



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

July 1, 2024

DIVISION MEMORANDUM
No. **259**, s. 2024

CALL FOR SUBMISSION OF NEAP AND NON-NEAP PROFESSIONAL DEVELOPMENT COURSES/PROGRAMS/PROPOSALS FOR CPD ACCREDITATION

To: Assistant Schools Division Superintendent
Chief EPS – SGOD, CID
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. In reference to DepEd Memorandum No. 44, s. 2023 Re Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs, this Office through the SGOD-HRD Section announces the Call for Submission of NEAP and Non-NEAP Professional Development Courses/Programs/Proposals for CPD Accreditation to SDO-based and school-based program owners/proponents.
2. Applications include programs/proposals for licensed professional teachers delivered in the division, district and school levels.
3. The following are the documents to be accomplished:
 - a. CPDD 02 – Application for Accreditation of CPD Program
Where:
 - Details Part I (General information) are given/constant. **DO NOT DELETE/ALTER.**
 - Signature of the focal/contact person is upon request by the proponent, once all application documents are accomplished, reviewed and ready for submission to PRC-CPD Accreditation System (CPDAS)
 - b. CPDD 14 – Certificate for Participants/Attendees (A copy of what to be issued)
 - c. Program of Activities showing time/duration of topics/workshop and resource persons
 - d. CPDD 16 – Instructional Design
 - e. CPDD 17 – Resume of the Resource Person/s (including the required attachments (maximum of 3 pages))



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@dep.gov.ph

- f. Evaluation Method/tool that measures the learning gained by the participants specific and appropriate to course objectives set
 - g. Valid Professional Identification Card/Receipt of Renewal of Resource Persons (Attach to Form CPDD 17) if licensed/registered professional (3rd page of item e: CPDD 17)
 - h. Financial plan/breakdown of expenses (using the prescribed template pursuant to Commission Resolution No. 1520 S. 2022)
 - i. For online or video-on-demand learning: (1) Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.); (2) Data Privacy Notice (Composed by the Provider)
 - j. If there is a Foreign Resource Person: Valid Special Temporary Permit if engagement is more than three (3) days of if there is physical contact with patients in the case of medical and allied professions
4. Forms and samples for CPD Accreditation can be downloaded through <https://rb.gy/zf6mei> or scan the QR code below:



<https://rb.gy/zf6mei>

- 5. Submission of proposals for CPD Accreditation must be **at least 50 to 60 working days** prior to the dates of implementation. (**Note:** PRC takes a minimum of 30 days to review and/or accredit proposals, excluding findings/deferment, if any.)
- 6. All program owners/proponents shall submit the duly accomplished proposals to hrd-sdonuevavizcaya@deped.gov.ph in one folder (to contain individual documents/files), in the following format: *proponent's surname_school/division_keyword of the proposal* (i.e. *delacruz_matatages_inset* OR *delacruz_sgod_inset*).
- 7. Enclosed is the CPD Accreditation Process Flow for your information and guidance.
- 8. Should there be queries and concerns, please contact Ms. Marianne C. Eugenio, SDO-NV CPD Accreditation Focal Person via email
- 9. For information, guidance, and compliance.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



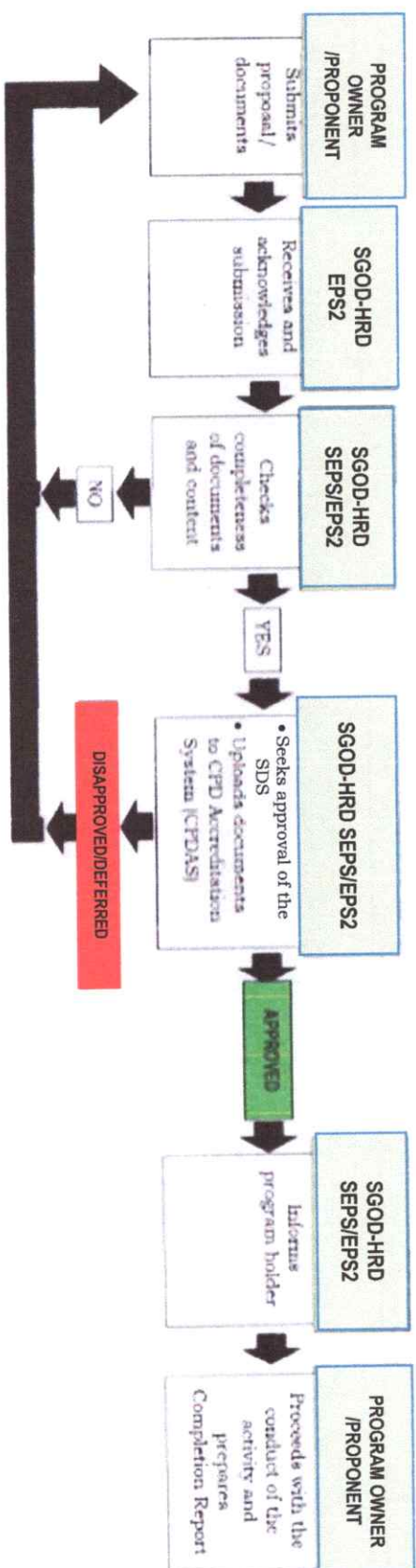
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Enclosure 1.

CPD ACCREDITATION PROCESS FLOW



Note: The Professional Regulation Commission (PRC) CPD Council for Professional Teachers approves, defers, and disapproves applications for CPD Accreditation.



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