



Republic of the Philippines  
Department of Education  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**MEMORANDUM**

For : **NEAP-R Focal Persons**

Thru : **Regional Directors**

From :  **JOHN ARNOLD S. SIENA**  
Director IV 

Date : **19 November 2021**

Subject : ***Call for Registration of Participants to the NEAP-PDP***

1. Consistent with the commitment of the Department of Education (DepEd) to ensure the teachers' upskilling and reskilling, the National Educators Academy of the Philippines (NEAP) supports their participation in NEAP-Recognized Professional Development Programs and Courses (NEAP-PDP) that are responsive to their needs and aligned to their career progression.
2. To this end, their participation to NEAP-PDPs shall once again be sponsored by NEAP through the granting of subsidy to teachers and school leaders.
3. For FY 2021, a second batch of the NEAP-PDP shall be implemented. The following programs and courses are available for the participation of public school teachers and school leaders:
  - a. National Teachers College
    - i. Training Program for Teachers (PD-2021-0065-0924)
    - ii. Training Program for School Heads (PD-2021-0065-0924)
    - iii. Training Program for Supervisors (PD-2021-0065-0924)
    - iv. Special Course Package for Coaching (PD-2021-0065-0924)
  - b. SEAMEO INNOTECH
    - i. Becoming a Better Teacher Everyday (PD-2020-0032-1211)
    - ii. Teach On: Keeping the Passion Alive (PD-2020-0033-1211)
    - iii. Early Literacy Instruction for K-3 Teachers (PD-2021-0013-0312)
    - iv. Strategic Thinking and Innovation (STI) (PD-2021-0032-0727)
  - c. UP NISMED
    - i. GeoGebra Course (PD-2021-0052-0901)



4. Details of the programs are enclosed (Enclosure 1). The number of slots allocated for each Schools Division Office is likewise enclosed (Enclosure 2).

5. **Registration to NEAP-PDP Batch 2**

- a. To participate in the programs, interested public school teachers and school leaders are expected to signify their intent to enroll in their chosen course by submitting a Letter of Intent to their respective Schools Division Offices (Enclosure 3).
- b. DepEd Schools Division Offices are then expected to prepare the list of applicants for each course (Enclosure 4) and endorse the same to their respective Regional Offices.
- c. DepEd Regional Offices, on the other hand, are enjoined to submit the final list of participants to the National Educators Academy of the Philippines - Professional Development Division (NEAP-PDD) by accomplishing the Google Sheet under the **"For Encoding" Folder** which may be accessed by following the link: <https://tinyurl.com/NEAP-PDP-Batch2>.
- d. The names of the participants to the NEAP-PDP Batch 2 courses are expected to be completed on or before **29 November 2021**. Late submissions shall not be entertained.
- e. DepEd Regional Offices are also enjoined to submit a signed transmittal of the submitted names of participants (Enclosure 5).
- f. Editable electronic copies of enclosures may be accessed via <https://tinyurl.com/NEAP-PDP-Templates>.

6. **Validation of Participants to NEAP-PDP Batch 1**

- a. DepEd Regional Offices are likewise requested to validate the names of the participants to the NEAP-PDP Batch 1 programs (SEAMEO INNOTECH and SEAIETI) by completing the Google Sheet under the **"For Validation" Folder** which may be accessed through the same link provided above.
  - b. The names of participants previously submitted to NEAP Central Office have been encoded / uploaded in the Google Sheet.
  - c. DepEd Regional Offices may opt to RETAIN the name/s of the participant, or the may opt to REPLACE the name/s with a new participant.
  - d. DepEd Regions who submitted their list of participants in hard copy and/or through Google Sheets are directed to encode the list of their in the Google Sheets provided.
7. Unfilled / vacant slots on the day of the stated deadline, whether in NEAP-PDP Batch 1 or Batch 2, shall be deemed WAIVED and shall be distributed to the other regions.

8. Requests for withdrawal or transfer of course shall not be entertained. Names submitted to NEAP Central Office are deemed final.

9. In summary, the required submissions are the following:

| Concerned Office / Person               | Submission / Task                                               | Submit To               | Deadline                                                           |
|-----------------------------------------|-----------------------------------------------------------------|-------------------------|--------------------------------------------------------------------|
| Public School Teacher and School Leader | 1. Select which program / course to participate in              | -                       | -                                                                  |
|                                         | 2. Submit letter of intent to SDO                               | Schools Division Office | Before 29 November 2021 or as may be declared by the SDO concerned |
| Schools Division Office                 | 1. Consolidated submitted letters of intent                     | -                       | -                                                                  |
|                                         | 2. Prepare a list of applicants for each course                 | -                       | -                                                                  |
|                                         | 3. Conduct selection process, if needed                         | -                       | -                                                                  |
|                                         | 4. Submit list of participants to RO                            | Regional Office         | Before 29 November 2021 or as may be declared by the RO concerned  |
| Regional Office                         | NEAP-PDP Batch 1                                                |                         |                                                                    |
|                                         | 1. Check the list of participants for Batch 1                   | -                       | -                                                                  |
|                                         | 2. Validate the list                                            | -                       | -                                                                  |
|                                         | 3. Amend / approve the list                                     | -                       | -                                                                  |
|                                         | 4. Complete the details of each participant in the Google Sheet | NEAP Central Office     | On or before 29 November 2021                                      |
|                                         | NEAP-PDP Batch 2                                                |                         |                                                                    |
|                                         | 1. Evaluate and approve the list of applicants for each course  | -                       | -                                                                  |
|                                         | 2. Conduct selection process, if needed                         | -                       | -                                                                  |
|                                         | 3. Encode the names of the participants to the Google Sheet     | NEAP Central Office     | On or before 29 November 2021                                      |

10. For more information, please contact the **Program Delivery and Implementation Unit, Professional Development Division, National Educators Academy of the Philippines, Department of Education** at DepEd Central Office, Room M-213-A, Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City or through email at [pdd.pdi@deped.gov.ph](mailto:pdd.pdi@deped.gov.ph).

11. For immediate and strict compliance.