



Republic of the Philippines
Department of Education
CARAGA REGION



March 2, 2020

REGIONAL MEMORANDUM
No. 148 s. 2020

To: SCHOOLS DIVISION SUPERINTENDENTS
Chiefs of the Functional Divisions
This Region

REITERATING THE GUIDELINES ON CONTINUING PROFESSIONAL
DEVELOPMENT (CPD) UNITS APPLICATION AND COMPLETION REPORT

1. This office announces that all Continuing Professional Development (CPD) Units Applications and Completion Reports shall pass through the Schools Division Office through the designated division CPD Focal Person/Coordinator.
2. The division CPD Focal Person/Coordinator shall review and submit all applications and completion reports and all other required documents set by the Professional Regulations Commission (PRC) Council for Professional Teachers.
3. Likewise, the division CPD Focal Person/Coordinator shall submit all applications (hard copy) and all other supporting documents to the Department of Education Caraga Regional Office with the endorsement from the Schools Division Superintendent while the soft copy shall be emailed at caraga@deped.gov.ph copy furnish the Human Resource Development Division (HRDD) at hrdddeped13@gmail.com.
4. Proponents of L & D activities are advised to conduct the CPD applied activities on the date and in the venue stipulated in the CPD Application Form. However, for circumstances beyond human control, change in the date and venue may be allowed provided that a letter of explanation shall be sent to the PRC through the Regional CPD Coordinator **TEN** (10 days) before the conduct of activity based on the original date applied for. Failure to do so may nullify the CPD accreditation of the said activity.
5. The resource speakers listed in the specific course objectives and instructional design submitted to the PRC shall be the same speakers during the actual conduct of the activity. Any change or addition of speaker/s on the actual conduct of the activity is strictly prohibited as this shall nullify the CPD accreditation.
6. The division CPD Focal Person are advised to submit the CPD Application/s at least **45 working days** before the targeted date of conduct to facilitate smooth application procedure and issuance of CPD Accreditation Number while Completion report shall be submitted to DepEd Caraga Regional Office **ten days** after the conduct of the activity.



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



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

7. Only CPD Application and completion report compliant with PRC-CPD requirements shall be acted upon.
8. Attached hereto are the list of required documents for CPD Application and Completion Report and sample forms to be submitted.
9. All other provisions stipulated in RM 199, s. 2019 and RM 301, s. 2019 are still in effect.
10. For more information, email us at hrdddeped13@gmail.com or you may call or text at 09094049495.
11. Immediate and wide dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
Officer-In-Charge
Office of the Regional Director 

Encls.: As stated
Reference: RM 199, s. 2019 and RM 301, s. 2019
To be indicated in the Perpetual Index
under the following subjects:

CONTINUING PROFESSIONAL DEVELOPMENT LEARNING AND DEVELOPMENT

HRDD/vcn
03/02/2020

Enclosure No. 1 to Regional Memo No. 148 s. 2020

Requirements for Continuing Professional Development (CPD) Units Application

1. PRC-CPD Application Form to be signed by either the Regional Director Francis Cesar B. Bringas, CESO V or HRDD Chief, Flordelisa R. Dalin, EdD with **2 documentary stamps.**
2. Specific Course Objectives to be signed by the program proponent, CID/SGOD Chief and Schools Division Superintendent. For school level, to be signed by the Proponent, School Head and Schools Division superintendent.
3. Evaluation tool specific to course objectives set (Pre/Post Test, Classroom Observation Tool (COT) and other forms of evaluating learning outcomes)
4. Evaluation Tool for Resource Speakers
5. Program of Activities/Instructional Design to be signed by the program proponent, CID/SGOD Chief and Schools Division Superintendent. For school level, to be signed by the Proponent, School Head and Schools Division Superintendent.
6. Resume of resource speakers (two page only with clear photocopy of PRC License Card with clear signature valid at least 6 months after the conduct of the proposed activity)
7. Budgetary requirement to be signed by the program proponent, CID/SGOD Chief and Schools Division Superintendent. For school level, to be signed by the Proponent, School Head and Schools Division Superintendent.
8. Hard copy of all documents shall be prepared in two copies.
9. Soft copy shall be saved in a CD-RW in flask disk format to allow the Regional CPD Coordinator to edit the contents of the CD when needed.

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.: 09094049495	Date of Application: October 10, 2019
Proposed Program: ☐ Seminar ☒ Seminar/Workshop ☐ Residency Training ☐ Tours & Visits ☐ Others	
Title of the Program: 2019 RPMS PPST CAPABILITY BUILDING FOR RATERS (ASSESSORS TRAINING)	
Date to be offered: November 6-8, 2019	• Time / Duration: 3 days
Place / Venue: Almont Inland Resort Hotel, Butuan City	No. of times program to be conducted: 1
Course Description: This has reference to the implementation of the Results-based Performance Management System (RPMS) that is aligned with the Philippine Professional Standards for Teachers (PPST). In light of the strategic implementation plan for the RPMS that is aligned with the PPST and the adoption of the performance assessment tools using the first 12 priority PPST indicators for School Year 2018-2019 and SY 2019-2020, it is crucial that before the start of SY 2020-2021, the tools using the next 12 priority PPST indicators be cascaded to the schools and raters must be capacitated on how to effectively evaluate and support teacher's performance and development.	
Objectives: At the end of the activity, participants are expected to: 1. Discuss briefly the context and milestones of RPMS 2. Intensify understanding on the next 12 RPMS Indicators and Means of Verification 3. Point out the ways of supporting teachers in understanding RPMS Indicators (Introduction to Resource Package) 4. Explain the processes, protocols of COT and portfolio assessment in the RPMS 5. Discuss the processes of assessing MOV of Teacher in the RPMS Portfolio 6. Intensify the Performance Monitoring and Coaching in the RPMS (based on IPCRF Development Plan and COT)	
A. Target Participants / No.: 127	Registration / Seminar Fee to be collected: FREE Charged to downloaded funds SARO No. OSEC-13-19- 3480

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.

FLORDELISA R. DALIN, EdD.
Signature Over Printed Name
Chief, HRDD
Position

Date: October 10, 2019

Part III. Action Taken**Standards & Inspection Division – CPD:**

Processed by: _____
Date : _____

Cash Division:

Amount : _____
O.R.No./Date: _____
Issued by : _____

Reviewed by:

MADELENE T. AMANTE, PhD
Chief PRO Regulations

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
Professional Regulatory Board of Teachers
CPD Council for Professional Teachers

Accreditation of CPD Program

Title: 2019 RPMS PPST CAPABILITY BUILDING FOR RATERS (ASSESSORS TRAINING)
Almont Inland Hotel, Butuan City
November 6-8, 2019

PQF Level: Level 7 to 9

I. Specific Course Objective Stating Competencies to be gained from the program	II. Specific Assessment/Evaluation Tool for each Course Objective
1. Discuss briefly the context and milestones of RPMS	1. Pre and Post Test
2.	2. COT for MTI to MTII
3	3. COT for TI to TIII
4	

III. Program of Activities

Day and Time	Topic / Activity	Resource Speaker
Day 1 November 6, 2019 8:00 AM – 10:00 AM	Session 1	Gregoria Fuentes PRC License # XXXXXXX Expiry Date XXXXXXX
10:00 AM – 10:15 AM	Break	
10:16 AM -12 Noon (105 minutes)	Session 2	Gregoria Fuentes PRC License # XXXXXXX Expiry Date XXXXXXX
12:00 Noon – 1:00 PM	Lunch	
1:00 PM – 3:00 PM (120 minutes)	Session 3	Gregoria Fuentes PRC License # XXXXXXX Expiry Date XXXXXXX

3:00 PM – 3:15 PM (15 minutes)	Break	
3:15 PM – 5:00 (105 minutes)	Continuation of Session 3	
Day 2 November 7, 2019 8:30 AM – 10:00 AM (90 minutes)	Session 4	Gregoria Fuentes PRC License # XXXXXXX Expiry Date XXXXXXX
10:00 AM – 10:15 AM (15 minutes)	Break	
10:15 – 12:00 (105 minutes)	Continuation of Session 4	
12 Noon – 1:00 PM	Lunch	
1:00 PM – 3:00 PM (120 minutes)	Session 5:	Gregoria Fuentes PRC License # XXXXXXX Expiry Date XXXXXXX
3:00 PM – 3:15 PM	Break	
3:15 PM – 5:00 PM (105 minutes)	Continuation of Session 5	
Day 3 November 8, 2019 8:00 AM – 10:00 AM (120 minutes)	Session 6	Gregoria Fuentes PRC License # XXXXXXX Expiry Date XXXXXXX
10:00 AM – 10:15 AM	Break	
10:15 AM – 12:00 Noon (105 Minutes)	Continuation of Session 6	
12:00 Noon – 1:00 PM	Lunch	
1:00 PM – 3:00 PM (120 Minutes)	Session 7	Gregoria Fuentes PRC License # XXXXXXX Expiry Date XXXXXXX
3:00 PM – 3:15 PM	Break	

3:15 PM – 4:00 PM (45 Minutes)	Closing Program	PMT
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Prepared by:

Reviewed and Recommended for Approval by:

Violeta C. Nunez
VIOLETA C. NUNEZ, PhD
 Education Program Supervisor, HRDD

Flor delisa R. Dalin
FLORDELISA R. DALIN, EDD
 Chief, HRDD/PDC, Vice-Chairperson

Approved by

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

NOTE: If school-based, proponent, school head and schools division superintendent; if district, proponent, district supervisor and schools division superintendent; if division, proponent, CID/SGOD chief and schools division superintendent

Sample Form 3

2019 RPMS PPST CAPABILITY BUILDING FOR RATERS (ASSESSORS TRAINING)

PRE/POST TEST

Date: November 6-8, 2019

Directions: Write the letter that corresponds to the best answer.

1. Who use the RPMS Tools?

- a. Raters b. Ratees c. Master Teachers d. a, b, and c

2. Which of the following assesses teacher portfolios to assess teacher performance?

- a. Principal b. Head Teacher c. Master Teacher d. a, b, and c

3. Which of the following does not belong to the Proficient Teachers?

- a. Teacher I b. Teacher II c. Teacher III d. Master Teacher I

4. Which of the following is considered as Means of Verification?

- a. Classroom observation tool (COT) rating sheet and/or inter-observer agreement form
b. Lesson plans/modified daily lesson logs (DLLs);
c. Instructional materials/ formative and summative assessment tools
d. a, b, and c

5. What part of the RPMS Tools that provides the exact quantification of objectives, which shall serve as the assessment tool that gauges whether performance is positive or negative?

- a. Performance Indicators
b. Means of Verification
c. Objectives
d. Key Result Areas

6. In the context of the RPMS Tools, how many KRAs are there that capture the Domains of the Philippine Professional Standards for Teachers?

- a. 2 b. 3 c. 4 d. 5

7. Which of the following is TRUE in computing the Portfolio Rating?

- a. Each objective shall be assigned 7.5% weight.
b. Each KRA will have an equal weight of 22.5%.
c. The Plus Factor KRA, which consists of only one objective, will be assigned 10% weight.
d. All of the above.

8. How many indicators are there in the COT-RPMS for Teachers I-III?

- a. 9 b. 8 c. 6 d. 7

9. How many indicators are in the COT-RPMS for Master Teacher I-IV?

- a. 5 b. 6 c. 4 d. 7

10. What is the adjectival rating of the final rating of 4.225?

- a. Unsatisfactory b. Satisfactory c. Very Satisfactory d. Outstanding



COT-RPMS

MASTER TEACHER I-IV

RATING SHEET

OBSERVER: _____

DATE: _____

TEACHER OBSERVED: _____

QUARTER: _____

SUBJECT & GRADE LEVEL TAUGHT: _____

OBSERVATION 1 ☐ 2 ☐ 3 ☐ 4 ☐

DIRECTIONS FOR THE OBSERVERS:

1. Rate each item on the checklist according to how well the teacher performed during the classroom observation. Mark the appropriate column with a (✓) symbol.
2. Each indicator is assessed on an individual basis, regardless of its relationship to other indicators.
3. For schools with only one observer, this form will serve as the final rating sheet.

INDICATORS	4	5	6	7	8	NO*
1. Apply knowledge of content within and across curriculum teaching areas						
2. Ensure the positive use of ICT to facilitate the teaching and learning process						
3. Display proficient use of Mother Tongue, Filipino and English to facilitate teaching and learning						
4. Establish safe and secure learning environments to enhance learning through the consistent implementation of policies, guidelines and procedures						
5. Maintain supportive learning environments that nurture and inspire learners to participate, cooperate and collaborate in continued learning						
6. Establish a learner-centered culture by using teaching strategies that respond to their linguistic, cultural, socio-economic, and religious backgrounds						
7. Use strategies for providing timely, accurate and constructive feedback to improve learner performance						
OTHER COMMENTS:						

Signature over Printed Name of the Observer

Signature over Printed Name of the Teacher

* **NO** stands for **Not Observed** which automatically gets a rating of 4.



COT-RPMS

TEACHER I-III

RATING SHEET

OBSERVER: _____ DATE: _____
TEACHER OBSERVED: _____ QUARTER: _____
SUBJECT & GRADE LEVEL TAUGHT: _____

OBSERVATION 1 ☐ 2 ☐ 3 ☐ 4 ☐

- DIRECTIONS FOR THE OBSERVERS:**
- 1. Rate each item on the checklist according to how well the teacher performed during the classroom observation. Mark the appropriate column with a (✓) symbol.
 - 2. Each indicator is assessed on an individual basis, regardless of its relationship to other indicators.
 - 3. For schools with only one observer, this form will serve as the final rating sheet.

INDICATORS	3	4	5	6	7	NO*
1. Apply knowledge of content within and across curriculum teaching areas						
2. Ensure the positive use of ICT to facilitate the teaching and learning process						
3. Display proficient use of Mother Tongue, Filipino and English to facilitate teaching and learning						
4. Establish safe and secure learning environments to enhance learning through the consistent implementation of policies, guidelines and procedures						
5. Maintain supportive learning environments that nurture and inspire learners to participate, cooperate and collaborate in continued learning						
6. Establish a learner-centered culture by using teaching strategies that respond to their linguistic, cultural, socio-economic, and religious backgrounds						
7. Use strategies for providing timely, accurate and constructive feedback to improve learner performance						

OTHER COMMENTS:

Signature over Printed Name of the Observer

Signature over Printed Name of the Teacher

*NO stands for **Not Observed** which automatically gets a rating of 3.

Annex C DAILY EVALUATION RESOURCE SPEAKER/FACILITATOR

Title of the Training:		
Name:	Division:	Region:
Sex:	Day to be Rated:	

I. SIGNIFICANT LEARNING

1. What is your most significant learning for the day?
2. What will you do differently as a coach given your learning?

II. EVALUATION OF SESSION AND TRAINER/ FACILITATOR

Check the appropriate column for your answer. SD = Strongly Disagree; D = Disagree; A = Agree SA = Strongly Agree

Session Title _____ Trainer/Facilitator:

Session	SD	D	A	SA	The Trainer/Facilitator...	SD	D	A	SA
1. Session started on time					1. exhibited mastery of the topic				
2. Session ended on time					2. expressed ideas clearly				
3. Topic was relevant to our work					3. asked stimulating questions.				
4. Objectives were congruent to objectives					4. processed question and responses to deepen learning.				
5. Activities were congruent to objectives					5. was sensitive to the participants' mood				
6. Activities were appropriate for adult					6. maintained positive learning environment				
7. Participants were engaged in activities					7. observed appropriate attire				
8. Session materials were relevant					How can the session be improved?				
9. Session materials were adequate									
10. Session materials were given on time									
11. Time allotment was adequate									

I. Course/Program Title: _____

II. Course Program Brief Discussion: (This refers to the rationale of the activity/training)

III. Proposed PQF Level: Level 7 to 9
(Professional Qualification Framework)
Level 7 Baccalaureate
Level 8 Master's Degree
Level 9 Doctorate

IV. Particular Continuing Professional Competencies: At the end of the activity, participants are expected to:
Terminal Objective:

Orient and capacitate the pool of trainers and raters on: (i) the RPMS tools using the next 12 priority PPST indicators and (ii) effective performance evaluation, prior to SY 2020-2021.

Specific Objectives:

- 1. Discuss briefly the context and milestones of RPMS
- 2.
- 3.

V. Content Details:

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

	period)					
Day 1 November 6, 2019 8:00 AM – 10:00 AM Session 1 Workshop Overview Leveling of Expectations 10:00 – 10:15	Professional Development	Set the directions and expected outcomes of the activity	Plenary Lecture	Self-Assessment Tool and (Pre-Test)	Result of Self-Assessment	Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX
10:16 -12 Noon (105 minutes) Session 2 RPMs: Context and Milestones	Professional and Ethical Development	Discuss briefly the context and milestones of RPMs	Plenary Lecture	Self-Assessment Tool and (Pre & PostTest)	Result of Self-Assessment	Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX
12 Noon – 1:00 PM						
1:00 PM – 3:00 PM (120 minutes) Session 3 Understanding the Next 12 RPMs Indicators and Means of Verification	Professional Development	Intensify understanding on the next 12 RPMs Indicators and Means of Verification	Plenary/Break-out Lecture Small Group Discussion	Self-Assessment Tool and (Pre & PostTest)	Result of Self-Assessment	Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX
3:00PM – 3:15 PM						
3:15 PM – 5:00 PM (105 minutes) Continuation of Session 3						
Day 2 November 7, 2019 8:30 AM – 10:00 AM (60 minutes) Session 4 Supporting Teachers in	Professional Development	Point out the ways of supporting teachers in	Plenary/Break-out Lecture Small Group Discussion Workshop			Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX

Understanding RPMS Indicators (Introduction to Resource Package)		understanding RPMS Indicators (Introduction to Resource Package)					
10:00 – 10:15							
10:15 – 12:00 (105 minutes)							
Continuation of Session 4							
12:00 – 1:00 PM	Lunch						
1:00 PM – 3:00 PM (120 minutes)	Professional Development	Explain the processes, protocols of COT and portfolio assessment in the RPMS	Lecture Break-out Workshop Small Group Discussion				Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX
3:00 PM – 3:15 PM							
3:15 PM – 5:00 PM (105 minutes)							
Continuation of Session 5							
Day 3 November 8, 2019 8:00 AM – 10:00 AM (120 minutes)	Professional Development	Discuss the processes of assessing MOV of Teacher in the RPMS Portfolio	Lecture Break out Workshop				Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX
Session 6 Assessing MOV of Teacher's RPMS Portfolio							
10:00 AM – 10:15 AM							
10:15 AM – 12:00 Noon (1Hr & 45 Minutes)							
Continuation of Session 6							
12:00 Noon – 1:00 PM							

1:00 PM – 3:00 PM (120 Minutes) Session 7 Performance Monitoring and Coaching in the RPMS (based on IPCRF-Development Plan and COT)		Intensify the Performance Monitoring and Coaching in the RPMS (based on IPCRF Development Plan and COT)	Lecture Break out Workshop				Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX
3:00 PM – 3:15 PM		Break					
3:15 PM – 4:00 PM (45 Min.)	CLOSING PROGRAM						PMT

VI Financial Projection:

- A. Expected Number of Participants: 127
- B. Proposed Charge for the Participants: Free
- C. Relevant Details in Support of the Financial Viability of the Program:
 - 1. Approved Training Proposal by the Regional Director
 - 2. Availability of Funds to which the training is charged

Prepared by:

Violeta C. Nunez
VIOLETA C. NUNEZ, PhD.

Education Program Supervisor, HRDD

Reviewed and Recommended for Approval by:

Flordelisa R. Dalin
FLORDELISA R. DALIN, EDD.
 Chief, HRDD/PDC, Vice-Chairperson

Approved:

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

GREGORIA FUENTES

Address: P6B Bliss Libertad Butuan City
Contact No.: 0910-472-3654
E-mail: megnon.beldad@deped.gov.ph

EDUCATIONAL BACKGROUND

Graduate Studies	:	Master in Management (Public Service Management) St. Joseph Institute of Technology, Butuan City April 2019-ongoing
Tertiary	:	Bachelor of Science in Education Mindanao State University-Marawi City April 2006
Secondary	:	Agusan del Sur National High School San Francisco, Agusan del Sur March 2002
Elementary	:	East Prosperidad Central Elementary School Prosperidad, Agusan del Sur March 1998

WORK EXPERIENCE

Master Teacher I
Juan Luna NHS
Juan Luna, Prosperidad, Agusan del Sur

ELIGIBILITY

Licensure Examination for Teachers
Cagayan de Oro City, June 2006

TRAININGS/SEMINARS ATTENDED

Layout the PRC ID of the Resource Speker

BUDGETARY REQUIREMENTS

FRANCIS CESAR B. BRINGAS, CESO V
Director III, OIC-Regional Director

Enclosure No. 2 to Regional Memo No. 148 s. 2020

Requirements for Continuing Professional Development (CPD) Completion Report

1. PRC-CPD Completion Report Form to be signed by the program proponent
2. PRC attendance sheet to be signed by the program proponent
3. List of resource speakers with PRC License Number and Expiry date
4. Summary of resource speakers' evaluation rating signed by the proponent with description as Outstanding, Very Satisfactory, Satisfactory and Needs Improvement
5. Actual Program of Activities/Instructional Design to be signed by the program proponent, CID/SGOD Chief and Schools Division Superintendent. For school level, to be signed by the Proponent, School Head and Schools Division Superintendent
6. Sample certificate of participation
7. Pictorial (2 pages only)



Professional Regulation Commission

COMPLETION REPORT ON CPD PROGRAM

CPD Council for Professional Teachers

Part I. General Information

Name of Provider: NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Accreditation No. P: 2017-115

Expiry Date: December 11, 2020

Contact Person: John Arnold S. Siena

Designation: Director IV

Contact No.: 09094049495

Part II. Program Accreditation

Title of the Program: _____
15 Credit Units

Accreditation No.: PTR 115-XXXX

Date of Accreditation:

Date Started: Nov. 6, 2019

Date Completed: Nov. 8, 2019

Place / Venue: NEAP- Caraga

Total Number of Participants: 116

Date Applied: Oct. 10, 2019

Executive Summary:

Brief and concise narration of the conduct of the activity including highlights of the training.

Part III. 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.

Violeta C. Nunez
VIOLETA C. NUNEZ

Signature Over Printed Name of the Program Proponent
Education Program Supervisor
Position
Date: November 8, 2019

PROCEDURE FOR COMPLETION REPORT

- 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. Please provide one (1) set for receiving copy.
- Step 3. Proceed to Standards and Inspection Division processing window for submission.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

- [] List of Participants (Name & PRC License No.)
- [] List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)
- [] Actual Program of Activities
- [] Summary of evaluation of Speakers in Tabular Form
- [] Others _____

Note:

Completion Report must be submitted within thirty (30) calendar days after the CPD program offering.

Title: _____
Date: _____

List of Resource Speakers

	Name of Speaker	PRC License Number
1	GREGORIA FUENTES	PRC License # XXXXXXXX Expiry Date XXXXXXXX
2		
3		

Title: _____
Date: _____

Summary of Speaker's Evaluation

Criteria	Speaker					
	GREGORIA FUENTES	Session 1 Day 2	Session 2 Day 2	Session 3 Day 2	Session 1 Day 3	Average
Exhibited mastery of the topic	3.93	3.81	3.81	3.77	3.96	3.856
Expressed ideas clearly	3.93	3.81	3.81	3.73	3.96	3.848
Asked stimulating questions	3.89	3.81	3.81	3.73	3.96	3.84
Processed questions and responses to deepen learning	3.93	3.81	3.77	3.77	3.96	3.848
Sensitive to the mood of participants	3.86	3.77	3.77	3.77	3.92	3.818
Maintained positive learning environment	3.89	3.77	3.81	3.77	3.96	3.84
Observed proper attire	3.89	3.81	3.81	3.81	3.92	3.848
Total	3.902857	3.798571	3.798571	3.764286	3.948571	3.842571 Outstanding

Consolidated by


VIOLETA C. NUNEZ
Program Proponent/EPS, HRDD

I. Course/Program Title: _____

II. Course Program Brief Discussion: (This refers to the rationale of the activity/training)

III. Proposed PQF Level: Level 7 to 9
(Professional Qualification Framework)
Level 7 Baccalaureate
Level 8 Master’s Degree
Level 9 Doctorate

IV. Particular Continuing Professional Competencies: At the end of the activity, participants are expected to:
Terminal Objective:

Orient and capacitate the pool of trainers and raters on: (i) the RPMS tools using the next 12 priority PPST indicators and (ii) effective performance evaluation, prior to SY 2020-2021.

Specific Objectives:

- 1. Discuss briefly the context and milestones of RPMS
- 2.
- 3.

V. Content Details:

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

	period)					
Day 1 November 6, 2019 8:00 AM – 10:00 AM Session 1 Workshop Overview Leveling of Expectations 10:00 – 10:15	Professional Development	Set the directions and expected outcomes of the activity	Plenary Lecture	Self-Assessment Tool and (Pre-Test)	Result of Self-Assessment	Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX
10:16 -12 Noon (105 minutes) Session 2 RPMs: Context and Milestones	Professional and Ethical Development	Discuss briefly the context and milestones of RPMs	Plenary Lecture	Self-Assessment Tool and (Pre & PostTest)	Result of Self-Assessment	Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX
12 Noon – 1:00 PM 1:00 PM – 3:00 PM (120 minutes) Session 3 Understanding the Next 12 RPMs Indicators and Means of Verification 3:00PM – 3:15 PM 3:15 PM – 5:00 PM (105 minutes) Continuation of Session 3	Professional Development	Intensify understanding on the next 12 RPMs Indicators and Means of Verification	Plenary/Break-out Lecture Small Group Discussion	Self-Assessment Tool and (Pre & PostTest)	Result of Self-Assessment	Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX
Day 2 November 7, 2019 8:30 AM – 10:00 AM (60 minutes) Session 4 Supporting Teachers in	Professional Development	Point out the ways of supporting teachers in	Plenary/Break-out Lecture Small Group Discussion Workshop			Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX

Understanding RPMS Indicators (Introduction to Resource Package)		understanding RPMS Indicators (Introduction to Resource Package)					
10:00 – 10:15							
10:15 – 12:00 (105 minutes)							
Continuation of Session 4							
12:00 – 1:00 PM							
1:00 PM – 3:00 PM (120 minutes)							
Session 5: Use of COT in the RPMS: Processes, Protocols and Portfolio Assessment	Professional Development	Explain the processes, protocols of COT and portfolio assessment in the RPMS	Lecture Break-out Workshop Small Group Discussion				Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX
3:00 PM – 3:15 PM							
3:15 PM – 5:00 PM (105 minutes)							
Continuation of Session 5							
Day 3 November 8, 2019 8:00 AM – 10:00 AM (120 minutes)	Professional Development	Discuss the processes of assessing MOV of Teacher in the RPMS Portfolio	Lecture Break out Workshop				Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXXX
Session 6 Assessing MOV of Teacher's RPMS Portfolio							
10:00 AM – 10:15 AM							
10:15 AM – 12:00 Noon (1Hr & 45 Minutes)							
Continuation of Session 6							
12:00 Noon – 1:00 PM							

1:00 PM – 3:00 PM (120 Minutes) Session 7 Performance Monitoring and Coaching in the RPMS (based on IPCRF-Development Plan and COT)		Intensify the Performance Monitoring and Coaching in the RPMS (based on IPCRF Development Plan and COT)	Lecture Break out Workshop			Gregoria Fuentes PRC License # XXXXX Expiry Date XXXXX
3:00 PM – 3:15 PM	Break					
3:15 PM – 4:00 PM (45 Min.)	CLOSING PROGRAM					PMT

VI Financial Projection:

- A. Expected Number of Participants: 116
- B. Proposed Charge for the Participants: Free
- C. Relevant Details in Support of the Financial Viability of the Program:
 - 1. Approved Training Proposal by the Regional Director
 - 2. Availability of Funds to which the training is charged

Prepared by:

Violeta C. Nunez
VIOLETA C. NUNEZ, PhD.
 Education Program Supervisor, HRDD

Reviewed and Recommended for Approval by:

Flordelisa R. Dalin
FLORDELISA R. DALIN, EdD.
 Chief, HRDD/PDC, Vice-Chairperson

Approved:

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

Republic of the Philippines
Department of Education
CARAGA REGION

J. Rosales Avenue, Butuan City,
Agusan del Norte, Philippines, 8600



Certificate of Participation

is presented to

ALECIA D. CHAVEZ

for successfully participated and completed the TWENTY-FOUR (24) hours out of the required TWENTY-FOUR (24) hours of the **2019 RPMS-PPST CAPABILITY BUILDING FOR RATERS (ASSESSORS TRAINING), 15 CPD Credit Units** with Program Accreditation No. PTR 2017-_____ held on November 6-8, 2019 at Almont Inland Resort, Butuan City.

Given this 8th of November, 2019 at Almont Inland Resort Butuan City, Philippines.

FRANCIS CESAR B. BRINGAS, CESO V

Director III

OIC- Regional Director

CC No.:

R13HRDD-2019-RPMS-PPST-P001

DCC No.

DepeDRO13-F-HRD-014/R1/9-11-2019



Certificate No.:
UAE/QMS/2019/1938



(085) 342 - 8207
(085) 342 - 7347
(085) 341 - 3809

caraga@deped.gov.ph

caraga.deped.gov.ph