



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY




February 11, 2021

DIVISION MEMORANDUM
No. 040 s. 2021

CONFIRMATION OF REGISTRATION ON NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP) PROFESSIONAL DEVELOPMENT PROGRAMS AND CONCERNS 2020

TO : (OIC- Chief) – Curriculum Implementation Division
Heads, Public Elementary and Secondary Schools

1. This is to inform all concerned on the released DM No. 082, s. 2020. last December 2020 entitled "Guidelines on the Registration of Teachers and School Leaders for NEAP – Recognized Professional Development Programs and Courses".
2. All participants are required to register at deped.gov.ph/neap/enroll/html to confirm their slots on before February 12, 2021 at 12:00 noon.
3. Attached are the list of participants and DepEd Memorandum No. 082, s. 2020 for reference.
4. Immediate dissemination of and strict compliance with the contents of this Memorandum is earnestly desired.


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Officer -in- Charge
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Department of Education
National Educators Academy of the Philippines
NEAP-Recognized Professional Development Program

Registered Participants

Name of Service Provider : SEAMEO INNOTECH

Program : Course 1: Facilitating the Development of 21st Century Skills

Apple M. Mallari
Ginalyn b. Gaston
Elena M. Basa
Jerome R. Esguerra

GURO21 Course 2: Higher Order Thinking Skills

Marie Rose Gatmaitan
Jonalyn R. Fondina
Tricia Lopez
Erwin P. Gutierrez

Program : TEACHeXCELS

Almira U. Mendoza
Marilyn S. Dingal

Program : SUPEReXCELS

Ericson P. Cabrera
Vilma P. Liao

LEADeXCELS

Marjorie D. Lacson
Jayson S. Torres

HEALTHeXCELS

Hermes P. Vargas
Allan P. Traquinia

Service Provider: Southeast Asian Institute of Educational Training, Inc. (SEAIETI)

Safeguarding Education: Education Continuity Planning and the Whole-School Approach Innovation in Education

Arlene V. Teopaco
Gladys C. Eslava
Arvin D. Miranda
Rochelle M. Mcdade
Saidah G. Bamrah
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Maria Sharmina S. Santos
Hess B. Cabagan

Ann Baluyut
Blesilda A. Velasco
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Tricia P. Lopez
Joyce Halili
Filipina G. Supan
Donna Alvaro
Nikkie Aquino
Ronlayn S. Briones

Service Provider: Southeast Asian Institute of Educational Training, Inc. (SEAIETI)

Innovation in Education

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Merriam Baltazar
Sheila Margot Yu
Ethel Castro
James Michael Delos Santos
Jennifer Velasquez
Agnes M. Alvarado
Mary Jane P. Cafe
Maria Victoria M. Ocampo
Arian A. Pineda
Khaycelyn P. Francisco
Jeniline Z. Batulanon
Julie Ann T. Samia
Krista Nicole B. Agluba
Marnelle p. David
Cebelita Y. Velasco
Abigail M. Lopez
Kenneth B. Cantos
Jocelyn m. Manalo

Education in the Virtual Environment

Rachell T. Alimurong
Rhea A. Agustin
Christina N. Arrozal
Ronalynn s. Briones
Glaiza S. Pinpin
Jayson Arcilla
Rosemarie T. Agulto
Allan L. Tumang
Marjorie L. Abanid
Rohanie I. Usman
Maria Laarni D. Lutap
Ronalyn S. Briones

Glaiza S. Pinpin
Jayson Arcilla
Vanessa Nieves
Angie Lyne a. Domingo
Cherry Gil S. Sabularse
Dexter T. Tumbado
ANGELA I. ROÑO
Angelica Almario
Angelica M. Tayag
Anjanette S. Suy
ANNA MAE M. RAMOS
Anna May S. Palo
Annalyn H. Paz
APRIL ANNE KEITH
Arcel Sarmiento Bengco
Aren Lei B. Bisnar
ARIEL G. ALVARADO
Ashley Joy R. Magat

Classroom Management: Uncovering Deeper Layers of Learning and
Supporting Students with Learning Disabilities

Bianca R. Caranguian
Bryan Bien M. Nanquil
Bryan Dave P. Lorenzo
Camille C. Boday
Carla C. Vasquez
Carla Mae S. Supan
Catalino M. Galang Jr.
CHARISSE FAITH MANILA
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Charry Von V. Gopez
Cherish Herradura
Christian L. Cayago
Christina Justinne G. Yalung
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Nikkie Aquino
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Ma. Reva Castro
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Kathlyn Calma
Maria Cristina C. Benavice
Rocelyn D. Contante
Roselle H. Pascual
Maria Cristina C. Santos
Jonah M. Pacion
Neriza P. Manalo
Angelica Ann V. Lacandola
Marjorie L. Abanid
Glaiza Rey R. Parica
GOLISONDA, RICA MAE G.
GUECO, FRANCES YVETTE S.
Hannah V. Castillo
Hazeth D. Cortez
HELEN CAROLINO
Hernandez, Baby Rose Z
Iris A. Ida
Irish Dale D. Salazar
Jamica M. Yusi

Name of Service Provider :Philippine Normal University

Executive Program for Career Stage 2 and 3 of School Heads Phase 1

Nino P. Arceo

Carolina S. Viray

Executive Program for Career Stage 2 and 3 of Supervisors Phase 1

Amando C. Yutuc PhD

Cezar P. Hernandez



Republic of the Philippines
Department of Education

21 DEC 2020

DepEd MEMORANDUM
No. **082** s. 2020

**GUIDELINES ON THE REGISTRATION OF TEACHERS AND SCHOOL LEADERS
FOR NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT
PROGRAMS AND COURSES**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In keeping with its commitment to giving full support to the in-service professional development of teachers and school leaders to ensure quality basic education for all, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), issues the **Guidelines on the Registration of Teachers and School Leaders for NEAP-Recognized Professional Development Programs and Courses**.
2. This set of guidelines forms part of the strategic program for the upskilling and reskilling of public school teachers and school leaders by giving them access to a wide range of NEAP-recognized professional development programs and courses that are integrated, aligned to the Philippine Professional Standards for Teachers (PPST), and supportive of their career progression.
3. For the first round of offered professional development programs and courses, regional offices (ROs) are enjoined to submit the List of Qualified Public School Teachers and School Leaders (Enclosure C) to NEAP **on or before December 27, 2020** following the number of allocated slots per Region or per SDO.
4. Subsequent to the issuance of this set of guidelines, NEAP shall regularly issue calls for registration to programs and courses as they are recognized by NEAP.
5. For more information, please contact the **National Educators Academy of the Philippines-Professional Development Division**, Department of Education at DepEd Central Office, Room M-213-A, Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City through email at neap.pdd@deped.gov.ph or at telefax number (02) 8633-9455.
6. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated



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DEPED-OSEC-438423

References:

DepEd Order No. 1, s. 2020
DepEd Memorandum No. 050, s. 2020

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

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
OFFICIALS
POLICY
PROGRAMS
RULES AND REGULATIONS
SCHOOLS
TEACHERS

JDMC/SMMA/APA/MPC DM Guidelines on the Registration of Teachers and School Leaders to...
0299 - December 17, 2020

(Enclosure to DepEd Memorandum No. 082, s. 2020)

**GUIDELINES ON THE REGISTRATION OF TEACHERS AND SCHOOL LEADERS
FOR NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS
AND COURSES**

II. SCOPE AND COVERAGE

8. These guidelines shall cover the requirements, process, and other mechanisms for the registration of all public school teachers and school leaders in professional development programs and courses recognized by the NEAP-Central Office and delivered by NEAP, other DepEd units, and authorized Learning Service Providers (LSPs). Similar guidelines shall be issued covering registration in programs and courses recognized at the level of NEAP in the regions.

9. A first round of recognized professional development programs or courses offered for registration is enclosed (Enclosure A). Subsequent to the issuance of this set of guidelines, NEAP shall regularly issue calls for registration for offered programs and courses.

III. DEFINITION OF TERMS

10. For the purpose of these guidelines, the following terms are defined as follows:

- a. **Authorized Learning Service Providers (LSP)** are non-DepEd providers that have been awarded formal, fixed-term Authorization by NEAP to provide professional development to teachers and/or school leaders within DepEd under DO No. 001, s. 2020.
- b. **DepEd Service Providers (DSP)** are DepEd Central Office bureaus, services or units, DepEd Regional Offices or DepEd Schools Division Offices that have been awarded formal, fixed-term Authorization by NEAP to provide professional development to teachers and/or school leaders within DepEd.
- c. **NEAP-recognized professional development programs and/or courses** are programs and courses offered by DSPs and LSPs that have undergone the quality assurance process intended to uphold the learning and development standards in the development and delivery of professional development programs and courses provided to DepEd teachers and school leaders through an evaluation mechanism under DO No. 001, s. 2020.
- d. **Professional Development (PD) Credit Units** are the credit units earned by teachers and school leaders after successfully completing a NEAP-recognized professional development program or course.
- e. **School Leaders** are Head Teachers, Department Heads, Principals and Assistant Principals, School District Supervisors, Education Program Supervisors, Chief Education Supervisors at the Schools Division and Regional Offices, Schools Division Superintendents, Assistant Schools Division Superintendents, Regional Directors and Assistant Regional Directors. These officials perform managerial and supervisory roles in their respective levels of governance (See DO No. 001, s. 2020).
- f. **Teachers** are regular or permanent personnel in schools and learning centers who are "engaged in the classroom teaching of any subject, including practical / vocational arts, at the elementary and secondary levels of instruction" (See Section 2, Paragraph A, RA No. 7784).



IV. POLICY STATEMENT

11. The Department of Education is committed to the professional development of its teachers and school leaders, pursuant to Article XIV, Section 5, Paragraph 4 of the 1987 Philippine Constitution providing that the state shall enhance the right of teachers to professional advancement, and as a key program towards decisively addressing the challenge of quality of basic education in the country. Hence, the participation of the public school teachers and school leaders in NEAP-recognized professional development programs must be adequately supported and prioritized.

12. It shall be the policy of these Guidelines to:

- a. Ensure that the public school teachers and school leaders are afforded with a wide range of programs and courses that are NEAP-recognized, aligned to the PPST, and consistent with the NEAP Professional Development Framework;
- b. Guarantee that the programs and courses are provided with the appropriate PD credit units; and,
- c. Provide a mechanism that shall capture and register the progress of each public school teacher and school leader in the professional development programs and courses that they have taken, in order to document their proficiencies as well as identify gaps, and in view of the career progression policy that shall be formally adopted later on by the Bureau of Human Resource and Organizational Development (BHRD).

V. PROCEDURE

13. Eligibility

- a. As a general eligibility for registration in NEAP-recognized professional development programs and courses, Public school teachers and school leaders must:
 - i. be holding a permanent item;
 - ii. have no pending administrative, civil or criminal case;
 - iii. have not been found guilty of any violation involving moral turpitude, corruption or fraud;
 - iv. be willing to sign and commit to the provisions of the NEAP-Recognized Professional Development Contract; and,
 - v. be willing to prepare and undertake the conduct of a NEAP-PDP Action Plan (AP).
- b. Specific eligibilities shall be provided in the recognized programs or courses, which may include appropriate teaching position or career stage, grade level assignments, subject specialization, and completed prerequisites.

14. Classification of Offered Programs or Courses

- a. For purposes of registration, NEAP-recognized professional development programs and courses are classified as follows:
 - i. By Service Provider

NEAP-recognized professional development programs and courses may be offered by **DepEd Service Providers (DSP)** which may be bureaus, services or units in the DepEd Central Office or by the DepEd Regional Offices, the Schools Division Offices, or any office unit therein.

Programs and courses may likewise be offered by **Learning Service Providers (LSP)** which are non-DepEd entities that are authorized providers with recognized programs and courses in accordance with the provisions of DO No. 001, s. 2020.

ii. Free or With Registration or Enrolment Fee

A program or course may be offered for free, or may charge reasonable registration or enrollment fees as approved by NEAP.

For programs or courses that charge reasonable registration or enrollment fees, the NEAP shall indicate whether it will pay for the said fees on behalf of and as direct benefit to the teachers or school leaders, or are optionally available for registration at the personal expense of the teacher or school leader.

iii. As to Number of Available Slots

NEAP-recognized professional development programs and courses will indicate how many slots are available for registration.

iv. As to Duration of the Program or Course

NEAP-recognized professional development programs and courses are categorized as Short-Term program or course, which would run for less than three (3) months, or as a Long Term program or course, which would run for more than three months.

15. Application

a. General rule

- i. The public school teacher or school leader shall review the list of NEAP-recognized professional development programs and courses and selects which course best to register or enroll in considering his/her career stage, key stage and learning area taught, the identified professional development needs, and eligibility for any specific qualifications based on the nature, design, and target of the program or course being offered (Enclosure A).
- ii. The public school teachers and school leaders shall submit their intent to register for a NEAP-recognized professional development program or course to the Schools Division Office (SDO).



- iii. The Letter of Intent (Enclosure B) should indicate the qualifications of the teacher or school leader in relation to the criteria set by the program or course, the teacher or school leader's willingness to maintain the academic standards, and adhere to the program or course requirements set by the Service Provider (DSP or LSP), and the teacher or school leader's commitment to observe and follow the terms and conditions, including the implementation of an Action Plan, through the signing of the NEAP-PDP Contract.
 - b. Specific selection process
 - i. There are programs that may provide for a specific selection process other than the general rule under par. 15 (a). The said specific selection process shall be indicated in the relevant programs and courses within the call for registration.
 - ii. If a specific selection process is provided, it shall take precedence over the general application procedure.
16. Approval of Application
- a. The SDO shall review and approve the application of the public school teacher or school leader to register to a NEAP-recognized professional development program or course based on the qualifications, program requirement, or course criteria specifically indicated in the list (Enclosure A), unless a different selection process is provided.
 - b. Where there are more applicants than the number of slots given to the Division/Region, the SDOs or RO may implement a selection process of candidates taking into consideration the requirements set in the program/ course and their local professional development priorities.
 - c. The SDO shall inform the selected public school teachers and school leaders to register to the Online NEAP-PDP Registration Form. The SDO shall submit the list of registered public school teachers and school leaders to the DepEd Regional Office (RO) for proper endorsement (Enclosure C).
17. Endorsement by the Regional Office
- a. The RO shall review the list of registered public school teachers and school leaders submitted by SDO and shall endorse the same to NEAP.
18. Confirmation of Registration
- a. The DepEd CO, through NEAP, shall approve the list forwards the approved list of registered public school teachers and school leaders to the implementing DepEd unit or implementing Learning Service Provider (LSP).
 - b. Upon acceptance and confirmation by the LSP of the registration (Enclosure D), NEAP shall inform the ROs of the acceptance of the public school teachers and school leaders to the programs and



courses (Enclosure E), and issue the confirmation of the registration of the public school teachers and school leaders (Enclosure F).

19. Implementation

- a. NEAP CO will coordinate with the Regional Offices and the DSP or LSP the appropriate scheduling for the conduct of the program or course.
- b. Upon completion of the program or course, the DSP or LSP shall submit the final rating of all public school teachers and school leaders who attended their program or course (Enclosure G).

20. Updating of the Professional Development (PD) Record

- a. NEAP-CO shall enter into the individual professional development record of teachers and school leaders the credit units earned and shall ensure that the said records are maintained and updated. The professional development record of teachers shall serve as the basis for validation and issuance of certification when requested by appropriate parties.
- b. There shall be designated an interim Registrar within NEAP to serve as the official recorder and keeper of the in-service professional development records of all teachers and school leaders. The Registrar's functions include the verification and certification of enrollment and records of completed NEAP-recognized professional development programs and courses of teachers and school leaders. NEAP shall include the eventual creation of a Registrar's Office as part of its ongoing organizational transformation.

VI. DUTIES AND RESPONSIBILITIES

21. To ensure the proper implementation of these Guidelines, the following DepEd offices are expected to fulfill the following roles and responsibilities:

- a. DepEd Central Office, through the National Educators Academy of the Philippines:
 - i. Provide a complete list of NEAP-Recognized Professional Development Programs and Courses (Enclosure H) indicating the target date of implementation
 - ii. Approve the list of registered public school teachers and school leaders submitted by the ROs
 - iii. Provide the DSPs and LSPs with a list of teachers and school leaders who will be attending a specific program or course
 - iv. Provide a confirmation of registration to the teachers and school leaders
 - v. Facilitate the payment of the LSPs for the paid registration or enrollment of teachers and school leaders shouldered by NEAP as a direct professional development benefit to the teachers and school leaders



- vi. Utilize all quality-assured and promising NEAP-PDP Action Plans in crafting future PD programs and courses
 - vii. Establish and maintain a system that will record and monitor the progress of public school teachers in view of the career progression policy
- b. DepEd Regional Offices:
- i. Approve and submit to NEAP, the list of teachers and school leaders submitted by the SDOs
 - ii. Conduct a selection process as needed of applicant teachers or school leaders to the programs or courses currently offered by NEAP and open for registration or enrollment
 - iii. Inform the teachers and school leaders of their acceptance to the program or course
 - iv. Monitor the implementation of the NEAP-PDP Action Plan and share promising practices with the different schools and SDOs
- c. DepEd Schools Division Offices:
- i. Prepare a list of teachers and school leaders who will attend the NEAP-recognized professional development programs or courses following the allocation per SDO (Enclosure I)
 - ii. Ensure that the teachers and school leaders are able to attend the program or course
 - iii. Provide technical assistance to the teachers and school leaders in the implementation of their Action Plans
- d. Public School Teachers and School Leaders:
- i. Enroll in their chosen program or course
 - ii. Sign the NEAP-PDP Contract (Enclosure J)
 - iii. Attend the program or course
 - iv. Submit all program or course requirements
 - v. Receive a passing grade or satisfactory rating in the course/program enrolled in
 - vi. Prepare, submit and implement a NEAP-PDP Action Plan (Enclosure K)
- e. DepEd Service Providers and Learning Service Providers:
- i. Confirm the list of registered public school teachers and school leaders
 - ii. Conduct the programs and/or courses assigned to them
 - iii. Provide a complete list of program and course recipients with their corresponding final ratings

- iv. Submit all documents as may be required for the processing of the payment

VII. CERTIFICATES

22. NEAP shall be releasing the Certificates of Attendance to the public school teachers and school leaders who attended the NEAP-recognized professional development programs and courses.
23. Each Certificate shall indicate the number of hours and the total PD credit units earned by the public school teacher or school leader for the program or course.
24. NEAP shall maintain the PD records of public school teachers or school leaders registered to NEAP-recognized professional development programs and courses.

VIII. FINANCIAL ARRANGEMENT FOR PROGRAMS WITH APPROVED REGISTRATION FEES OR ENROLMENT FEES

25. For those to be shouldered by NEAP as a direct benefit to teachers and school leaders, NEAP shall facilitate payment.
26. For those to be paid from personal expense, they shall be paid directly by the teachers to the DSP and LSP.
27. For recognized programs and courses that will be implemented by Deped Service Providers for which there is budget allocation from HRD Funds, a Certification of Fund Allocation under HRD Fund shall be issued along with the Recognition Certificate. The Certification of Fund Allocation shall be enclosed by the DSP in the payment of their financial obligations such as board and lodging, incurred travel expenses and others.

IX. MONITORING AND EVALUATION

28. The implementation of these policy guidelines shall be monitored and evaluated in accordance with the following results indicators:
 - a. Intermediate Outcome: Number of teachers and school leaders who have met the career stage professional development credit unit requirements for purposes of meeting the qualification standards
 - b. Output: Number of teachers and school leaders who have registered in NEAP-recognized PD programs and courses

29. All NEAP-PDP Action Plan implementation shall also be monitored and evaluated by appropriate offices. In the case of teachers, the Action Plan shall be monitored by their respective school heads in the exercise of their school leadership function. For school heads, their Action Plan shall be monitored and evaluated by the schools division offices through the Public Schools District Supervisors in the exercise of their instructional leadership function, while the Action Plan of Supervisors, whether Public Schools District Supervisors or Education Program Supervisors will be monitored by the Schools Division Superintendent as their immediate supervisor.

X. REFERENCES

30. Republic Act No. 7784, titled, *"An Act to Strengthen Teacher Education in the Philippines by Establishing Centers of Excellence, Creating a Teacher Education Council for the Purpose, Appropriating Funds Therefor, and for Other Purposes"*



31. Republic Act No. 11465, titled, *“General Appropriations Act Volume I-A of Fiscal Year 2020”*
32. DepEd Order No. 20, s. 2020, titled, *“Adoption and Implementation of NEAP Professional Development Credit Unit Banking Mechanism for Participation of Teachers and School Leaders in NEAP-Recognized Professional Development Programs and Courses”*
33. DepEd Order No. 4, s. 2020, titled, *“Amendment to DepEd Order No. 17, s. 2019 (Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads)”*
34. DepEd Order No. 1, s. 2020, titled, *Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders”*
35. DepEd Order No. 17, s. 2009, titled, *“Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads”*
36. DepEd Order No. 11, s. 2019, titled, *“Implementation of the NEAP Transformation”*



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