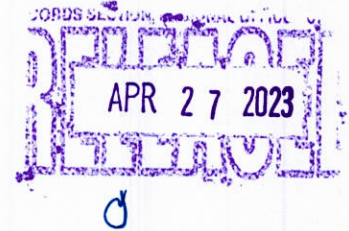




Republic of the Philippines
Department of Education
CARAGA REGION



April 25, 2023

REGIONAL MEMORANDUM
No. 0315, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

REMINDER FOR LUNDUYAN NON-COMPLETERS AND OTHER RELEVANT
INFORMATION ON LUNDUYAN SA KAHUSAYAN

1. The National Educators Academy of the Philippines (NEAP) in collaboration with the National Teachers College (NTC) has implemented Lunduyan sa Kahusayan training program for Cohorts 2 and 3 from July 4, 2022 to August 19, 2022, and November 14, 2022 to January 28, 2023.
2. Relative to its implementation, Caraga Region has a total of **48 participants tagged as non-completers**. As stated in DM 82, s. 2020 known as the Guidelines on the Registration of Teachers and School Leaders for NEAP-recognized Professional Development Programs and Courses, and in the scholar's PDP contract, scholars are expected to *maintain the academic standards and other course requirements set for by the program*. Otherwise, the scholars need to *refund in full to DepEd such sum of money as may have been defrayed by the Philippine government for expenses incidental to having attended the program or course, for failure to comply with any of the foregoing conditions*.
3. NEAP and NTC will provide another opportunity for the tagged Cohorts 2 and 3 non-completer participants to complete their training courses. Those in the list are asked to join the upcoming Cohort 4 of Lunduyan sa Kahusayan. To ensure the privacy of the data, division offices, through the scholarship focal persons are requested to individually notify the concerned scholars.
4. The activity aims to:
 - a. provide chance to all the Cohorts 2 and 3 non-completers to finish their training program in Lunduyan sa Kahusayan; and
 - b. keep the non-completer PD participants away from the burden of refunding to DepEd the amount of the training program
5. The non-completer must email to NEAP-PDD-Delivery and Implementation Unit, through pdd.pdi@deped.gov.ph, their intention of completing the course upon receipt of this memorandum to be included in Cohort 4 whose on-boarding activity is scheduled on April 26, 2023.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



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6. The SDO scholarship focal persons are requested to facilitate the submission of the lacking documentary requirements such as the Letter of Intent and NEAP PDP Contract of Lunduyan Cohorts 2,3, and 4. The deadline of submission of the hard copies of the aforementioned documents to the Regional Office will be on **May 5, 2023**.

7. Moreover, a thorough review of the contents of the documentary requirements prior to submission to the Regional Office is encouraged. A copy of the Letter of Intent and NEAP PDP Contract (*Enclosure 1*) bearing the names of the signatories are hereby attached for reference.

8. For queries, please contact Maria Ruth R. Edradan (Scholarship Focal Person) through hrdd_caraga@deped.gov.ph.

9. Immediate dissemination of and appropriate action on this memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encl/s.: As stated
Reference/s: DM-OUHROD-2023-
To be indicated in the Perpetual Index
under the following subjects:

LEARNING AND DEVELOPMENT TRAINING PROGRAM SCHOLARSHIP

HRD/mrre
04/25/2023



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21 February 2023

<Name of Schools Division Superintendent>
Schools Division Superintendent
DepEd SDO of _____
<Address Line 1>
<Address Line 2>

NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES
LETTER OF INTENT

Superintendent <Name>:

Greetings!

This is _____ (NAME), _____ (POSITION) in
_____ (NAME OF SCHOOL).

I am writing to you to signify my intent to register for the _____ (PROGRAM OR
COURSE TITLE) offered by _____ (NAME OF SERVICE PROVIDER)
under the NEAP-Recognized Professional Development Programs and Courses.

If accepted, please be rest assured that I intend to:

- Maintain the academic standards and other course requirements set under the program
- Fulfill the required service obligation required under Sections 17 and 19 Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292
- Submit and implement my Re-Entry Action Plan
- Sign the NEAP-Recognized Professional Development Program Contract
- Refund in full to the Department of Education such sums of money as may have been defrayed by the Philippine government for expenses incidental for having attended the program or course, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control

Thank you.

Regards,

<Name of Teacher or School Leader>
<Position>
<School>



Republic of the Philippines
Department of Education

NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAM
CONTRACT

I, _____ (NAME), Filipino, of legal age and with residence at _____ (HOME ADDRESS),
_____ (POSITION) of _____ (SCHOOL / OFFICE /STATION)
for and in consideration of the NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAM
(NEAP - PDP) entitled _____ (TITLE OF THE PROGRAM OR
COURSE) facilitated by _____ (NAME OF THE LEARNING SERVICE PROVIDER OR NEAP
PARTNER INSTITUTION) for the period _____ (INCLUSIVE DATES OF THE COURSE) do
hereby agree to observe the following terms and conditions:

DepEd shall:

- designate mentor/supervisor who shall support and help the teacher-participant / school leader-participant implement the NEAP-PDP Action Plan of the scholar;
- ensure that the NEAP-PDP Action Plan shall benefit first and foremost the students and the school community during its implementation;
- see to it that his/her work is an genuine product of his/her learning and enhanced skills and capabilities;
- ensure that system, procedures and mechanisms are in place to help the scholar implement his/her NEAP-PDP Action Plan;
- provide various support to ensure implementation of the teacher-participant's / school leader-participant's NEAP-PDP Action Plan;
- monitor the implementation of the NEAP-PDP Action Plan; and
- get a final report of the effects of the NEAP-PDP Action Plan's implementation after three to five years.

DepEd Participant shall:

- maintain the academic standards and other course requirements set for by the program of the institution and Department of Education (DepEd) and that failure to do so would be sufficient grounds for disqualification and termination the participation to the program;
- conduct himself/herself in such manner that will uphold the moral integrity and professionalism of DepEd public servant;
- submit to the head of office and the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) a copy of the NEAP-PDP Action Plan

Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600 ☎Telefax No. 8638-8638 ✉email add: neapdo.depedco@gmail.com

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containing lessons for the conduct of echo seminars to share new learnings, teaching innovations, and strategies to their co-workers and administrators, various trainings, program highlights and general impressions constituting a general evaluation of the program at the end of the program or course;

- d. implement the echo seminars / LAC Sessions and submit reports to the **QUALITY ASSURANCE DIVISION**, National Educators Academy of the Philippines at Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City;
- e. teach the subject / conduct echo seminars / LAC Sessions on the course in which they participation in continue to serve their school / division / region for **at least three years** which is the service obligation equivalent for a year of scholarship or a fraction thereof;
- f. fulfill the service obligation as required under Sections 17 and 19 Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292;
- g. **refund in full** to DepEd such sums of money as may have been defrayed by the Philippine government for expenses incidental for having attended the program or course, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control. For reasons beyond the control of the teacher-participant, the conditions do not apply, provided that all documentary requirements including doctor's certification are met and are acceptable to DepEd.

IN WITNESS WHEREOF, I set my hand this ____ day of _____ at _____.

NEAP-PDP Participant
(signature over printed name)

Direct Supervisor of NEAP-PDP Participant
(signature over printed name)

Witness:

FLORDELISA R. DALIN
Regional HRDD Chief
(signature over printed name)

MA. GEMMA MERCADO LEDESMA
Regional Director*
(signature over printed name)

JENNIFER E. LOPEZ
Director III
OIC-Office of the Director IV, NEAP
(signature over printed name)

REPUBLIC OF THE PHILIPPINES
CITY OF

)
) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	ID	Date/Place Issued
<u>Maria Ruth R. Edradan</u>	<u>PRC</u>	<u>01/14/2002-Butuan City</u>

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free and voluntary act and deed.

This instrument consists of three (3) pages including the page wherein this acknowledgement is written and is signed by parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this ____ day of _____, at Pasig City, Philippines.

Notary Public

Doc No. : _____
Page No. : _____
Book No. : _____
Series of : _____