



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division Superintendent**

05 FEB 2024

DIVISION MEMORANDUM

No. 0099 , s. 2024

**SUBMISSION FOR APPLICATION OF PROFESSIONAL DEVELOPMENT PROGRAMS (PDPs)  
FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/ District In-Charge  
Elementary & Secondary School Heads  
All Others Concerned

1. In adherence to Regional Memorandum No, 0007, s. 2023 titled "Submission Guidelines for Application of Programs for Continuing Professional Development (CPD) Accreditation and in support to provide teachers and school leaders with the Continuing Professional Development (CPD) credit units, the Schools Division of Negros Oriental, thru the Human Resource and Development Section (HRDS) of the School Governance and Operations Division (SGOD) disseminates the following schedule of submission for Application of Professional Development Program (PDPs) for Continuing Professional Development (CPD) Accreditation:

Date	Activity	Persons Involved/ Link
February 5-23, 2024	Finalization of District Application of PDPs	District Core Team
February 26-29, 2024	Submission of PDPs to the Division Office	Thru the link: <a href="http://tinyurl.com/mr2vr8jv">http://tinyurl.com/mr2vr8jv</a>
March 4-7, 2024	Evaluation of Submitted PDPs from the Districts	Division REC/ CPD-TWG See Div. Memo No. 077, s. 2024



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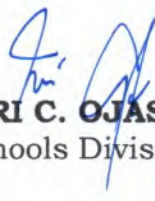


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**Office of the Schools Division Superintendent**

April 1-5, 2024	Submission of Evaluated PDPs to the Region	CPD-TWG Secretariat
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2. For more information on the submission guidelines, please refer to Regional Memorandum No. 007, s. 2023.
3. In adherence with the Civil Service Commission’s mandate on **Equal Opportunity Principle (EOP)**, all interested personnel may inquire/ contact Ms. Iryll of the Human Resource Development Section (HRDS) through (035) 225-6180.
4. For the information, guidance, and compliance of all concerned.

  
**NERI C. OJASTRO EdD, CESO V**  
 Schools Division Superintendent  
 2/5/24

NCO/JMA-MKP-NLR/SGOD/RSB/ims  
 February 5, 2024



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Office of the Regional Director

JAN 04 2023

REGIONAL MEMORANDUM

No. **0007**, s. 2023

**SUBMISSION GUIDELINES FOR APPLICATION OF PROGRAMS FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION**

To: Schools Division Superintendents (SDSs)  
All Others Concerned

1. In support of the Office's continuing efforts for learning and development and approval as Continuing Professional Development (CPD) Local Service Provider with the Accreditation Number **PTR-2022-389**, this Office through the Human Resource Development Division (HRDD) disseminates the **Submission Guidelines for Application of Programs for Continuing Professional Development (CPD) Accreditation**.

2. Pertinent to CPD Accreditation of Professional Development Programs (PDPs), the Schools Divisions shall conform to the following guidelines:

- a. All applications for CPD Accreditation shall be coursed through the Regional Office VII through the National Educators Academy of the Philippines in the Region (NEAP-R) and Human Resource Development Division.
- b. The Accreditation Number to be used in the application form is **PTR-2022-389** with an expiration date of **August 13, 2025**.
- c. The field office – applicant/s shall submit the requirements for CPD Accreditation of PDP/s to RO VII at least (60) working days prior to its/their program implementation/conduct. Submissions received beyond the given timeline shall not be entertained.
- d. CPD Applications shall be submitted through the email address: [neap.ro7@deped.gov.ph](mailto:neap.ro7@deped.gov.ph) or can be uploaded through <https://tinyurl.com/ROCPDAccreditation>.
- e. Only the required documents by the PRC are to be submitted to RO VII for initial evaluation, to wit:
  - e.1. Application for Accreditation of CPD Program/s;
  - e.2. Certificate for Participants/Attendees (a copy to be issued);
  - e.3. Program of Activities showing time/duration of topics/workshop and resource persons;
  - e.4. Instructional Design;
  - e.5. Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set (Pre/Post-test Questionnaire, Survey Questionnaire);



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- e.6. Resume of the Resource Person/s (including the required attachment);
  - e.7. Valid Professional Identification Card/Receipt of Renewal Resource Persons (Attach to Form CPPD -17);
  - e.8. Financial Plan/Breakdown of Expenses (using the prescribed template pursuant to Commission Resolution No. 1520, s. 2022);
  - e.9. Program Promotional Image with the recommended size of 500 x 280 pixels.
- f. Initial evaluation by the CPD TWG will commence upon receipt of complete CPD application requirements from the field office - applicant.
  - g. The field office – applicant/s is/are given the maximum of three (3) working days to comply the identified inadequacies, otherwise, the application will be considered as abandoned.
  - h. Upon endorsement by the Regional Director, the application requirements shall be uploaded through the Professional Regulation Commission – Continuing Professional Development Accreditation System (PRC - CPDAS) using the RO VII local service provider account.
  - i. The respective SDO CPD focal person of the endorsed application/s shall be given access to the CPDAS using the RO VII local service provider account.
  - j. PRC - CPD – related guidelines and issuances shall be complied to.
3. The templates of the CPD application requirements can be accessed through this URL, <https://tinyurl.com/CPDPrescribedTemplates>.
4. For guidance and reference, enclosed is the Application for PRC-CPD Accreditation Process Flow.
5. For queries and inquiries, you may reach us 09177111697 or 09177174965 and look for Mr. Misael G. Borgonia, Chief Education Supervisor, HRDD.
6. For guidance and compliance of all concerned.

  
**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
Director IV  
Regional Director 

### APPLICATION FOR PRC-CPD ACCREDITATION PROCESS FLOW

