



April 25, 2019



REGIONAL MEMORANDUM
No. 199 s. 2019

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

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

1. With the concurrence of the Professional Regulation Commission – Professional Regulatory Board for Professional Teachers – Continuing Professional Development (PRC-PRBPT-CPD) Council, the Department of Education Caraga Regional Office is hereby deputized as NEAP's Extension CPD Provider. This is to facilitate accreditation of CPD Programs/Activities by PRC.
2. Please find attached Department Memorandum (DM-CI-2018-443) re: Department of Education (DepEd) Regional Offices as Extensions of the National Educators Academy of the Philippines (NEAP) as CPD Providers for reference.
3. Immediate dissemination of this Memorandum is highly desired.

Francis Cesar B. Bringas
FRANCIS CESAR B. BRINGAS, CESO V
OIC- Regional Director

Incls: As stated
Reference: Memorandum DM-CI-2018-443 dated October 30, 2018
To be indicated in the PERPETUAL INDEX under the following subjects:

CONTINUING PROFESSIONAL DEVELOPMENT PROVIDER

HRDD3/vcn
04/25/2019

DCC No.
DepEd-RO13-F-PAU-001

Document Tracking No.

2019-04-3691



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph



Republic of the Philippines
Department of Education

DepEd Complex, Meralco Avenue, Pasig City, Philippines
Direct Line: (632) 633-7202/687-4146 Fax: (632) 631-5057
E-mail: dina.ocampo@depd.gov.ph Website: www.dep.gov.ph



37163

Undersecretary for Curriculum and Instruction

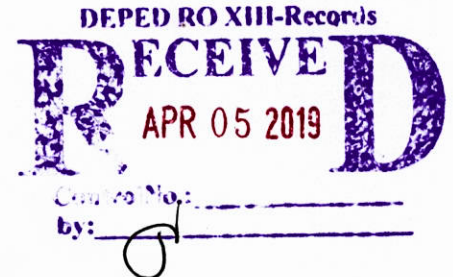
MEMORANDUM
DM-CI-2018-443

FOR : BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
ALL CONCERNED OFFICES

FROM : *Lorna A. A.*
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-PRBIT-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
8. For your information and immediate compliance.



Republic of the Philippines
Department of Education

*National Educators Academy of the Philippines
Office of the Director*

30 October 2018

DR. ROSITA NAVARRO

*Chairperson, Professional Regulatory Board for Professional Teachers
Professional Regulation Commission*

Dear Dr. Navarro:

Good day!

We wish to thank you and the entire Board for accommodating our request for a meeting. Indeed, it was great to know that the Board is very responsive to our concerns as implementer as the CPD Law or RA 10912 within the Department of Education.

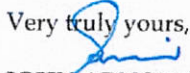
In that meeting, the Board agreed that the Department of Education Regional Offices will be recognized as extension offices of the National Educators Academy of the Philippines (NEAP) as accredited service provider in consideration of the size of the Department of Education. Hence, the regional offices will be allowed to accept from implementing units CPD programs for their evaluation and processing for accreditation by PRC without submitting to NEAP Central Office. This comes with proviso, however, that NEAP will monitor the regional offices in so far as this process of CPD accreditation is concerned.

In this connection, we are requesting for your express concurrence for this arrangement by signing in the appropriate space below.

Thank you very much for your unremitting cooperation and support to the teachers to and the Department of Education.

Mabuhay!

Very truly yours,


JOHN ARNOLD S. SIENA
Director IV

With Concurrence of the Board:


ROSITA D. NAVARRO, Ph. D.
*Chairperson, PRB for Professional Teachers
Professional Regulation Commission*

2/F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600 ☎ Telefax No. 638-8638 ✉ email add: ncprb@deped.gov.ph

Grow. Empower. Transform.



	Professional Regulation Commission
	APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for Professional Teachers

Part I. General Information	
Name of Provider: NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES	
Accreditation No.: 2017-115	Expiration Date: December 11, 2020
Contact Person: John Arnold S. Siena	Designation: Director IV
Contact No.: 09498889501	Date of Application:
Proposed Program: ☐ Seminar ☐ Seminar/Workshop ☐ Residency Training ☐ Tours & Visits ☐ Others	
Title of the Program: CAPACITY BUILDING ON DESIGNING LEARNING ACTION CELL AND SESSION GUIDE WRITING FOR R-NEAP AND SUBJECT SPECIALISTS	
Date to be offered:	• Time / Duration:
Place / Venue: To be determined	No. of times program to be conducted:
Course Description:	
Objectives: At the end of the activity, participants are expected to:	
A. Target Participants / No.:	Registration / Seminar Fee to be collected:
Part II. Acknowledgment	
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. FRANCIS CESAR B. BRINGAS, CESO V Signature Over Printed Name OIC-Regional Director Position Date:	SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____. _____ (Notary Public)

Part III. Action Taken	
Standards & Inspection Division – CPD: Processed by: _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by: OIC, Standards and Inspection Division	
<u>ACTION TAKEN BY THE CPD COUNCIL</u> ☐ Approved for _____ Credit Units ☐ Disapproved ☐ Deferred pending compliance _____ Accreditation No. _____ _____ 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.

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:

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

- 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

JOHN ARNOLD S. SIENA
Director IV
National Educators Academy of the Philippines
PRC-CPD Accreditation No. 2017-115

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

Accreditation of CPD Program

Title: _____

PQF Level:

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