand, they can use also the cpd units for renewal.
- Encourage teachers under care to answer the sat and part iv of their iper religiously as they serve as inputs to pd/lac activities that the school/district/division will do.
- Enhance and apply my learning in evaluating writing activity proposal using the neap and prc standards.
- Implement the standards process of applying neap recognition and cpd.
- It may help us in preparation of incoming proposals to be a-credited to neap and prc as well.
- Lac sessions should be conducted in school religiously to address the gap immediately.
- Sharing it to our program implementers to somehow guide them in designing the proposals.
- Standards the training by submitting to neap or prc cpd units.
- Submit L&D designs that are aligned to the DEPED 3-year professional development priorities.
- Suggest creating a committee for evaluating the documents of every program end user in our level.

Submitted by:

Noted by:


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