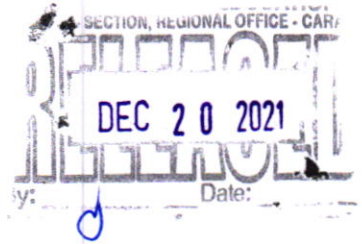




Republic of the Philippines
Department of Education
CARAGA REGION



December 6, 2021

REGIONAL MEMORANDUM
No. 1025, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
FUNCTIONAL DIVISION CHIEFS
This Region

REGIONAL 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 Caraga, through the Human Resource Development Division-National Educators Academy of the Philippines (HRDD-NEAP) announces the **Regional Call for Submission of Professional Development Program Proposals for Public School Teachers and School Leaders**. This is in line with 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 Schools Division Offices (SDOs), 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 DO 001, s. 2020:
 - a. Alignment with NEAP Professional Development Priorities as stated in DepEd Memorandum No. 050, s. 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;
 - 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 Innovation;



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2021-12-15828

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

- k. Credentials, Expertise of Resource Person/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. Budgetary 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) saved as 1 pdf file
- o. Sample Program Announcement in jpeg format (500 X 280 pixel)

5. The schools division offices (SDOs) and RO functional divisions shall submit their proposals to the NEAP Recognition Evaluation Committee and NEAP Recognition Committee through the HRDD-NEAP for evaluation and recognition. All proposals to be conducted from January 15, 2022 to February 28, 2022 must be submitted on or before December 20, 2021.

6. Proposals for conduct from March to August 2022 must be submitted by January 31, 2022, and those for conduct from September to February 2023 must be filed by July 29, 2022.

6. All documents (except for sample announcement) must be submitted in docx file and send to hrdd_caraga@deped.gov.ph copy furnished rneap_caraga@deped.gov.ph (for NEAP recognition) or cpd_caraga@deped.gov.ph (for CPD accreditation).

7. Applicants can access the updated soft copy of Recognition Application Form, at **<https://bit.ly/eLSPForms>**.

8. Immediate and wide dissemination of this memorandum to all concerned is highly appreciated.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encls.: NONE

References: DepEd Order (No. 001, s. 2020) and DepEd Memorandum (No. 050, s. 2020)

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

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

PROGRAMS

TEACHERS

HRD/jbt
12/06/2021