



Republic of the Philippines
Department of Education
CARAGA REGION



January 4, 2023

REGIONAL MEMORANDUM

No. 0014, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
FUNCTIONAL DIVISION CHIEFS
This Region

REGIONAL CALL FOR SUBMISSION OF PROFESSIONAL DEVELOPMENT
PROGRAM PROPOSALS FOR PUBLIC SCHOOL TEACHERS
AND SCHOOL LEADERS FOR NEAP RECOGNITION
AND CPD ACCREDITATION FOR FY 2023

1. The Department of Education Caraga, through the Human Resource Development Division-NEAP-Caraga announces the **Regional Call for Submission of Professional Development Program Proposals for Public School Teachers and School Leaders for FY 2023**. This is in line with DepEd Order (DO) No. 001, s. 2020 titled Guidelines for National Educators Academy of the Philippines Recognition of Professional Development Program and Courses for Teachers and School Leaders.
2. The call is open for Schools Division Offices (SDOs), which seek to offer Professional Development (PD) programs and courses intended for all public-school teachers and school leaders for inclusion in the NEAP Professional Development Programs. PD programs preferably with at least 3 days duration which are capacity building and capacity enhancement in both content and intention shall be evaluated for recognition.
3. Orientation programs, workshops, writeshops, development of LR materials, research congress, conventions and other similar activities which are not capacity enhancement trainings shall no longer require NEAP recognition.
4. PDPs for NEAP Recognition shall require the following documents which can be accessed at **<https://bit.ly/eLSPForms>**.
 - a. Signed PD Proposal
 - b. Indorsement Letter from the SDO
 - c. GAD Checklist (optional for PD programs needing GAD attribution)
 - d. Accomplished Form R.1
 - e. Detailed Course Design
 - f. Copy of **ALL** Learning Resources in **PDF handouts format** (Session Guides and PowerPoint presentations)
 - g. Copy of Assessment Tools (Pretest, Posttest)
 - h. CV/Resume of Speakers and Resource Persons (NEAP template)



Address: J.P. Rosales Avenue,
Butuan City
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- i. Copy of Estimated and itemized budget and costing (NEAP template)
- j. Monitoring and Evaluation Plan
 - Copy of Evaluation Tools to measure the learning of participants (Kirkpatrick Model – Level 2)
 - Copy of Feedback Form or End-of-Day Evaluation (Kirkpatrick Model – Level1)

5. Proposals shall be evaluated based on the following criteria as stated in DO 001, s. 2020:

- a. Alignment with NEAP Professional Development Priorities as stated in DepEd Memorandum No. 050, s. 2020;
- b. Mapping of the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH) or the Philippine Professional Standards for School Supervisors (PPSS);
- c. Articulation of Objectives/Outcomes;
- d. Alignment of the Objectives/Intended Learning Outcomes (ILO), Content and, if applicable, Assessment with the professional standards for teachers or school leaders;
- e. Soundness of Methodology;
- f. Mechanism to determine whether or not the objectives/ILOs have been met;
- g. Strength of Research-base;
- h. Use of Adult Learning Principles;
- i. Use of Recognized Best Practices;
- j. Intended Level Classroom Application and Innovation;
- k. Credentials, Expertise of Resource Person/s; and
- l. Budget and Costing and Absorptive Capacity

6. Whereas, the same proposals will be applied for CPD accreditation with the following documents to wit:

- a. Cover Page
- b. CPD Application Form (Use New PRC Form)
- c. Instructional Design
- d. Program of Activities/Specific Course Objectives (Matrix Format)
- e. List of Speakers with PRC No. and Expiry Date
- f. Signed Resume of Speakers (Use New PRC Resume Template) with attached signed PRC License Card
- g. Evaluation Tool for Resource Speakers
- h. Pre-Post Test and Other Tools to Measure Learning Outcomes
- i. Budgetary Requirements
- j. Resource Package (All materials to be used during the activity such as slide decks, modules, etc.) Google drive link may also be cited.
- k. Sample Certificate of Participation

- l. Declaration of Minimal Technical Requirements (for online training)
 - m. IATF Permit for face-to-face trainings
 - n. Scanned documents (Requirements a-m) saved as 1 pdf file
 - o. Sample Program Announcement in jpeg format (500 X 280 pixel)
7. Schools Division Offices (SDOs) and RO Functional Divisions shall submit their proposals observing the specified dates:
- a. For 2nd Quarter (April-June 2023)- not later than March 1, 2023
 - b. For 3rd Quarter (July-September 2023)- not later than June 1, 2023
 - c. For 4th Quarter (Oct-Dec 2023)- not later than September 1, 2023
8. All documents (except for sample announcement) must be submitted in docx file and send to hrdd_caraga@deped.gov.ph copy furnished rneap_caraga@deped.gov.ph (for NEAP recognition) or cpd_caraga@deped.gov.ph (for CPD accreditation).
9. Immediate and wide dissemination of this memorandum to all concerned is highly appreciated.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: NONE

References: DepEd Order (No. 001, s. 2020) and DepEd Memorandum (No. 050, s. 2020)

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

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
TEACHERS

PROGRAMS

HRD/jbt
1/04/2023