



Republic of the Philippines
Department of Education
CARAGA REGION



March 2, 2021

REGIONAL MEMORANDUM

No. 117, s. 2021

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
This Region

DEPED CARAGA REGION AS CONTINUING PROFESSIONAL
DEVELOPMENT (CPD) PROVIDER

1. This office hereby informs the 12 Schools Division Offices and the Regional Office of the approval of the Department of Education Caraga Region as a Continuing Professional Development (CPD) Provider effective May 22, 2020.
2. Anent, all CPD Applications shall use **DepEd Caraga Region** as the Name of Provider.
3. Enclosed, please find the attached CPD Application Form and other documents related to CPD Credit Application.
 - 3.1 CPD Requirements
 - 3.2 CPD Application Form
 - 3.3 Instructional Design
 - 3.4 Program of Activities
 - 3.5 Resume
 - 3.6 Declaration of Minimum Technical Requirements
4. CPD forms and samples are downloadable at <http://bitly.ws/bXpn>.
5. For your information, guidance, and compliance.


EVELYN R. FETALVERO, CESO IV
Regional Director

Encls.: As stated

Reference: <http://bitly.ws/bSoa>

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

DELIVERY

POLICY

TRAINING PROGRAMS

HRD/vcn
03/03/2021



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



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Enclosure No. 01 to RM No. 117 S. 2021

CPD-Credit Units Application Requirements for Online/Virtual Training

1. CPD Application Form (Use New PRC Form)
2. Instructional Design (Use the New PRC Form)
3. Program of Activities /Specific Course Objectives
4. List of Speakers with PRC License No and Expiry Date
5. Resume of speakers with Signature (Use New PRC Resume Template) with Back to Back PRC License Card with Signature
6. Evaluation Tool for Resource Speakers
7. Pre-Post Test and other tools to measure learning outcomes
8. Budgetary Requirement
9. Resource Package (materials used during the activity such as slide decks, modules, etc). You may cite the google drive link if there is.
10. Sample Certificate of Participation
11. Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)
12. Scanned documents (requirements 1 to 11) and save as 1 File in PDF.

NOTE:

1. All required documents (1 to 11) shall be submitted to the Division CPD Focal Person or to the CPD Focal Person alternate for review prior to scanning and saving of all the required documents.
2. Application shall be made at least **30 working days** prior to the conduct of the activity.



Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD COUNCIL OF/FOR PROFESSIONAL TEACHER

Part I. General Information			
Name of Provider: DepEd Caraga Region			
Accreditation No.: PTR 2020-374		Expiration Date: May 321, 202	
Contact Person: Violeta C. Nuñez, LPT, PhD		Designation: Education Program Supervisor/ CPD Focal Person	
Contact No.: 09094049495		Date of Application:	
E-mail address: caraga@deped.gov.ph			
Proposed Program:			
☐ Conference	☐ Seminar	☐ Online Learning	
☐ Convention	☐ Workshop	☐ Educational/Study Tour	
☐ Forum	☐ Training Program	☐ Others: _____	
Title of the Program:			
Date to be offered:		Duration:	Time:
Venue and Address:		No. of times program to be conducted:	
Course Description:			
Objectives:			
Number of Target Participants:		Registration 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.			
I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.			
FLORDELISA R. DALIN, EdD (Signature Over Printed Name) Chief, HRDD Position _____ Date			
Part III. Assessment			
Regulation Division:		Cash Division:	
Assessed by : _____		Amount : _____ O.R. No.: _____	
Date : _____		Date : _____	
Remarks : _____		Issued by : _____	
Part IV. Action taken by the CPD Council			

- ☐ Approved for _____ credit units Accreditation No. _____
☐ Deferred pending compliance _____
☐ Disapproved due to _____

Chairperson

Member

Member

Date: _____

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Secure application form at Regulations Division of any of the PRC Regional Offices or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and attach supporting documents listed hereunder. Provide one (1) set for receiving copy.
- Step 3. Proceed to Regulations Division of any of the PRC Regional Offices for checking and assessment.
- Step 4. If the assessment is favorable, pay prescribed fee of One Thousand Pesos (₱ 1,000.00) per program offering. Government agencies and instrumentalities offering CPD Programs free of charge, do not have to pay a fee. If not favorable, go back to Step 3.
- Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Regulations Division of any of the PRC Regional Offices, at least fifteen (15) working days prior to offering.
- Step 6. Follow-up the application ten (10) working days after submission at CPD Division (Central Office), telephone numbers (+632) 8810-84-15 (PRC-PICC), or email at cpdd.applications@gmail.com

CHECKLIST OF REQUIREMENTS

Supporting Documents

- [] Instructional Design as prescribed by the relevant Board.
- [] Program of Activities showing time/duration of topics/workshop and resource persons with position and office, and evaluation period.
- [] Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set
- [] Resume of resource persons relevant to CPD program applied for.
- [] Photo copy of valid Professional Identification Card of resource persons if registered professional. Otherwise, submit photocopy of government-issued or company Identification Card.
- [] Valid Special Temporary Permit if the resource person is a foreigner and if engagement is more than three (3) days or there is physical contact with patients in the case of medical and allied professions.
- [] Breakdown of expenses for the conduct of the CPD program.
- [] *For Online Learning*, Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)

Additional Requirements

- [] Short brown envelope for the Certificate of Accreditation
- [] One (1) set of metered documentary stamps worth Twenty-Five Pesos (₱ 25.00) each to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)
- [] Soft copy of the Application including supporting attachments in PDF format saved in flash drive.

Note:

1. Application for accreditation should be filed 15 working days before the offering of the program/training.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation on behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative. In the case of national organizations with chapters/councils, endorsement from the national board.
3. The period for processing the application is 10 working days, subject to the stipulations in these guidelines.
4. If additional requirement/s is/are needed, a period of another 10 working 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.

5. The CPD Council shall have the right to specify additional requirements if deemed necessary and appropriate.

	Professional Regulation Commission
INSTRUCTIONAL DESIGN	

CPD COUNCIL OF/FOR PROFESSIONAL TEACHERS

PROGRAM TITLE: _____

PROGRAM DESCRIPTION: _____

PROGRAM OBJECTIVES/LEARNING OUTCOMES:

Specific Objectives of the Program	Learning Outcomes per Topic	Topics To Be Discussed / Resource Person ¹	Time Allotment For Each Topic	Teaching Methods and Aids Needed For Each Topic	Evaluation Method or Tools To Be Used to Measure the Program Objectives ²

¹Attach Program of Activities and ²Attach

Evaluation Tool.

Resume of Resource Person

REMARKS: _____

Prepared by: _____ Date : _____

TO BE DETERMINED BY THE CPD COUNCIL:

I. PROGRAM LEVEL: ☐ BASIC ☐ ADVANCED ☐ HIGHLY ADVANCED

II. APPROVED CREDIT UNITS: -

Enclosure No. 04 to RM No. 117 S. 2021

TITLE: Orientation on the Implementation of the Learning Delivery 2 (LDM2) Course for Instructional Coaches and Teachers under the Basic Education Learning Continuity Plan (BE-LCP)

Date: September 2-30, 2020
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. 2. 3.	1. Pre and Post Test http: _____ 2. Evaluation Rubrics for Outputs 3. Online Evaluation link http: _____

Program of Activities		
Time	Activity	Resource Speaker/Facilitator
Sept. 2, 2021 9:00 AM- 9:45 AM	Session 1 (Synchronous) Topic:	Juan dela Cruz PRC ID No. XXXXXXXX Exp. Date: XXXXXXXX
9:46 AM-10:00 AM	Break	
	Session 2 (Synchronous) Topic:	Juan dela Cruz PRC ID No. XXXXXXXX Exp. Date: XXXXXXXX
10:01 AM – 10:20 AM		
10:21 AM -10:46 AM	Session 3 (Synchronous) Topic:	Juan dela Cruz PRC ID No. XXXXXXXX Exp. Date: XXXXXXXX

Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)

Mode of Delivery. The training shall be delivered online using the Google Meet Link: _____ and FB Live Streaming at _____

Bandwidth: Facilitators and/or resource speakers shall be using the DepEd Caraga Regional Office internet connection with internet speed of 28 megabytes per second with download speed of 28.03 megabytes per second and upload speed of 14.88 megabytes per second. Participants shall be joining from their workstations through any of the internet providers such as: Globe, Smart or PLDT. Participants who are offsite or on Work from Home Arrangement are given an internet expense allowance not more than Two hundred pesos each day.

Program Evaluation Link: Participants shall accomplish the daily online evaluation to help improve the program delivery. The link for the online evaluation _____ which shall be given at the end of the day while the link _____ for the end of the program online evaluation to be given before the virtual closing program.

Feedback Mechanism

Each participant shall receive a copy of the result of the online evaluation. The resource speakers/facilitator shall also receive a copy of the result of the online evaluation through their registered deped email address.

Data Privacy Act: The DepEd Caraga Region through the Human Resource Development Division shall gather feedback anonymously. The data to be collected are used solely by the HRDD and may be presented to stakeholders. It will be used for the improvement of HRDD program management and operations. The data shall not be used nor forwarded to other parties. Use of the data shall be governed by Republic Act 10172, otherwise known as the Data Privacy Act of 2012.

Prepared by

VIOLETA C. NUÑEZ, PhD
EPS, HRDD

Reviewed and recommended for Approval by

FLORDELISA R. DALIN, EdD
Chief, HRDD

Approved:

Regional Director

	Professional Regulation Commission
	RESUME OF RESOURCE PERSON

CPD COUNCIL OF/FOR PROFESSIONAL TEACHER

☐ Principal ☐ Alternate ☐ Substitute

RECENT 2X2
PICTURE (color
photo with white
background)

Part I. Personal Circumstances	
Name:	Nickname:
Residence Address:	Contact Details
Business Address:	Landline No.:
	Mobile No. 1:
	Mobile No. 2:
	Email Add.:
Nationality/Citizenship:	
<i>Note: The CPD Council shall be informed of any change/s on resource person/s at least 10 days before the CPD program offering. Substitute resource person may submit this duly accomplished form three (3) days from the completion of the CPD program.</i>	

Part II. Track Record			
Major Competency Areas	Specialization		Sub-Specialization
Relevant Seminars/Training Programs Conducted in the last five (5) years		Relevant Seminars/Training Programs Attended in the last five (5) years	
Date	Title of the Program	Date	Title of the Program

Major Achievements, Citations, Recognition and Awards			
Date	Title	Awarding Body	

Part III. Education and Employment				
Educational Background	Name of School/University	Address	Inclusive Dates	Degree Earned
College				
Post-Graduate				
	Position	Agency/Company	Inclusive Dates	

Work Experience: Five (5) most recent				

Part IV. Other Relevant Information

Profession/s		License No.	Issued on:	Valid until:	
AIPO Membership		National/Chapter		Position	Date
Other Major Affiliations (Professional, Civic)		National/Chapter		Position:	Date

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. I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto. _____ Signature Over Printed Name _____ Date	[Electronically paste here your scanned PRC ID for professionals or other government-issued or company ID]
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Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)

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Data Privacy Act: The DepEd _____ through the _____ shall gather feedback anonymously. The data to be collected are used solely by the _____ and may be presented to stakeholders. It will be used for the improvement of _____ program management and operations. The data shall not be used nor forwarded to other parties. Use of the data shall be governed by Republic Act 10172, otherwise known as the Data Privacy Act of 2012.

Prepared by

Proponent

Reviewed and recommended for Approval by

Chief, _____

Approved

Regional Director