



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

24 Jul 2025

DIVISION MEMORANDUM

No. **115**, s. 2025

CALL FOR SUBMISSION OF PROFESSIONAL DEVELOPMENT (PD) PROGRAM PROPOSALS FOR NEAP QUALITY ASSURANCE AND PRC-CPD ACCREDITATION OF SCHOOL LEARNING ACTION CELL (SLAC)

To: Elementary School Heads
Secondary School Heads
School LAC/INSET Coordinators
This Division

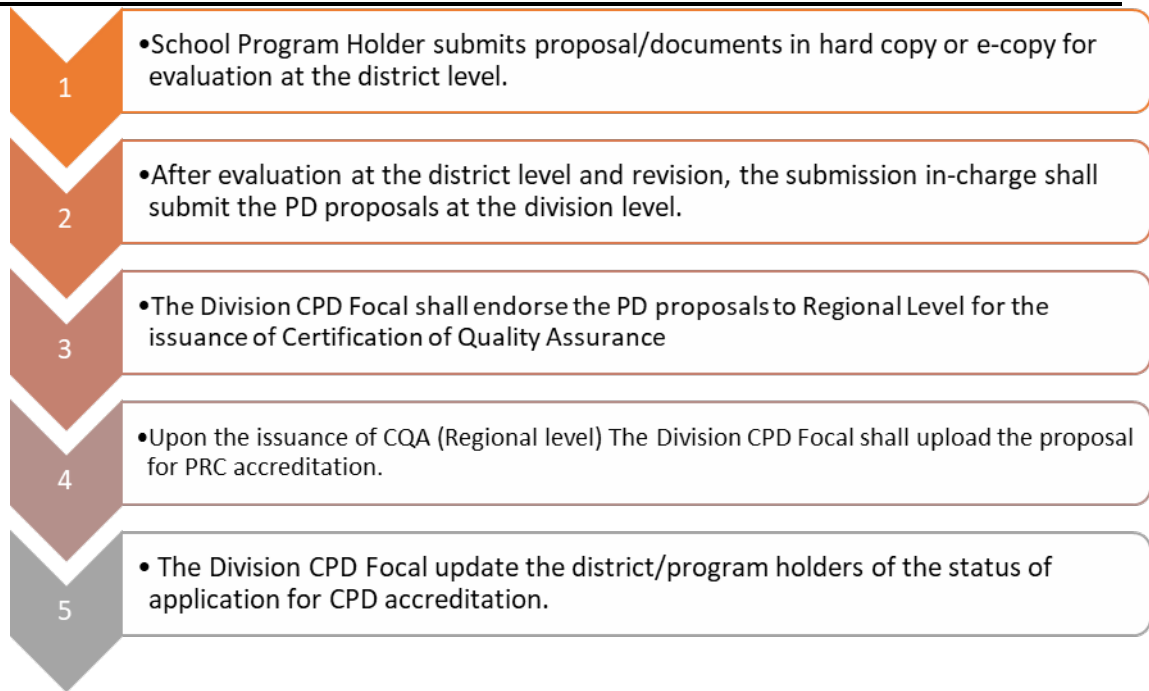
1. In reference to the DepEd Memorandum-OUHROD-2024-1576, all duly prepared school-based PD program proposals, especially the School Learning Action Cell (SLAC) shall be submitted for NEAP quality assurance and PRC accreditation 45 working days before the implementation. The PD program proposals shall be quality assured by the District PD Evaluators within the first 15 working days then shall be submitted to division level to be processed for PRC accreditation within the remaining 30 working days. Only school-based PD program proposals compliant with the set quality standards shall be issued a **Certificate of Quality Assurance (CQA)** and to be processed for PRC accreditation and implemented as professional development programs.
2. To ensure proper implementation of the school-based PD programs, especially the School Learning Action Cell, it shall be submitted for NEAP quality assurance and PRC-CPD Accreditation. Hence, all schools are encouraged to prepare their proposals guided by the following timeline of application.

Level	Timeline
School *Preparation of PD Proposal with complete attachments	July 21-30, 2025
District Level *Submission of School Based Program proposal	August 4, 2025 onwards
Division Level *Submission of Quality Assured PD Program proposal endorsed by district to division	August 15, 2025 onwards

3. To provide technical assistance to school heads and SLAC Coordinators in the preparation of PD proposal, there will be an orientation on July 30, 2025 at 1:00 pm. The meeting link will be sent to the GC of school heads.
4. The following steps for accreditation shall be strictly followed.



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5. For inquiries, contact Ms. Madina P. Loguioyman at 09193702488.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: List of Requirements

Reference: As stated

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

FORMS
REPORTS

AAD/SGOD/DM – call for submission of professional development (pd) program proposals
for neap quality assurance and prc-cpd accreditation of school learning action cell (slac)
0659/July 24, 2025



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REQUIREMENTS FOR NEAP QUALITY ASSURANCE OF SCHOOL-BASED PD PROGRAMS

Forms and Templates: <https://bit.ly/sarPRCtemplates>

INSET

1. 3-day INSET Plan
2. Detailed PD Program Design
3. M&E plan
4. Pre- and post-assessment tools
5. Learning action plan
6. Budget matrix
7. Curriculum vitae of resource person/s
8. End-of-day evaluation tool
9. List of Participants

School Learning Action Cell

1. 5-month LAC plan
2. Detailed PD Program Design
3. M&E plan
4. Pre- and post-assessment tools
5. Learning action plan
6. Budget matrix
7. Curriculum vitae of resource person/s
8. End-of-day evaluation tool
9. List of Participants

REQUIREMENTS FOR PRC-CPD ACCREDITATION

1. "CPDD-02" Application for Accreditation of CPD Program
2. "CPDD-14" Certificate for Participants/Attendees (A copy of what to be issued-1 sample only)
3. Program of Activities showing time/duration of topics/workshop and resource persons
4. "CPDD-16" Instructional Design (or using the prescribed template by the Board such as Professional Teachers, Nursing, etc. see Downloadable)
5. Evaluation method or tool that measures the learning gained by the participants specifically and appropriate to course objectives set (*Pre/Post-test Questionnaire, Survey Questionnaire*, etc.)
6. "CPDD-17" Resume of the Resource Person/s (including the required attachment)
7. Valid Professional Identification Card/Receipt of Renewal of Resource Persons (Attach to Form "CPDD-17") if licensed/registered professional. Otherwise, submit a copy of a valid government or company-issued Identification Card
8. Financial Plan/Breakdown of Expenses (using the prescribed template pursuant to Commission Resolution No. 1520 S. 2022).
9. **Certificate of Quality Assurance** (to be issued by District/HRDS upon approval)