



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**SOCCSKSARGEN**

Regional Center, Brgy. Carpenter Hill, City of Koronadal  
Telefax No.: (083) 2288825/(083) 2281893  
Website: [depedroxii.org](http://depedroxii.org) Email: [region12@deped.gov.ph](mailto:region12@deped.gov.ph)



April 17, 2019

REGION MEMORANDUM  
HRDD No. 5, s. 2019

**DEPED SOCCSKSARGEN REGIONAL OFFICE AS EXTENSION OF THE NATIONAL  
EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP) AS CONTINUING  
PROFESSIONAL DEVELOPMENT (CPD) PROVIDER**

TO: Schools Division Superintendents

1. In pursuance of Department of Education (DepED) Memorandum, DM-CI-2018-4431 and with the concurrence of the Professional Regulation Commission - Professional Regulatory Board for Professional Teachers - Continuing Professional Development (PRC-PRBPT-CPD), DepEd SOCCSKSARGEN Regional Office, as well as other regional offices of DepEd, is hereby deputized as NEAP's Extension CPD Provider. This is to facilitate accreditation of CPD Programs/Activities by the PRC.
2. Henceforth, all applications, together with the required supporting documents for PRC-accreditation, will be carefully reviewed, assessed and processed by the Schools Division Offices and validated by this Office through the Human Resource Development Division (HRDD), before they are officially submitted to the PRC Regional Office.
3. These documents and other requirements are the following: (Please see attached Annexes)
  - a. Notarized application form (with attached 2 documentary stamps)
  - b. Instructional Design
  - c. Specific Objectives-Program of Activities Form
  - d. Evaluation/Assessment Tools
  - e. Breakdown of Expenses
  - f. Resume' and Professional Identification Cards (PICs) of Speakers
  - g. Short brown envelope (with 2 documentary stamps inside)
4. Also attached to this memorandum are copies of the templates needed in preparation for PRC-CPD application and completion report.
5. For the guidance of all concerned, please see attached guidelines and reminders regarding applications for CPD.

/ssb

*Kasali lahat. Kasama lahat. Para sa lahat.*

RO12-HRDD-RM-02-v0.01r0.0, effective 02/18/2019



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6. If you have queries or clarifications, please contact HRDD Personnel through landline no. (082) 228-1896 or email at [mervie.seblos@deped.gov.ph](mailto:mervie.seblos@deped.gov.ph).
7. For information, guidance and compliance of all concerned.



**ALLAN G. FARNAZO**  
*Regional Director*

Enclosure: As stated

References: DepEd Memorandum DM-CI-2018-4431

RA 10912, RA 7836

DO No. 42, s. 2017, DO No. 35, s. 2016

Region Memorandum PPRD No. 1, s. 2019

To be included in the Perpetual Index under the following Subjects:

CONTINUING PROFESSIONAL DEVELOPMENT

LEARNING and DEVELOPMENT SYSTEM

LEARNING ACTION CELL

MONITORING AND EVALUATION

/ssb

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Enclosure 1 to Region Memorandum HRDD 05, s. 2019

**GUIDELINES FOR CPD APPLICATION**

1. The PRC Application Forms will be signed by the Regional Director. There is no need to submit these forms to the Central Office for the NEAP Director's signature. The regional office, through the HRDD, will be responsible in making the necessary follow up with the PRC on the status of the submitted applications and correspondingly give feedback to the CPD program/activity proponents.
2. The regional office shall also ensure that all applicants submit their Completion Report (*with all the supporting documents*) within 15 days after the conduct of program/activity. The office will then forward this to PRC before another 15 days expire. PRC requires submission of the said report within 30 days after the conduct.
3. There shall be monitoring of the compliance to Learning and Development (*L & D*) Standards across governance levels: from the region to SDO, schools and learning centers.
4. The SDOs are enjoined to conduct orientation to their program holders and school heads to provide necessary competence in effectively and efficiently developing their CPD programs utilizing the Learning and Development (L & D) System.
5. The following SDO key officials who attended the Orientation on CPD Policy and Accreditation conducted by NEAP shall spearhead all related activities:

<b>NAME</b>	<b>SCHOOLS DIVISION</b>
AO V Irma May Dinastas	Sarangani
SEPS Jennalyn S. Sison	General Santos City
OIC-ASDS Carlos Susarno	South Cotabato
SDS Gildo Mosqueda, CEO VI	Koronadal City
EPS Sairah N. Hong	Tacurong City
ASDS Ruth L. Estacio, CESO VI	Sultan Kudarat
OIC-ASDS Edgar Sumapal	Cotabato City
SGOD CES Remegio Orias	Kidapawan City
ASDS Natividad Ocon, CESO VI	Cotabato Province

6. The schools division superintendents shall be on top of the CPD activities for SY 2019-2020 to ensure that teachers are able to meet the challenge of providing meaningful teaching-learning process in the classroom and that the goals of K to 12 are achieved. The CPD of teachers is hence of a primordial concern.

/ssb

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7. The scope of CPD covers all Licensed Professional Teachers in the department and all its professional development activities. Likewise, in support to DepEd Order No. 35, s. 2016, Learning Action Cells (LACs) is identified as K to 12 Basic Education Program School-Based CPD Strategy to Improve Teaching and Learning. The RO-HRDD shall start accepting applications for PRC accreditation of Learning Action Cell Sessions and INSETs for SY 2019-2020 on **April 29, 2019** onwards. Please be guided of the following:

7.1 Submit to HRDD complete PRC format documents and requirements **sixty (60) days** prior to the conduct of the program (*INSET and LAC Sessions*);

7.2 For School-Based INSET and LAC Sessions, the Schools Division Office through the CID Chief and Division LAC Coordinator, shall prepare common INSET and LAC designs, as the case may be, that capture the priorities of the schools in its jurisdiction. The designs should allow for contextualization at the school level. For purposes of accreditation and assignment of credit units, only the Schools Division Instructional design shall be submitted to HRDD.

7.3 After the CID Chief & EPSs shall have looked into the standards of the Content, the documents and other requirements shall be forwarded to the SGOD Chief, SEPSs for HRD and M & E sections ensuring compliance with the L & D System standards.

7.4 SGOD shall then forward the documents and other requirements to the Office of the Schools Division Superintendent for approval together with the endorsement letter to the Regional Director.

7.5 SGOD Personnel submits complete documents and requirements to the Office of the Regional Director, Attention: HRDD.

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/ssb

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Republic of the Philippines

## Department of Education

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37163

*Undersecretary for Curriculum and Instruction*

### MEMORANDUM

DM-CI-2018-443

**FOR :** BUREAU AND SERVICE DIRECTORS  
REGIONAL DIRECTORS  
ALL CONCERNED OFFICES

**FROM :** *Lorna D. Dino*  
LORNA DIG DINO  
Undersecretary for Curriculum and Instruction

**SUBJECT :** DEPARTMENT OF EDUCATION (DepEd) REGIONAL OFFICES AS  
EXTENSIONS OF THE NATIONAL EDUCATORS ACADEMY OF  
THE PHILIPPINES (NEAP) AS CPD PROVIDERS

**DATE :** October 30, 2018

1. With the concurrence of the Professional Regulation Commission - Professional Regulatory Board for Professional Teachers - Continuing Professional Development (PRC-PRBPT-CPD) Council, the DepEd Regional Offices are hereby deputized as NEAP's Extension CPD Providers in their respective regions. This is to facilitate accreditation of CPD Programs/Activities by PRC.
2. All applications, together with the required supporting documents for PRC-accreditation, will be carefully reviewed, assessed and processed by the Schools Division and the Regional Office before they are officially submitted to PRC Regional Offices. In case of the National Capital Region (NCR), it may submit applications directly to the PRC Main office in Pasay City.

These documents and other requirements are the following:

- a. Notarized application form (with attached 2 documentary stamps)
- b. Instructional Design
- c. Specific Objectives-Assessment-Program of Activities Form
- d. Evaluation/Assessment Tools
- e. Breakdown of Expenses
- g. Resumes and Professional Identification Cards (PICs) of Speakers
- h. Short brown envelope (with 2 documentary stamps inside)

Also attached to this memorandum are copies of the templates needed in preparation for PRC-CPD application and completion report.

3. The PRC Application for Accreditation Forms will either be signed by the Regional Director or the Human Resource Development Division (HRDD) Chief. There is no need to submit these forms to the Central Office for the NEAP Director's signature.
4. The Regional Office, through their duly authorized representative, will be responsible in making the necessary follow up with PRC on the status of their applications and correspondingly give feedback to the CPD program/activity proponents.
5. The Regional Office also ensures that all applicants will submit their Completion Report (with all the supporting documents) within 15 days after the conduct of program/activity. The office will then forward this to PRC before another 15 days expire. PRC requires submission of the said report within 30 days after the conduct.
6. NEAP Central Office will monitor the compliance of the Regional Office to Learning And Development (L&D) Standards.
7. For other inquiries, you may get in touch with Mr. Leonardo M. Nuestro, Jr. of NEAP-PDD thru Telephone No. (02) 6339455 or through email address: [leonardo.nuestro@deped.gov.ph](mailto:leonardo.nuestro@deped.gov.ph)
8. For your information and immediate compliance.

## INSTRUCTIONAL DESIGN OF PROPOSED CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

- I. Course/Program Title:
- II. Course/Program Brief description:
- III. Proposed PQF Level: Level 7
- IV. Particular Continuing Professional Competencies:
- V. Content Details:

<b>Sub-topics</b>	<b>Area of CPD Activity</b> (Ethics = 5 units Professional Development = 40 CUs in a compliance period)	<b>Expected Learning Outcomes</b>	<b>Activities to Achieve Learning Outcomes</b>	<b>Assessment Strategies including Assessment Tools</b>	<b>Requirements/ Outputs</b>	<b>Resource Person</b>
Scheduled Dates and Time Allotment for every topic (in hours)						

- VI. Financial Projection:
- A. Expected Number of Participants: \_\_\_\_\_
  - B. Proposed Charge for the Participants: Free
  - C. Relevant Details in Support of the Financial Viability of the Program:

\_\_\_\_\_  
Printed Name and Signature of the Official Proponent

\_\_\_\_\_  
Position

\_\_\_\_\_  
Proposing Agency/Association

Noted and approved by:

**ALLAN G. FARNAZO, CESO IV**

Regional Director

DepEd SOCCSKSARGEN

National Educators Academy of the Philippines Extension CPD Provider

PRC-CPD Accreditation No. 2017-115





Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for Professional Teachers

<b>Part I. General Information</b>	
Name of Provider: <b>NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES EXTENSION</b>	
Accreditation No.: 2017-115	Expiration Date: December 11, 2020
Contact Person: Allan G. Farnazo, CESO IV	Designation: Regional Director
Contact No.: 09279007215	Date of Application:
Proposed Program: <input type="checkbox"/> Seminar <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> Residency Training <input type="checkbox"/> Tours & Visits <input type="checkbox"/> Others	
Title of the Program:	
Date to be offered:	• Time / Duration:
Place / Venue:	No. of times program to be conducted:
Course Description:	
Objectives:	
Target Participants / No.:	Registration / Seminar Fee to be collected:
<b>Part II. Acknowledgment</b>	
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 style="text-align: center;"><b>ALLAN G. FARNAZO, CESO IV</b> Signature Over Printed Name <b>Regional Director</b> Position</p> <p style="text-align: center;">Date: _____</p>	SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.  <p style="text-align: right;">_____ (Notary Public)</p>
<b>Part III. Action Taken</b>	
<b>Standards &amp; Inspection Division – CPD:</b>  Processed by: _____ Date : _____	<b>Cash Division:</b>  Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by:  <p style="text-align: center;">OIC, Standards and Inspection Division</p>	

**ACTION TAKEN BY THE CPD COUNCIL**

- Approved for \_\_\_\_\_ Credit Units      Accreditation No. \_\_\_\_\_
- Disapproved
- Deferred pending compliance \_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Member

Date \_\_\_\_\_

\_\_\_\_\_  
Member

**PROCEDURE FOR ACCREDITATION OF CPD PROGRAM**

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of One Thousand Pesos (P 1,000.00) per offering of the program.
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

**CHECKLIST OF REQUIREMENTS**

**SUPPORTING DOCUMENTS**

- [ ] Specific course Objectives stating competencies to be gained from program
- [ ] Evaluation tool specific to course objectives set
- [ ] Program of Activities showing time/duration of topics/workshop
- [ ] Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any)
- [ ] Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit, if applicable
- [ ] Breakdown of expenses for the conduct of the program

**Additional Requirements:**

- [ ] Short brown envelope for the Certificate of Accreditation
- [ ] One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

**Note:**

- 1. Application for accreditation should be filed 45 days before the offering of the program/training.
- 2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
- 3. The period for processing the application is 45 days.
- 4. If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.



## Professional Regulation Commission

### COMPLETION REPORT ON CPD PROGRAM

#### CPD Council for Professional Teachers

<b>Part I. General Information</b>	
Name of Provider: NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES EXTENSION	
Accreditation No.: 2017-115	Expiry Date: December 11, 2020
Contact Person: Allan G. Farnazo, CESO IV	Designation: Regional Director
Contact No.: 09279007215	
<b>Part II. Program Accreditation</b>	
Title of the Program:	
Accreditation No.:	Date of Accreditation:
Date Started:	Date Completed:
Place / Venue:	
Total Number of Participants:	Date Applied:
Executive Summary:  (Describe how the Program was done emphasizing the results in narrative with graphical representations. Include any critical incident that could have affected the manner the LAC sessions were conducted.)	
<b>Part III. Acknowledgment</b>	

<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>_____</p> <p style="text-align: center;">Signature Over Printed Name</p> <p>_____</p> <p style="text-align: center;">Position</p> <p>_____</p> <p style="text-align: center;">Date</p>	<p>SUBSCRIBED AND SWORN to before me this _____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">(Notary Public)</p>
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PROCEDURE FOR COMPLETION REPORT
<p>Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download _____ at PRC website (www.prc.gov.ph).</p> <p>Step 2. Fill-out Application Form and comply the required documents. Please provide one (1) set for receiving copy.</p> <p>Step 3. Proceed to Standards and Inspection Division processing window for submission.</p>
CHECKLIST OF REQUIREMENTS
SUPPORTING DOCUMENTS
<p><input type="checkbox"/> List of Participants (Name &amp; PRC License No.)</p> <p><input type="checkbox"/> List of Lecturers, Resource Speakers, etc. (Name &amp; PRC License No.)</p> <p><input type="checkbox"/> Actual Program of Activities</p> <p><input type="checkbox"/> Summary of evaluation of Speakers in Tabular Form</p> <p><input type="checkbox"/> Others _____</p>
<p><b>Note:</b> Completion Report must be submitted within thirty (30) calendar days after the CPD program offering.</p>



**Professional Regulation Commission**  
**PARTICIPANTS' ATTENDANCE SHEET**

\_\_\_\_\_  
*(Title of the Program or Activity)*

\_\_\_\_\_  
*Date and Venue*

**CPD Council for Professional Teachers**

<b>NAME</b>	<b>SIGNATURE</b>	<b>PRC LICENSE NO.</b>	<b>EXPIRY DATE</b>	<b>ORGANIZATION/INSTITUTION</b>	<b>EMAIL</b>	<b>CONTACT NO.</b>

**CERTIFIED CORRECT BY:**

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

**DEPARTMENT OF EDUCATION**  
**National Educators Academy of the Philippines**  
CPD Provider Accreditation No. 2017-115

awards this

**CERTIFICATE OF PARTICIPATION**

to

\_\_\_\_\_

for attending a CPD Seminar Workshop on \_\_\_\_\_, \_\_ Credit Units with  
Program Accreditation No. \_\_\_\_\_.

Given this \_\_\_th day of \_\_\_\_\_ in the year of the Lord \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Division Superintendent

**Professional Regulation Commission  
Professional Regulatory Board of Teachers  
CPD Council for Professional Teachers**

**Accreditation of CPD Program**

**Title:** \_\_\_\_\_

PQF Level:

<b>I. Specific Course Objective Stating Competencies to be gained from the program</b>	<b>II. Specific Assessment/Evaluation Tool for each Course Objective</b>
1. 2. 3.	1. 2. 3.

**III. Program of Activities**

Day and Time	Topic / Activity	Speaker

*Note: Attach copy of the Assessment/Evaluation Tool and speakers' resumes, together with their Professional Identification Cards (if applicable).*