



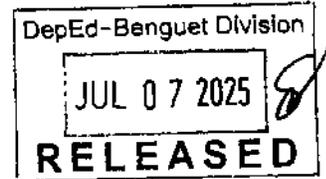
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

02 July 2025

DIVISION MEMORANDUM

No. 281, 52025

TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned



SUBJECT: CALL FOR THE SUBMISSION OF PROFESSIONAL DEVELOPMENT PROGRAMS DEVELOPED BY THE SCHOOLS FOR QUALITY ASSURANCE

1. Pursuant to Regional Memorandum no. 169, s. 2025 re Call for the Submission of Professional Development (PD) Programs Developed by the Schools Division Offices (SDO) for Quality Assurance (QA); this office enjoins ALL School Heads and the School Professional Development Committee to submit their proposed Inservice Training and Learning Action Cell Proposals Scheduled on October 2025 to December 2025.
2. This call is intended for schools interested in applying its Professional Development Program for CPD Accreditation. Please refer to enclosure 1 for the proposal template and required attachments.
3. Forward proposals with complete attachments to xylene.kinomis@deped.gov.ph on or before July 11, 2025. You may also contact the Human resource Development Section thru this number 09187432221 for further information and technical assistance.
4. Immediate dissemination of this memorandum is highly directed.


ESTELA P. LEON - CARIÑO EDD, CESO III
Regional Director and 
Concurrent Officer In-Charge
Office of the Schools Division Superintendent

SGOD/LBA/hrds/xdk

Enclosure 1. CALL FOR THE SUBMISSION OF PROFESSIONAL DEVELOPMENT PROGRAMS DEVELOPED BY THE SCHOOLS FOR QUALITY ASSURANCE



Republic of the Philippines
Department of Education

National Educators Academy of the Philippines

Detailed Professional Development Program Design Form

INSTRUCTIONS: Provide the details in the designated spaces as required. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

PROFESSIONAL DEVELOPMENT (PD) PROGRAM PROVIDER PROFILE

PD Program Owner	Type the complete name.			
Complete Office Address	Type the complete office address.			
Office Telephone No.	Type the office telephone no.	Office Email Address	Type the office email address.	
PD Program Manager	Type the complete name.	Email Address	Type email address.	Mobile No. Type the mobile no.

PD PROGRAM PROFILE

Give an overview of your proposed PD program by providing the following details.

Title	<i>Type the proposed PD program title.</i>
Rationale	<i>Discuss in no more than 600 words the reasons for proposing this PD program. A substantially written rationale shall capture the following:</i> <i>a. The context of the PDNA conducted: where, when, and how it was conducted.</i> <i>b. The significant results of the PDNA: specific target competencies for development.</i> <i>c. Relevant legal bases (if applicable) such as but not limited to DepEd issuances supporting the need for the proposed PD program.</i> <i>d. Relevant local and international literature validating the identified PD needs and the selected key contents and methodologies.</i>
Program Description	<i>State in no more than 350 words the main intention of the proposed PD program highlighting the key content to be delivered, knowledge and skills to be learned and how they will benefit the participants.</i>
Program Objectives	<i>State the following learning objectives:</i> Results objective: As a results of the participants' improved competence and performance: <i>(State what the program will be able to contribute to the attainment of organization goals as a result of participants' improved competency and performance.)</i>
	Application objective: Back in the workplace, the participants will be able to: <i>(State what the participants will be able to perform back in their workplace as a result of their improved competence.)</i>
	Terminal objective: By the end of the PD program, the participants will be able to: <i>(State what the participants will be able to do immediately after the PD program.)</i>
	Enabling objectives: Specifically, the participants will be able to:

	<i>(Identify major learning blocks or modules. Each block or module shall focus on enabling knowledge or skill/s participants should acquire in order to attain the terminal objective. State in specific behavioral terms what participants will be able to do by the end of each learning block or module.)</i>				
Target Professional Standard with specific Domain/s, Strand/s, and Indicator/s	Professional Standard	<i>E.g., PPST</i>			
	Domain/s	Strand/s		Indicator/s	
	<i>1. Content Knowledge and Pedagogy</i>	<i>1.2 Research-based knowledge and principles of teaching and learning</i>		<i>1.2.1 Demonstrate an understanding of research-based knowledge and principles of teaching and learning.</i> <i>1.2.2 Use research-based knowledge and principles of teaching and learning to enhance professional practice.</i>	
Target Participants	Participants Profile:				
	<i>Specify the target participants based on their career stage, job group, position, subject area, grade level, etc. Indicate your participants' selection criteria.</i>				
	Total number of target participants:	<i>How many participants does this PD program proposal plan to cater?</i>	Number of batches per implementation (if applicable):	<i>To how many batches do you plan to deliver this PD program proposal?</i>	Number of implementations:
		Number of participants per batch:	<i>How many participants will there be in a batch?</i>		
Delivery Platform	<i>Indicate the delivery platform here.</i>		Indicative Dates of Implementation	<i>From Start Date to End Date</i>	

PD PROGRAM DESIGN

Session No.	Duration	Topic	Session Objectives	Methodology	Outputs	Resource Speaker/Subject-Matter Expert
Indicate session number.	<i>Determine time allocation for each session, considering the session objective/s and output to be accomplished.</i>	<i>List content areas essential to attaining the learning objectives (producing the outputs).</i>	<i>State in behavioral terms what participants will be able to do right after a learning session.</i>	<p><i>Describe in detail or step-by-step procedure how the assigned resource speaker will deliver content and engage the learners.</i></p> <p><i>Indicate the relevant learning resources that will be used to support the delivery of content and the attainment of the session objectives.</i></p> <p><i>Incorporate the use of varied formative assessments such as multiple checks for understanding, guided practice, independent practice, etc.</i></p>	<i>Identify concrete outputs (e.g., recommendations, lesson exemplars, proposals, TA plan, reflection journal, instructional material, etc.) that will be produced by the participants during and by the end of each session.</i>	<i>Indicate the appropriate resource speakers/subject-matter experts who will deliver the session.</i>
2	<i>Type here.</i>	<i>Type here.</i>	<i>Type here.</i>	<i>Type here.</i>	<i>Type here.</i>	<i>Type here.</i>
3	<i>Type here.</i>	<i>Type here.</i>	<i>Type here.</i>	<i>Type here.</i>	<i>Type here.</i>	<i>Type here.</i>
4	<i>Type here.</i>	<i>Type here.</i>	<i>Type here.</i>	<i>Type here.</i>	<i>Type here.</i>	<i>Type here.</i>

PD Program Management Team

a. Program Manager	
b. Learning Manager	
c. Resource Speaker/Subject-Matter Expert	
d. M&E Coordinator	
e. Documenter	
f. Secretariat	
g. Welfare Officer	
h. Logistics Officer	
i. Finance Officer	

Declaration:

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

I agree that the DepEd-National Educators Academy of the Philippines to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

To be signed by the PD Program Manager

Program Manager	Type here
Signature	Sign here
Date	Click here to enter a date.

This Form is not valid if not signed.

Monitoring and Evaluation (M&E) Plan Form

This is the form for the M&E Plan following the Kirkpatrick Evaluation Model.

Level of M&E	Objectives	Methods and Tools	Data Sources	Schedule of M&E	Person/s Responsible	Support Needed	User of M&E Data
Level 4 - Results <i>(The degree to which targeted outcomes as a result of the training and support and accountability package.)</i>	<i>What will be measured?</i>	<i>What methods/tools will be used to collect data?</i>	<i>Who and/or what documents will provide data or evidence on the indicators?</i>	<i>When will M&E activities be undertaken?</i>	<i>Who will be accountable for ensuring that M&E activities are done?</i>	<i>What resources are needed to implement M&E activities?</i>	<i>Who will use the data gathered?</i>
Level 3 - Behavior <i>(The degree to which participants apply what they learned during</i>							

<p>training when they are back on the job. This can be found in the application objective.)</p>							
<p>Level 2 - Learning <i>(The degree to which participants acquire the intended knowledge, skills, attitude, confidence, and commitment based on their participation in the training.)</i></p>							

Level 1 – Reaction <i>(The degree to which participants find the training favorable, engaging, and relevant to their jobs.)</i>							
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Declaration:

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I agree that the DepEd-National Educators Academy of the Philippines to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

To be signed by the PD Program Manager

Program Manager	Type here
Signature	Sign here
Date	Click here to enter a date.

This Form is not valid if not signed.

NOTE: ALL RESOURCE SPEAKERS MUST SUBMIT THIS FORM

	Professional Regulation Commission
RESUME OF RESOURCE PERSON	

CPD COUNCIL OF/FOR _____

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				
Work Experience:	Position	Agency/Company	Inclusive Dates	

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

<p>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.</p> <p>I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.</p> <p>_____</p> <p style="text-align: center;">Signature Over Printed Name</p> <p>_____</p> <p style="text-align: center;">Date</p>	<p>[Electronically paste here your scanned PRC ID for professionals or other government-issued or company ID]</p>
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NOTE: ALL RESOURCE SPEAKERS MUST SUBMIT THIS FORM

SESSION GUIDE FORM

Title of the Session	
Professional Standards Covered (Domain/s, Strand/s, and Indicator/s)	
Session Schedule and Duration	
Objectives	
Expected Outputs	
Key Content	
Learning Resource Materials	
References	

Schedule <i>(Time distribution)</i>	Detailed Content Outline	Detailed Description of Methodology/Activities	Learner's Output	Materials <i>(Slide Number)</i>

Additional attachments:

1. Pre and Post Test of at least 5 questions each and
2. Powerpoint Presentation