
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: OSDS-SDS

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December 18, 2018

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DIVISION MEMORANDUM

No. 603 S. 2018

**DEPARTMENT OF EDUCATION (DepEd) REGIONAL OFFICES AS EXTENSIONS
OF THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
(NEAP) AS CPD PROVIDERS**

To : Heads of Public Elementary and Secondary Schools

1. Please be informed that the Department of Education announces that with the concurrence of the Professional Regional Commission-Professional Regulatory Board for Professional Teacher-Continuing Professional Development (PRC-PRBT-CPD) Council, DepEd Regional Office III is hereby deputized as NEAP's Extension CPD Provider, to facilitate the Accreditation of CPD Programs/Activities by PRC.
2. Attention is invited on paragraph 2 of Memorandum DM-CI-2018-443 relative to the required supporting documents of all applications for PRC-Accreditation.
3. Attached is Memorandum DM-CI-2018-443 entitled "Department of Education (DepEd) Regional Offices as Extensions of the National Educators Academy of the Philippines (NEAP) as CPD Providers", for your reference and information.
4. Wide dissemination of this Memorandum is desired.

LEILANI SAMSON-CUNANAN, CESO VI
Schools Division Superintendent

Mha/sgod/adminaidevi

CN 2018-029

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Undersecretary for Curriculum and Instruction

REC. 04 2018

MEMORANDUM
 DAI-CI-2018-443

FOR : BUREAU AND SERVICE DIRECTORS
 REGIONAL DIRECTORS
 ALL CONCERNED OFFICES

FROM : LORNA DING DINO
 Undersecretary for Curriculum and Instruction

SUBJECT : DEPARTMENT OF EDUCATION (DepEd) REGIONAL OFFICES AS
 EXTENSIONS OF THE NATIONAL EDUCATORS ACADEMY OF
 THE PHILIPPINES (NEAP) AS CPD PROVIDERS

DATE : October 30, 2018

1. With the concurrence of the Professional Regulation Commission - Professional Regulatory Board for Professional Teachers - Continuing Professional Development (PRC-PRBPT-CPD) Council, the DepEd Regional Offices are hereby deputized as NEAP's Extension CPD Providers in their respective regions. This is to facilitate accreditation of CPD Programs/Activities by PRC.
2. All applications, together with the required supporting documents for PRC accreditation, will be carefully reviewed, assessed and processed by the Schools Division and the Regional Office before they are officially submitted to PRC Regional Offices. In case of the National Capital Region (NCR), it may submit applications directly to the PRC Main Office in Pasay City.

These documents and other requirements are the following:

- a. Notarized application form (with attached 2 documentary stamps)
- b. Instructional Design
- c. Specific Objectives-Assessment-Program of Activities Form
- d. Evaluation/Assessment Tools
- e. Breakdown of Expenses
- f. Resume and Professional Identification Card (PIC) of Speaker
- h. Short brown envelope (with 2 documentary stamps inside)

Also attached to this memorandum are copies of the templates needed in preparation for PRC-CPD application and completion report.

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3. The PRC Application for Accreditation Forms will either be signed by the Regional Director or the Human Resource Development Division (HRDD) Chief. There is no need to submit these forms to the Central Office for the NEAP Director's signature.
4. The Regional Office, through their duly authorized representative, will be responsible in making the necessary follow up with PRC on the status of their applications and correspondingly give feedback to the CPD program/activity proponents.
5. The Regional Office also ensures that all applicants will submit their Completion Report (with all the supporting documents) within 15 days after the conduct of program/activity. The office will then forward this to PRC before another 15 days expire. PRC requires submission of the said report within 30 days after the conduct.
6. NEAP Central Office will monitor the compliance of the Regional Office to Learning And Development (L&D) standards.
7. For other inquiries, you may get in touch with Mr. Leonardo M. Nuestre, Jr. of NEAP PDD thru Telephone No. (02) 6339655 or through mail address.
8. For your information and immediate compliance.