



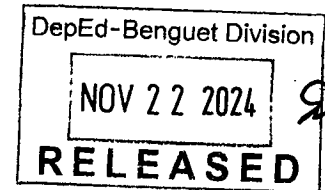
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

14 Nov 2024

DIVISION MEMORANDUM

No. 452, 52024

TO: Curriculum Implementation Division
School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned



SUBJECT: **GUIDELINES IN THE APPLICATION FOR ACCREDITATION OF CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) PROGRAM**


1. Pursuant to DepEd Memorandum no. 044, s. 2024 or the Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs; and Resolution No. 1146 Series of 2019 or Implementing Rules and Regulations (IRR) of Republic Act No. 10912 known as the Continuing Professional Development (CPD) Act of 2016; this office encourages all professional development proponents to submit proposals and apply for the accreditation of Continuous Professional Development (CPD) program.
2. In order for the Professional Regulations Commission (PRC) to act on the Professional Development proposals submitted or uploaded in the CPD Accreditation System, the proponent must ensure to attach as well a Certification indicating that the proposal has been quality assured by NEAPR signed by the Regional Director. This entails that all proposals for application for accreditation must comply with the forms and templates prescribed by NEAP under DM no. 44, s. 2024 alongside the templates prescribed by the PRC for the CPD Accreditation System.
3. You may download the NEAP and CPD forms thru this link **<https://bit.ly/3Z46sL0>**
4. This is applicable to all types of professional development proposed in the schools, districts, division sections/units with interest to CPD application.
5. Professional development proposals must be submitted at least three (3) months before the target date of implementation for it will be reviewed in the Division, Regional Office thru NEAP R, and the PRC thru the CPD Application System.

sent thru viber

6. Please be guided with the clear process (Enclosure 1) on the quality assurance and accreditation of professional development programs.
7. For more information and further clarification regarding this guideline, please do not hesitate to contact the Human Resource Development Section through this number 422-6570.
8. Immediate dissemination of this memorandum is highly directed.



Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESO III
Date: 2024.11.22 13:14:47
+08'00'

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

B. SUBMISSION OF PROPOSALS AND ATTACHMENTS TO THE DIVISION OFFICE

Submission of professional development proposal and documents to the HRD Section thru the Division Records Section
-- NEAP forms 2, 3,4,5,6,8 and 9
-- Slide decks or PPT presentations



Division PD Validators to evaluate forms and content (10 working days)
NO DISTRICT REVIEW NECESSARY



HRD Section to inform proponent/s of the progress of the proposal review
Documents needing improvement e.g. lack of information, attachments, need verification will be returned to proponent for immediate action.

Five working days to be given to the proponents to incorporate comments and suggestions and submission to the Division Office

A. SUBMISSION OF PROPOSALS TO NEAP R

HRD Section to prepare endorsement to the Regional Office

To submit recommended proposal and attachments both in e-copies and hard copies



NEAPR to review proposals and attachments for 19 working days
Documents needing improvement e.g. lack of information, attachments, need verification will be returned to proponent for immediate action.

2 working days to be given to the proponents to incorporate comments and suggestions before the final submission to NEAPR



Issuance of Certificate of Quality Assured Proposal for Recommendation to CPD Application

C. UPLOADING OF CPD FORMS IN THE CPDA SYSTEM

HRD Section to assist proponent/s in accomplishing CPD application (5 working days).
Refer to CPD Application Requirements



HRD Section to do final evaluation of e-copies submitted by proponent and to upload required documents in the CPD Application System



HRD section to keep track of the progress of review through the CPDAS under SDO Benguet as provider; and to inform the proponent of any action necessary or progress of application

CPD APPLICATION REQUIREMENTS

The following must be submitted in Hard Copy to the HRD Section thru the Records Section and an e-copy compiled in one PDF file to xylene.kinomis@deped.gov.ph

1. Certification from NEAP that training was Quality Assured;
2. "CPDD-02" Application for Accreditation of CPD Program;
3. "CPDD-14" Certificate for Participants/Attendees (A copy of what to be issued);
4. Program of Activities showing time/duration of topics/workshop and resource persons;
5. "CPDD-16" Instructional Design;
6. Pre and post test
7. End of Day evaluation of training and Resource Persons
8. "CPDD-17" Resume of the Resource Person/s
 - a. Valid Professional Identification Card/Receipt of Renewal of Resource Persons (Attach to Form "CPDD-17") if licensed/registered professional.
9. Financial Plan/Breakdown of Expenses (using the prescribed template pursuant to Commission Resolution No. 1520 S. 2022)
10. Program paper or training matrix
11. Promotional poster