



Republic of the Philippines
Department of Education
CARAGA REGION
J.P. Rosales Avenue, Butuan City



August 10, 2018

REGIONAL MEMORANDUM

NO. **417** s. 2018

**PROFESSIONAL REGULATION COMMISSION (PRC) ACCREDITATION OF
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM
THROUGH THE NATIONAL EDUCATORS' ACADEMY
OF THE PHILIPPINES (NEAP)**

To: **SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISIONS**
This Region

1. In compliance with Republic Act No.10912, otherwise known as the "Continuing Professional Development (CPD) Act of 2016", the National Educators' Academy of the Philippines (NEAP) is now an accredited CPD provider with CPD Provider Accreditation No. 2017-115.
2. As an accredited CPD provider, it has the following roles in the accreditation process:
 - a. serves as clearing house of CPD Programs for all affiliate offices;
 - b. coordinates with PRC and affiliate offices on accreditation of CPD Programs;
 - c. manages evaluation of CPD Programs for accreditation by PRC;
 - d. disseminates information on CPD program accreditation;
 - e. prepares and submits report on the status of CPD in the Department of Education to the Office of the Secretary.
3. Relative to this, all proponents of Human Resource Development related activities in this region are enjoined to submit all requirements for program accreditation before the conduct of any activity, to wit:
 - a. Accomplished and Notarized Application for Program Accreditation;
 - b. Instructional Design;
 - c. Evaluation Tool specific to the course objectives set;
 - d. Resume of Speakers;
 - e. Photocopy of Current Professional ID of Speaker, if applicable; if foreigner, current special temporary permit, if applicable.
4. All requirements are to be submitted sixty (60) working days prior to the actual conduct of the activity to NEAP through Leonard Nuestro, Chief, Professional Development Division, National Educators' Academy of the Philippines at leonardo.nuestro@deped.gov.ph copy furnish this office at caraga@deped.gov.ph and hrrddeped13@gmail.com for evaluation and endorsement to PRC.
5. PRC then evaluates the design for proper action and return the design to NEAP.

6. NEAP returns the documents to originating office for the implementation of the program.
7. During the implementation of the program:
 - a. Program Management Team (PMT) shall ensure the Quality Assurance Monitoring and Evaluation (QAME) of the program. For School-Based In-Service Trainings (INSET) and Learning Action Cell (LAC), the division (through the Public Schools District Supervisors (PSDS)) shall ensure that the QAME mechanism is in place and observed;
 - b. Proponent shall communicate to PRC through NEAP changes in schedule and venue for monitoring purposes;
 - c. Proponent shall keep all records of the program implementation.
8. Upon completion of the program, completion report requirements are to be submitted:
 - a. Accomplished Completion Report Template;
 - b. List of Participants;
 - c. List of Lectures, Resource Speakers, etc. and their PRC Licence No., if applicable;
 - d. Actual Program of Activities;
 - e. Summary of Evaluation of Speakers (Tabular Form);
 - f. Justification for changes in the implementation, such as change of speakers, venue, date, etc., if any.
9. Attached hereto are:
 1. Application for Program Accreditation;
 2. Instructional Design Template;
 3. Completion Report Template;
 4. CPD Certificate Template.
10. Immediate dissemination of this Memorandum is highly desired.


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

Incls: as stated

Reference: Republic Act No. 10912 of 2016

To be indicated in the PERPETUAL INDEX under the following subjects:
CONTINUOUS PROFESSIONAL DEVELOPMENT LEARNING AND DEVELOPMENT

HRDD1/frd
08/10/18



Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for _____

Part I. General Information

Name of Provider:

Accreditation No.:

Expiration Date:

Contact Person:

Designation:

Contact No.:

Date of Application:

Proposed Program:

☐ Seminar ☐ Seminar/Workshop ☐ Residency Training ☐ Tours & Visits ☐ Others _____

Title of the Program:

Date to be offered:

Time / Duration:

Place / Venue:

No. of times program to be conducted:

Course Description:

Objectives:

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.

Signature Over Printed Name

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

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.

INSTRUCTIONAL DESIGN OF PROPOSED CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

- I. Program Title
- II. Course Description
- III. Proposed PQF Level
- IV. Particular Continuing Professional (CP) Competencies
- V. Course Details

Sub-Topics (Schedule Dates and Time Allotment for Every Topic (in hours)	Area of CPD (PD/Ethics)	Expected Learning Outcomes	Activities to Achieve Learning Outcomes	Assessment Strategies Including Assessment Tools	Requirements/ Outputs	Resource Persons

- VI. Financial Projection
 - A. Expected Number of Participants
 - B. Proposed Charge for the Participants: Fee
 - C. Relevant Details in Support of the Financial Viability of the Program

Printed Name and Signature of the Official Proponent

Position

Proposing Agency/Association



Professional Regulation Commission

COMPLETION REPORT ON CPD PROGRAM

CPD Council for _____

Part I. General Information

Name of Provider:

Accreditation No.:

Expiry Date:

Contact Person:

Designation:

Contact No.:

Part II. Program Accreditation

Title of the Program:

Accreditation No.:

Date of Accreditation:

Date Started:

Date Completed:

Place / Venue:

Total Number of Participants:

Date Applied:

Executive Summary:

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.

Signature Over Printed Name

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)

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.

Enclosure No. 4 to Regional Memorandum No. . s. 2018

DEPARTMENT OF EDUCATION
National Educators Academy of the Philippines
CPD Provider Accreditation No. 2017-115

awards this

CERTIFICATE OF PARTICIPATION

to

for attending a CPD Seminar Workshop on _____, __ Credit Units with Program
Accreditation No. _____.

Given this ____th day of _____ in the year of the Lord _____

Principal

School Division Superintendent