



Office of the Schools Division Superintendent

January 03, 2022

Division MEMORANDUM
No. 024/s. 2022

To : CID & SGOD
Public Schools District Supervisors & District-in-Charge
School Heads both Elementary and Secondary
This Division

**DIVISION CALL FOR SUBMISSION OF PROFESSIONAL DEVELOPMENT
PROGRAM PROPOSALS FOR PUBLIC SCHOOL TEACHERS AND SCHOOL
LEADERS FOR NEAP RECOGNITION AND CPD ACCREDITATION**

1. The Department of Education Schools Division of Surigao del Sur, through the Human Resource Development Division-National Educators Academy of the Philippines (HRDD-NEAP) announces the Division Call for Submission of Professional Development Program Proposals for Public School Teachers and School Leaders. Pursuant to DepEd Order (DO) No. 001, s. 2020 titled Guidelines for National Educators Academy of the Philippines Recognition of Professional Development Program and Courses for Teachers and School Leaders.
2. The call is open for all Districts and Schools which seek to offer Professional Development (PD) programs and courses intended for all public school teachers and school leaders for inclusion in the NEAP Professional Development Programs.
3. Proposals shall be evaluated based on the following criteria as stated in the DO No. 001, s. 2020:
 - a. Alignment with NEAP Professional Development Priorities as stated in DepEd Memo No. 50, 2020;
 - b. Mapping of the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH) or the Philippine Professional Standards for School Supervisors (PPSS);
 - c. Articulation of Objectives/Outcomes;
 - d. Alignment of the Objectives/Intended Learning Outcomes (ILO), Content and, if applicable, Assessment with the professional standards for teachers or school leaders;
 - e. Soundness of methodology;



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- f. Mechanism to determine whether or not the objectives/ILOs have been met;
 - g. Strength of research-base;
 - h. Use of Adult Learning Principles;
 - i. Use of Recognized Best Practices;
 - j. Intended Level Classroom Application and Innovations;
 - k. Credentials, Expertise of Resource Persons/s and
 - l. Budget and Costing and Absorptive Capacity
4. Whereas the same proposals will be applied for CPD accreditation with the following documents to wit:
 - a. Cover Page
 - b. CPD Application Form (Use New PRC Form)
 - c. Instructional Design
 - d. Program of Activities/Specific Course Objectives (Matrix Format)
 - e. List of Speakers with PRC No. and Expiry Date
 - f. Signed Resume of Speakers (Use New PRC Resume Template) with attached signed PRC License Card
 - g. Evaluation tool for Resource Speakers
 - h. Pre-post Test and Other Tools to Measure Learning Outcomes
 - i. Budget Requirements
 - j. Resource Package (Materials used during the activity such as slide decks, modules, etc.) Google drive link may also be cited.
 - k. Sample Certificate of Participation
 - l. Declaration of Minimal Technical Requirements (for online training)
 - m. IATF Permit for face-to-face trainings
 - n. Scanned documents (requirements a-m) save as 1 PDF file
 - o. Sample program announcement in jpeg format (500 x 280 pixel)
5. The schools and district offices SDOs shall submit the proposals to the RO functional divisions through the SGOD-HRD for evaluation and recognition.
6. Using the DepEd e-mail and for ease and facility, these templates may be downloaded from this link: <https://tinyurl.com/TAforLnDCPD> and register the L&D proposal to the Learning and Development Information System (LDIS) through this link <http://ehris.depedsurigaodelsur.com/>.
7. **Program owners** are hereby directed to follow the schedule of submission:

Period	Process
At least 45 working days before actual implementation	SGOD-HRD reviews all CPD and NEAP-Credit Units Application Requirements





Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

At least **30 working days**
before actual implementation

RO13-HRDD facilitates all CPD and NEAP-
Credit Units Application to PRC

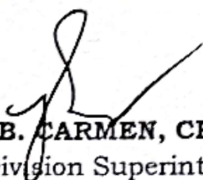
At most **10 working days** after the
actual implementation

SGOD-HRD reviews all Completion Report
Requirements

At most **15 working days** after the
actual implementation

RO13-HRDD facilitates all Completion
Report Requirements to PRC

8. The proponent must attach an accomplished HGDG checklist.
9. For in inquiries, you may contact the HRD-EPS II, **Ms. Erlyn G. Mangadlao**, through her mobile number: 09073950090.
10. Immediate and wide dissemination of the Memorandum is highly desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: None

Reference: as stated

To be indicated in the Perpetual Index
under the following subjects:

PROFESSIONAL DEVELOPMENT PROGRAM ENHANCEMNET TRAINING

EGM/DM- ONLINE ENHANCEMENT TRAINING FOR DEPED CARAGA SCHOOL LEADERS ____/JANUARY 03, 2022



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