



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

13 Apr 2026

DIVISION MEMORANDUM

SGOD-2026-085

**SUBMISSION OF NEAP RECOGNIZED AND PRC-CPD ACCREDITED OF THE
SCHOOL-BASED AND DIVISION BASED PROFESSIONAL DEVELOPMENT
PROGRAMS**

To: All Concerned Personnel
This Division

1. In reference to DepEd Memorandum No. 44, s. 2023 titled “*Interim Guidelines for the Quality Assurance, Monitoring, and Evaluation of National Educators Academy of the Philippines (NEAP) Core Programs,*” all implementers of professional development (PD) programs are required to submit a Program Completion Report at the end of program implementation as part of the Monitoring and Evaluation (M&E) process. Accordingly, all NEAP-recognized and PRC-CPD accredited school-based PD programs are hereby required to comply with this submission.
2. All concerned program proponents shall submit the Program Completion Report within thirty (30) days after the full implementation of the PD program. For reference, the list of programs required to submit completion reports may be accessed through the PD Resource Hub – PD Proposal Status.
3. To ensure compliance with prescribed standards, policies, and requirements set forth by NEAP and the CPD Council, all required documents must be properly accomplished using the prescribed templates, with complete attachments. These shall be compiled into:
 - One (1) consolidated PDF file (arranged in proper order), and
 - One (1) Excel file for required data sheets.

The required documents are as follows:

A. NEAP Program Completion Requirements

- a. Completion Report Form
- b. Participants Profiling Sheet
- c. Attendance (PAWIM)
- d. Summary of Evaluation
- e. Instructional Design
- f. Résumé of Speakers
- g. Activity Matrix



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- h. Sample Outputs Submitted by Participants
- i. Documentation (photos, reports, and other relevant materials)

B. PRC-CPD Program Completion Requirements

- a. Completion Report (Form “CPDD-05”)
 - b. Registration Sheet and Attendance Sheet
 - c. Actual Program of Activities, including list and profile of lecturers/resource persons and any deviation from the approved program
 - d. Lecture Materials of Resource Persons/Speakers/Facilitators
 - e. Summary of Evaluation of Resource Persons (tabular form)
 - f. Summary of Evaluation of Participants’ Learning (Exam/Test Results)
 - g. Financial Report/Actual Breakdown of Expenses (using the prescribed template pursuant to Commission Resolution No. 1520, s. 2022)
 - h. Relevant Photographs/Screenshots of the Training/Event Proper
 - i. Souvenir Magazine, if available
 - j. Other Supporting Documents relevant to performance evaluation
 - k. Duly Accomplished Excel Attendance Sheet for CPDAS
4. Submission of the Program Completion Report shall serve as a **prerequisite for the processing and prioritization of subsequent PD proposals**. Non-submission of the required report shall result in the non-prioritization of new proposals.
5. For inquiries, contact Ms. Madina P. Loguioman at madina.loguioman@deped.gov.ph.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

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

REPORTS

Adriano A. Daligdig/SGOD/MLA – submission of neap recognized and prc-cpd accredited of the school-based and division based professional development programs

0277/April 13, 2026



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