



Republic of the Philippines
Department of Education
CARAGA REGION



May 17, 2024

REGIONAL MEMORANDUM

No. 0477, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

PROFESSIONAL DEVELOPMENT PROGRAM CRAFTING WORKSHOP

1. In adherence to the signed resolution of CPD Council for Professional Teachers Re: Acceptance of Application of DepEd SDOs as PRC-CPD Providers and DM-OUHROD-2024-0427 Re: Guidelines on the Utilization of FY 2024 HRD Fund an Orientation on The Utilization of FY 2024 Human Resource Development (HRD) Fund, this office shall conduct a Professional Development Program Crafting Workshop on June 6-7, 2024 at Gold Hall, DepEd Caraga Regional Office.

2. Participants to this activity are the SGOD Chief, CID Chief, HRD SEPS, HRD EPS-II/1 PDC representative in each SDO, RO-QATAME In-charge, and all HRDD-NEAP Personnel.

3. Participants shall bring the following documents for review and uploading to CPDAS:

- a. Application for Accreditation as Local CPD Provider (CPDD-01-A);
- b. Three-Year Annual Plan of Proposed CPD Programs (Professional Development Plan may also be submitted);
- c. Copy of the Charter of the Republic Act or Law establishing the Agency;
- d. Instructional Design for the First Program (CPDD-PTR-02);
- e. Office Order or its equivalent from the Head of Agency appointing the Officer to manage the CPD Programs and Activities; and
- f. Documents for SBTT on MATATAG Curriculum Implementation.

3. Participants shall be accommodated in the NEAP Caraga Dormitory Rooms starting June 5, 2024 at 2:00 PM. First Meal to be served is breakfast on June 6, 2024.

4. All expenses for venue, meals, materials, and accommodation incurred during the conduct of the activity shall be charged against the 2023 HRTD Continuing Funds while travel expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. For your compliance.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE, JR., PhD, CESO IV
Assistant Regional Director 

Encl/s.: None

Reference/s: None

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

PROGRAMS

WRITESHOP

HRDD/rsr
05/07/2024