Republic of the Philippines

Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

18 Feb 2026

DIVISION MEMORANDUM
No. **020** , s. 2026

Implementation of Project SPARK: System for Professional Advancement, Recording and Knowledge

To: Assistant Schools Division Superintendent
        Functional Division Chiefs
        Education Program Supervisors/Coordinators
        Public Schools District Supervisors
        Section/Unit Heads and Staff
        This Division

1. In line with the Department of Education's commitment to strengthen its Human Resource Development systems and ensure the efficient management of professional development (PD) activities, the Schools Division of Sarangani introduces the Project System for Professional Advancement, Recording and Knowledge (SPARK) — an online platform designed to streamline the registration, monitoring, and documentation of all capacity-building programs for both teaching and non-teaching personnel.

2. The Project System for Professional Advancement, Recording and Knowledge (SPARK) aims to establish a centralized database of professional development records, track participation in learning and development (L&D) activities, and generate reports to support planning, evaluation, and quality assurance of Division-initiated learning and development programs.

3. All teaching and non-teaching personnel are required to register in the Project SPARK. The SPARK serves not only as a platform for recording trainings but also as a repository of professional development information — including educational attainment, completed trainings, and other interventions — thereby establishing a comprehensive Division-wide database to support future capacity-building initiatives.

4. All personnel are required to complete the one-time creation of their SPARK Account on or before **February 27, 2026**. School Heads and Administrative Officers (AOs) shall be responsible for monitoring and ensuring the registration compliance of their respective teachers.

5. See enclosed Guidelines on the Implementation of Project SPARK and its Registration Procedure.

6. For inquiries, contact Rehanee P. Sambuto at rehanee.sambuto@deped.gov.ph, Madina P. Loguioman at madina.loguioman@deped.gov.ph and Ruel D. Nacion at ruel.nacion@deped.gov.ph

7. For your information and compliance.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
    under the following subjects:

    PROCEDURES
    RULES AND REGULATIONS

Adriano Daligdig/SGOD/DM – implementation of project spark: system
              for professional advancement, recording and knowledge
0142/February 18, 2026

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Guidelines on the Implementation of Project SPARK: System for Professional Advancement, Recording and Knowledge

I. Rationale

International frameworks, such as UNESCO's ICT Competency Framework for Teachers (2023), emphasize the use of digital platforms to enhance professional development and support lifelong learning. National directives, particularly DepEd's 5-Point Reform Agenda (2024), further highlight the importance of teacher welfare, capability-building, and future-ready competencies. Meanwhile, the implementation of the NEAP Moratorium (DepEd Memo No. 012, s. 2023) calls for reimagining professional development systems to make them sustainable, relevant, and responsive to emerging needs.

Within the Schools Division Office (SDO) of Sarangani, the lack of a unified platform for training registration, attendance monitoring, and consolidated record generation has created challenges in managing professional development initiatives. Existing processes are often manual, fragmented, and time-consuming, resulting in reduced efficiency, difficulty in tracking outcomes, and limited availability of reliable data to guide policy decisions, recognition, and rewards.

Project System for Professional Advancement Recording and Knowledge(SPARK) is introduced as a digital innovation to address these gaps. It provides a centralized, secure, and user-friendly platform for managing professional development across the Division. Beyond its technical functions, Project SPARK symbolizes the "spark" that ignites accountability, strengthens recognition systems, and promotes a culture of continuous capacity building for all DepEd personnel.

II. Objectives

Project SPARK aims to strengthen the Division's professional development systems through a unified and data-driven platform. Specifically, it seeks to:

1. Establish a centralized and secure database of professional development records for all teaching, teaching-related, and non-teaching personnel within the Division;
2. Track participation in all learning and development (L&D) activities facilitated, endorsed, or recognized by the Schools Division Office of Sarangani;
3. Generate accurate, timely, and data-informed reports that support planning, decision-making, evaluation, and quality assurance of all Division-initiated capacity-building programs; and

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4. Enhance transparency, accountability, and accessibility in the management and documentation of professional development engagements.

III. Scope

Project SPARK covers all training, seminar, and capacity-building activities organized or endorsed by the Schools Division Office of Sarangani. It applies to all teaching, teaching-related, and non-teaching personnel across schools and offices, including those participating in division-led and division-verified professional development opportunities. The system shall be used by:

1. Teachers, school heads, and non-teaching personnel for registration and record access;
2. HRDS, HRDC, and Program Holders for training management and monitoring;
3. The System Developer and ICT Unit for system maintenance, troubleshooting, and enhancements; and
4. HRMPSB and concerned units for validating training records in personnel selection and promotion processes.

IV. Features

The Project SPARK offers key features designed to streamline professional development management and ensure accurate, accessible, and comprehensive training records for all personnel such as:

1. User Profile and Employee Database
2. Training Registration and Management
3. Educational Attainment and Qualifications Tracking
4. Training Calendar and Opportunities
5. Learning and Development History

V. Implementation

The following guidelines shall govern the use, management, and implementation of Project SPARK within the Schools Division Office of Sarangani:

A. Access and System Navigation

1. The SPARK can be accessed through the link below.

https://bit.ly/ProjectSPARK

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2. Step-by-step access, navigation and usage by instructions to Program Holder/Training Focal will be done through an orientation in a separate activity

B. Creation of SPARK Account

1. All teaching, teaching-related, and non-teaching personnel shall make an account and register in Project SPARK using their official DepEd email address. Registration is mandatory to all personnel whether or not they will be attending a training.

2. Users shall ensure that their profile information is complete and updated, including educational attainment, position, office/school assignment, and relevant credentials.

3. Users shall be responsible for maintaining the confidentiality of their login credentials and must immediately report any security issues to HRDS.

4. Personnel who transfer to different schools or units must update their profile within five (5) working days upon assumption of their new assignment.

C. Training Registration and Participation

1. All Division-led or Division-endorsed trainings, seminars, workshops, and capacity-building activities must be registered in Project SPARK.

2. The program holders shall coordinate with the HRDS personnel for encoding of their respective trainings in the system prior to the conduct of the activity.

3. The participants shall likewise register his attendance during the conduct of the training. Participants will be registering his attendance for every training attended.

4. Attendance shall be monitored through the system using digital verification tools (QR codes, encoded attendance, or equivalent mechanisms).

VI. Roles and Responsibilities

A. Human Resource Development Section (HRDS)

i. Conceptualizes and oversees the implementation of Project SPARK.

ii. Register all training activities in Project SPARK prior to issuance of official communications by the Program Holder.

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    iii. Ensures alignment of system features with the Division's capability-building priorities.

    iv. Issues advisories, guidelines, and updates related to professional development.

    v. Reviews and validates training entries and evaluation results.

B. Human Resource Development Committee (HRDC)

    i. Monitors compliance of Program Holders with SPARK protocols.

    ii. Reviews training reports generated through the system.

C. Program Holders / Training Proponents

    i. Submit L&D Design to HRDS before issuance of official communications.

    ii. Manage registration, confirm participants, and encode final attendance.

    iii. Upload evaluation forms, collect feedback, and confirm completion status of participants.

    iv. Ensure that all data and attachments uploaded are complete, accurate, and timely.

D. Personnel/End Users

    i. Maintain an updated profile and submit truthful information.

    ii. Register and complete training requirements through SPARK.

    iii. Check accuracy of personal information and training provided

VII. Monitoring and Reporting

    1. The HRD Section shall oversee all entries, updates, and reports generated through the PDIS.

    2. Collected data shall serve as the basis for tracking professional growth, RPMS compliance, and Division training analytics

VIII. Data Privacy and Accountability

    1. All users shall adhere to the provisions of Republic Act No. 10173 (Data Privacy Act of 2012).

    2. Personnel are responsible for the accuracy and timeliness of their information and entries in the system.

Project SPARK Registration Procedure

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I.   One-Time Creation of SPARK Account

- Step 1 – Access the System

  Visit the official PDIS link provided by the Human Resource Development Section (HRDS) through the Division website, email, or official chat group.

- Step 2 – Create an Account

  Click "Create Account" and fill out all required data.
  .

- Step 3 – Update Profile Information

  Once registered, log in to your account. Complete your personal and professional profile by providing details such as educational attainment, specialization, and current role.

  Click "Save" after updating.

II.   Registration in every attendance to Training

- Step 1 – Access the System

  Visit the official SPARK link provided by the Human Resource Development Section (HRDS) through the Division website, email, or official chat group.

- Step 2 – Login details of participants

  Click "Login" and fill out required data

- Step 3

  Once logged, enter training information and review training records regularly for accuracy.

  Click "Save" after encoding

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