



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

23 Jul 2026

DIVISION MEMORANDUM

SGOD-2026-161

CALL FOR SUBMISSION OF PROFESSIONAL DEVELOPMENT (PD) PROGRAM PROPOSALS FOR NEAP QUALITY ASSURANCE AND PRC-CPD ACCREDITATION OF SCHOOL LEARNING ACTION CELL (SLAC) SY 2026-2027

To: Elementary School Heads
Secondary School Heads
School LAC 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 for processing 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)**, be processed for PRC accreditation, and be implemented as a professional development program.
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 SLAC PD proposals guided by the following application timeline.

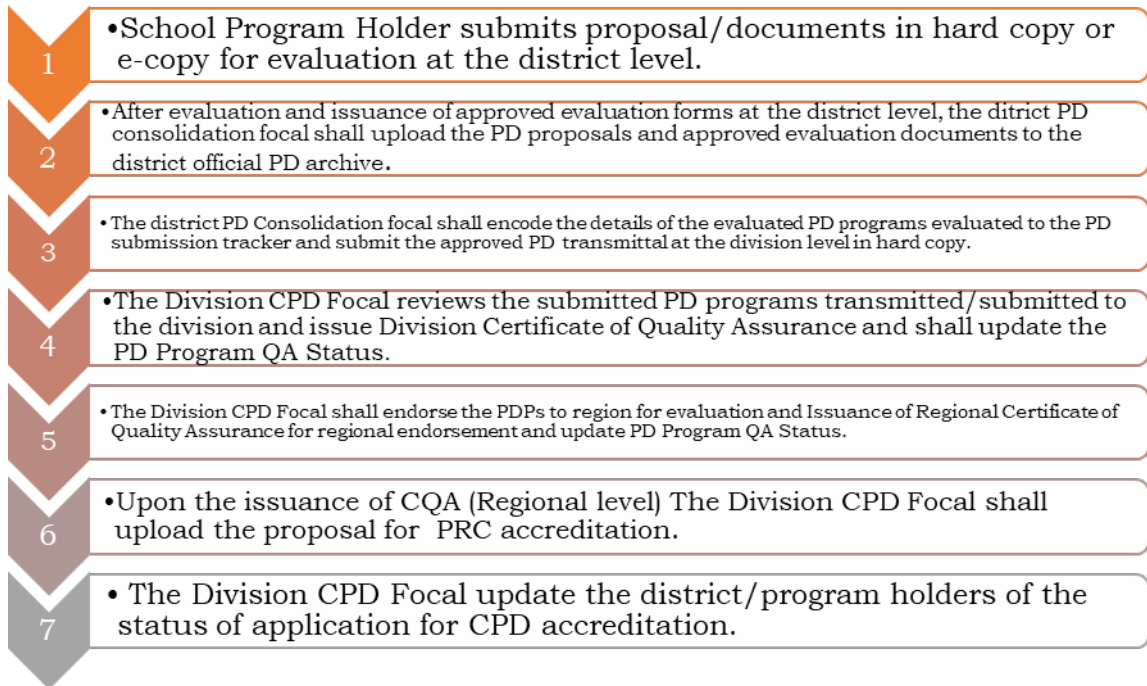
Level	Timeline
School *Preparation of PD Proposal with complete attachments	July 1-15, 2026
District Level *Submission of School Based Program proposal and endorsement to the division level	July 16, 2026, onwards
Division Level *Submission of Quality Assured PD Program proposal endorsed to regional level	July 30, 2026, onwards





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3. The following steps for quality assurance shall be strictly followed.



4. For inquiries, contact Ms. Madina P. Loguioman or Rehanee P. Sambuto at hrd.sarangani@deped.gov.ph.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

PROGRAMS

Adriano A. Daligdig/SGOD/MLA – call for submission of professional development (pd) program proposals
for neap quality assurance and prc-cpd accreditation
of school learning action cell (slac) sy 2026-2027

0501/July 23, 2026





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REQUIREMENTS FOR NEAP QUALITY ASSURANCE OF SCHOOL-BASED PD PROGRAMS

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

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

(Each document shall be uploaded individually to the Official District Archive)

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/Region NEAP upon approval)



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