



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-0410

TO : **Regional Directors**
Schools Division Superintendents
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **APPLICATION OF SCHOOLS DIVISION OFFICES AS PROFESSIONAL REGULATION COMMISSION – ACCREDITED CONTINUING PROFESSIONAL DEVELOPMENT PROVIDERS**

DATE : 07 March 2024

1. The National Educators Academy of the Philippines (NEAP), pursuant to its mandate to streamline professional development programs and make training activities programmatic and accountable, recognizes the importance of collaboration and synergy with the Professional Regulation Commission (PRC) in promoting the continuing professional development (CPD) of public school teachers.
2. This is evidenced by the accreditation of the NEAP Central Office and DepEd Regional Offices (ROs) as CPD providers by the PRC. As of 04 March 2024, all DepEd ROs, through the Human Resource Development Division (HRDD)/ NEAP in the Regions (NEAP-R), are now PRC-accredited CPD providers (See **Enclosure A** for list of PRC-Accredited DepEd ROs).
3. As part of NEAP's ongoing program and organizational transformation particularly in ensuring the quality of its professional development programs, all training programs offered by DepEd across governance levels shall undergo quality assurance based on the standards set under DepEd Memorandum No. 044, s. 2023 titled *Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs*.
4. In order to streamline NEAP's quality assurance mechanism and PRC's accreditation process for CPD programs, **all Schools Division Offices (SDOs) are**

hereby directed to process their application for accreditation as CPD providers.

5. Attached is the PRC Manual for CPD Provider Accreditation (**Enclosure B**) which contains the details for application as a CPD provider. Included in the Manual is the checklist of the General Requirements for accreditation for Government Institutions/Agencies such as the following:
 - a. Application for Accreditation as Local CPD Provider (CPDD-01-A);
 - b. Three-Year Annual Plan of Proposed CPD Programs (Professional Development Plan may also be submitted);
 - c. Copy of the Charter of the Republic Act or Law establishing the Agency;
 - d. Instructional Design for the First Program (CPDD-PTR-02); and
 - e. Office Order or its equivalent from the Head of Agency appointing the Officer to manage the CPD Programs and Activities.
6. Relevant forms and other documents may be accessed through this link <http://tinyurl.com/CPDAS-Forms-and-Templates>.
7. Please be informed that **only quality-assured professional development programs developed by SDOs, quality-assured school-based in-service training (INSET) programs, and learning action cells developed at the school level**, shall be processed for PRC accreditation at the division level.
8. The HRDD/NEAP-R shall provide technical assistance to the SDOs in accomplishing the requirements for accreditation.
9. For clarifications and concerns, please coordinate with **Ms. Danica Jane Godoy** of the NEAP Quality Assurance Division through email neap.cpdas@deped.gov.ph or landline (02) 8633-7207/8635-4796.
10. Immediate dissemination of and compliance with this Memorandum are instructed.

Enclosures:

Enclosure A – List of PRC-Accredited DepEd Regional Offices

Enclosure B – PRC Manual for CPD Provider Accreditation