

Reproduction No. 158, s. 2021

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Schools Division Superintendent  
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Department of Education  
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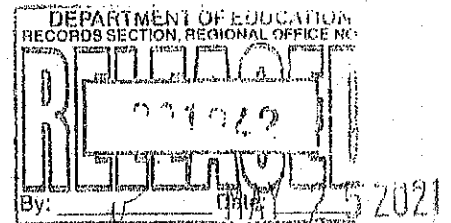
DepEd-SDO of Bulacan Office of the SDO

RECEIVED  
JUN 02 2021

By: Jo  
Time: 8:00

**REGIONAL MEMORANDUM**

No. 175, s. 2021



To: Assistant Regional Director  
Schools Division Superintendents  
Regional Functional Division Chiefs

**IMPLEMENTATION GUIDELINES OF DEPED ORDER NO. 001 S. 2020,  
NEAP RECOGNITION OF PROFESSIONAL DEVELOPMENT PROGRAMS  
AND COURSES FOR TEACHERS AND SCHOOL LEADERS**

1. As the Regional Office renews its focus on making decisive gains in upgrading quality of basic education, the strengthening of the professional growth, lifelong learning, and developmental training of teachers and school leaders are urgent and necessary. Ergo, appropriate professional development programs or courses that are programmatic, accountable, responsive to identified professional development priorities, aligned with the professional standards, and that address the development needs in relation to the career progression of teachers and school leaders shall be made available at all levels.

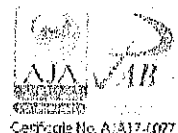
2. The quality of professional development programs and courses shall be assured through a clear and orderly process of locally and contextually implementing the DepEd Order No. 001, s. 2020 or the *Guidelines for NEAP Recognition of Professional Development Program and Courses for Teachers and School Leaders*.

3. In light of the foregoing premises, this Office, through the NEAP-R3, issues the enclosed **Implementation Guidelines of DepEd Order No. 001 s. 2020, NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders** to ensure that all internally provided programs or courses are aligned, integrated, and consistent with the NEAP Professional Development Framework.

4. These Implementation Guidelines shall take effect immediately upon issuance.



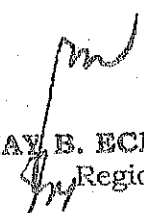
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5. Immediate dissemination of and strict compliance to this Memorandum are directed.

  
MAY B. ECLAR, PhD, CESO III  
Regional Director

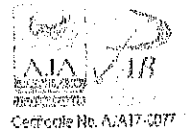
Enclosure:  
As Stated.

HRDD/ncap1  
May 20, 2021

(Enclosure to Regional Memorandum No. \_\_\_\_\_, s. 2021)



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Certificate No. A: A17-0077



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AND COURSES FOR TEACHERS AND SCHOOL LEADERS**

**I. Rationale**

In consonance with the undertaking to streamline the professional development of teachers by making training activities programmatic and accountable, effectively linking professional development with career progression, and generating efficient use of resources, the Department of Education issued DepEd Order No. 001 s. 2020 entitled *Guidelines for the NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders* to ensure that all programs and courses, whether internally or externally provided, are aligned, integrated, and consistent with the NEAP Professional Development framework. These Implementation Guidelines emphasize the spirit and wisdom of the DO and provides specific procedure to guarantee that the quality of professional development programs and courses shall be assured through a Recognition System that requires alignment to professional standards for teachers and school leaders, and responsive to the identified professional development priorities. Furthermore, these Implementation Guidelines articulate the requirements and processes for the Recognition by the RO3 and consequent inclusion in DepEd's overall professional development program for its teachers and school leaders of the different professional development programs offered by the School Division Offices and Functional Division Offices in the Region.

**II. Scope**

These Implementation Guidelines shall cover all in-service professional development programs and courses intended for DepEd teachers and school leaders in the Region. Schools Division Offices shall submit proposed professional development program or course for teachers or school leaders based on the mandate of DO No. 050, s. 2020 entitled DepEd Professional Development Priorities for Teachers and School Leaders to the NEAP-R3 for purpose of obtaining Recognition and consequent inclusion into the NEAP professional development program.



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III. Definition of Terms

For purposes of these Implementation Guidelines, the following operational terms shall have technical meaning and application hereafter set forth:

1. **Authorization** – formal NEAP evaluation of non-DepEd entities applying to become a provider of recognized professional development programs and/ or courses for teachers and school leaders.
2. **DepEd Service Providers (DSP)** – FDOs and SDOs that have been granted formal and fixed-term Authorization by the NEAP to provide professional development to teachers and/or school leaders within the Region.
3. **NEAP-recognized Professional Development Programs or Courses** – programs and courses offered by DSPs and LSPs that have undergone the quality assurance process intended to uphold the learning and development standards in the development and delivery of professional development programs and courses provided to DepEd teachers and school leaders in the Region through an evaluation mechanism under DO No. 001, s. 2020.
4. **Philippine Professional Standards for School Heads (PPSSH)** – the official document that articulates what constitutes school head quality. The PPSSH describes the increasing levels of knowledge, practice and professional engagement expected of school heads.
5. **Philippine Professional Standards for Supervisors (PPSS)** – the official document that articulates what constitutes supervisor quality. The PPSS describes the increasing levels of knowledge, practice and professional engagement expected of supervisors.
6. **Philippine Professional Standards for Teachers (PPST)** – the official document that articulates what constitutes teacher quality. The PPST describes the increasing levels of knowledge, practice and professional engagement expected of teachers.
7. **Professional Development Credit** – the units of credit that the NEAP assigns to professional development program or course that is recognized within DepEd processes for career progression and promotion.



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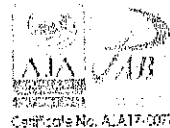


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8. **Professional Development Credit Units** – the credit units earned by teachers and school leaders after successfully completing a NEAP-recognized professional development program or course.
9. **Professional Development Information System (PDIS)** – a web-based data capturing information system that is designed to digitize NEAP transactions for internal and external stakeholders. The purpose of the system is to provide digital transactions in all aspects of the NEAP services, such as Professional Development, Monitoring & Evaluation, Recognition of Programs, Virtual Learning and Learning Resource Repository. It also aims to simplify the NEAP Facility and Learning & Development transactions.
10. **Professional Standards** – the professional practice articulated in the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH) and the Philippine Professional Standards for Supervisors (PPSS).
11. **Recognition** – a quality assurance process intended to uphold the learning and development standards in the development and delivery of professional development programs and courses provided to DepEd teachers and school leaders through an evaluation mechanism.
12. **School Leaders** – Head Teachers, Department Heads, Principals and Assistant Principals, Schools District Supervisors, Education Program Supervisors and Chief Education Supervisors at the Schools Division and Regional Offices, Schools Division Superintendents, Assistant Schools Division Superintendents, Regional Directors and Assistant Regional Directors. These officials perform managerial and supervisory roles in their respective levels of governance.
13. **Teachers** – regular or permanent personnel in schools and learning centers "engaged in the classroom teaching of any subject, including practical/vocational arts, at the elementary and secondary levels of instruction including persons performing guidance and counselling, instructional supervision in all private or public education institutions, but shall not include school nurses, school physicians, school dentists, school administrators, and other school administrative support employees" [R.A. No. 7784, s. 1993, Section 2(a)].



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**IV. Implementation Arrangements**

1. All DSPs in the Region are automatically Authorized as LSPs and may submit proposed PD programs and courses for teachers and school leaders to the RO3 thru the NEAP-R3 for evaluation and application for recognition.
2. PD proposals from/of/by the SDOs shall be submitted to the NEAP-R3 Communications Team. PD program proposals by the FDOs shall be submitted to the NEAP but the FDOs may, however, opt to submit the PD proposal to the NEAP-R3 for purposes of preliminary evaluation and recommendation to the NEAP. It is strongly advised that the FDOs submit the PD program proposals to the Recognition Evaluation Committee (REC) thru the NEAP-R3 Communications Team for initial evaluation and recommendation to ensure greater chances of approval by the NEAP.
3. Prior to submission of the PD proposals to the NEAP-R3, the SDOs, thru its REC, shall conduct preliminary evaluation of the PD proposals to ensure greater chances of recognition grant. Each SDO shall then form its own REC whose compositions shall be determined by the respective SDO.
4. PD proposals shall be organized using the enhanced Recognition Application Form R.1 in the following outline which shall contain information about the applicant and the following:
  - 4.1 Profile of the PD program or course, to include:
    - 4.1.1 Title of the PD program or course;
    - 4.1.2 Rationale;
    - 4.1.3 Program or course description;
    - 4.1.4 Professional development priorities;
    - 4.1.5 Professional standards covered: PPST, PPSSH or PPSS domain[s], strand[s], indicator[s];
    - 4.1.6 Target participant profile: Career stage, Grade level, Learning area;
    - 4.1.7 Number of hours: face-to-face instruction or online learning, and classroom application (if applicable);
    - 4.1.8 List of resource persons or learning facilitators (attach the prescribed Curriculum Vitae Form of primary, secondary, or alternate resource persons);
    - 4.1.9 Modality: Formal Learning, possibly with Job-Embedded Learning (JEL), Learning Action Cell (LAC), relationship and discussion-based learning, others;



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- 4.1.10 Delivery Platform: online, face-to-face and blended delivery;
  - 4.1.11 Indicative date of implementation;
  - 4.1.12 Professional Regulation Commission (PRC) Program Accreditation No. (if applicable).
- 4.2 PD program or course design
- 4.2.1 Objective(s) or outcome(s);
  - 4.2.2 Detailed program or course matrix/design;
  - 4.2.3 Modules and learning resources to be used (attach at least three samples of modules, worksheet, etc.);
  - 4.2.4 Assessment plan (attach at least three samples of assessment tools);
  - 4.2.5 PD program or course implementation plan;
- 4.3 PD program or course implementation plan
- 4.3.1 Schedule of activities (attach at least three samples of session guides);
  - 4.3.2 Budget requirements (attach the prescribed Budget Estimate Form);
  - 4.3.3 Funding source;
  - 4.3.4 Monitoring and evaluation (attach the prescribed Monitoring and Evaluation Plan).
5. Application is made through an online PD Information System (PDIS) portal or submission of an accomplished Recognition Application Form R.1 and required program documentation to the NEAP-R3 electronic mail address: <neap.ro3@deped.gov.ph>.
6. Applications for Recognition are reviewed by the Secretariat (composed of the NEAP-R3 Specialists) for completeness. Incomplete applications shall be returned to the applicants within five (5) working days from the date of receipt. Complete applications are compiled and forwarded to the REC within five (5) working days from the date of receipt.
7. Using enhanced Form R.2 or the prescribed Recognition Evaluation Tool officially issued by the NEAP, the REC Chair and members shall individually evaluate the PD proposals submitted by the SDOs or by the FDOs thru the NEAP-R3 Communications Team within ten (10) working days from the date of receipt. The REC Chair and Members shall convene for the deliberation and consolidation of



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findings using Form R.4 or the prescribed Recognition Recommendation officially issued by the NEAP. The REC shall be composed of the following –

**Chair:** Human Resources Development Division Education Program Supervisor (assigned by the HRDD Chief)

**Members:**

- Program Design Expert (to be determined by the Chair);
- Content Expert (to be determined by the Chair);
- NEAP-R3 Specialist (ex officio member to provide technical assistance in case of virtual evaluation).

8. To preserve the objectivity and integrity of the evaluation process as well as to avoid conflict of interests, no program or course manager shall be assigned as Chair or Member of the REC of the PD program being evaluated.
9. PD proposals shall be evaluated based on the following criteria:
  - 9.1 Alignment with the NEAP PD Priorities;
  - 9.2 Mapping to the PPST, the PPSSH, or PPSS;
  - 9.3 Articulation of objectives or outcomes;
  - 9.4 Alignment of the objectives or Intended Learning Outcomes (ILOs), Content and, if applicable, Assessment with the professional standards for teachers or school leaders;
  - 9.5 Soundness of methodology;
  - 9.6 Mechanisms to determine whether the objectives/ ILOs have been met;
  - 9.7 Strength of research base;
  - 9.8 Use of principles of adult learning;
  - 9.9 Use of recognized best practice;
  - 9.10 Intended classroom-level application and innovation;
  - 9.11 Credentials or expertise of resource person[s] and learning facilitator[s];
  - 9.12 Budget and costing.
10. The REC Chair shall collect and submit the signed Form R.2 to the NEAP-R3 after evaluation for records and filing purposes.
11. When the REC finds it necessary to revise the evaluated PD proposal (whether total or partial revision), Form R.1 shall be sent back to the DSP together with Form R.4 for the proponent to address deficiencies and incorporate recommendations.



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12. Once a PD proposal passed the evaluation, the REC shall submit Recognition Endorsement using the prescribed Form R.3 to the Recognition Approval Committee (RAC); attached thereto is Form R.4.
13. Using the prescribed Recognition Approval Form R.5 and its enclosure, the RAC shall validate the findings of the REC. It shall approve or disapprove the PD proposals endorsed or recommended by the REC for Recognition within ten (10) working days from the date of receipt. The RAC shall be composed of the following –

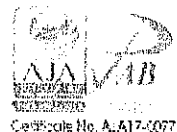
**Chair:** Regional Director

**Members:**

- Assistant Regional Director;
  - Chief, Human Resources Development Division;
  - NEAP-R3 Specialist (ex officio member to provide technical assistance in case of virtual conference).
14. SDO applicants shall be informed of the decision by the RAC thru the NEAP-R3 Communications Team. Applicants whose proposals have been conclusively disapproved after second re-submission shall be notified formally through a letter indicating feedback on the reasons for disapproval. The decision shall be final and not appealable.
  15. Only two re-submissions or three submissions (submission, 1<sup>st</sup> re-submission, 2<sup>nd</sup> resubmission) of disapproved PD proposal containing the same subject matter shall be entertained within the period of call for submission of PD proposals. The re-submissions serve as the opportunity for the proponent to modify and address the deficiencies of the PD proposal as recommended.
  16. Conclusively disapproved PD proposal within the period of call for submission may be submitted in another period of call. Such submission shall be treated as first submission and not re-submission.
  17. Notice to the applicants –
    - 17.1 The NEAP-R3 Communications Team shall notify the SDO applicants of Recognition outcomes within forty (40) working days from the date of receipt of the PD proposal by the NEAP-R3. After the lapse of forty (40) working days without notice



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issued by the NEAP-R3 to the applicant due to unforeseen cause whatsoever, the applicant may be allowed to conduct or deliver the PD program despite delay in the evaluation result. Recognition, even if granted later, shall retroact to the date when the PD program or course has been implemented or delivered and such PD program or course is deemed recognized.

- 17.2** The NEAP-R3 Communications Team shall notify the FDO applicants of the initial evaluation outcomes within twenty (20) working days from the date of receipt of the PD proposal by the NEAP-R3 [R.A. No. 11032, s. 2018 – Anti-Red Tape Act of 2007].
- 18.** For Recognized PD programs and courses that will be implemented by the SDOs or FDOs for which there is budget allocation from the HRD Funds, a Certification of Fund Allocation under the HRD Fund shall be issued along with the Recognition Certificate. The Certification of Fund Allocation shall be enclosed by the DSP in the payment of their financial obligations such as board and lodging, incurred travel expenses and others.
- 19.** All Recognized PD programs and courses shall be issued a Letter of Notice of Recognition by the Region through the NEAP-R3. Thereto attached is the prescribed Recognition Certificate with a unique Recognition Number to serve as the Recognition Stamp. The Recognized PD programs or courses shall be posted on the NEAP-R3 website for wider dissemination.
- 20.** All Recognized PD programs and courses shall have validity co-terminus with the end of the three-year PD development priorities. Within six (6) months from the end of the current three-year PD Priorities, the RO3 shall announce a new three-year PD Priorities. The Regional Director, upon recommendation by the same REC that evaluated the PD proposal, may automatically approve renewal of the application of the current PD programs or courses that remain consistent with and responsive to the current three-year PD Priorities. A call for PD proposals shall be issued under the current three-year PD Priorities.
- 21.** The NEAP-R3, following the guidelines prescribed by the NEAP shall assign appropriate PD credit to a Recognized PD program or course implemented or delivered by the SDOs. Computation of PD credit shall be laid down in separate Implementation Guidelines.



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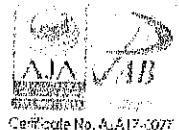


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22. SDOs shall submit to the NEAP-R3 a completion report using the prescribed Program Completion Report Form R.6 officially issued by the NEAP at the end of every course or within five (5) working days thereafter with relevant data of the implemented PD program or course.
23. A Certificate of Completion shall be awarded to a teacher or school leader who has successfully completed and obtained a passing mark in a full PD program or course indicating the corresponding PD credit for the program or course. Each Certificate shall indicate the title of the program, date and venue of the training, number of hours, the specific domains and strands, and the total PD credit units earned by the public school teacher or school leader for the program or course.
24. A Certificate of Participation shall also be awarded to participants in specific training activities within a full program or course. Each Certificate shall indicate the title of the program, date and venue of the training, number of hours, the specific domains and strands, and the total PD credit units earned by the public school teacher or school leader for the program or course.
25. Any of the following shall constitute grounds or causes for Suspension, Cancellation, or Non-Renewal of Program/Course Recognition –
  - 25.1 Non-compliance with any of the prescribed requirements;
  - 25.2 Substantial deviations from the approved program[s] or course[s];
  - 25.3 Charging of unreasonable fees and/or adding any other substantial fees not approved by the NEAP;
  - 25.4 Misrepresentation, such as but not limited to, submission of false completion reports, issuance of false statement[s] including qualification[s] as a DSP;
  - 25.5 Other analogous violations (to be determined by the NEAP-R3 Revocation Committee).
26. Procedure for revocation, suspension, or non-renewal of Recognition grant shall be laid down in separate Implementation Guidelines.
27. Forms and other relevant documents on Recognition may be accessed online through the DepEd website and/or the NEAP portal and they may be accomplished and submitted in PDF file format with affixed electronic or digital signature.



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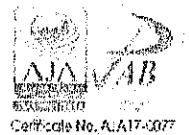


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28. Initials of the program proponent shall appear on the frontal right marginal side of every page of the Forms. Unsigned submitted Forms are deemed not submitted and shall be treated as not official documents.

**V. Monitoring and Evaluation**

1. The NEAP-R3 shall annually submit the updated list of NEAP Recognized PD programs or courses to the Regional Office. The NEAP-R3 shall conduct monitoring and evaluation (M&E) activities that will gather and validate data indicated in the M&E Framework in coordination with relevant offices and stakeholders.
2. These Implementation Guidelines shall be monitored and evaluated in accordance with the following results indicators:
  - 2.1 Initial Output: Number of submitted PD programs by the SDOs and FDOs to the NEAP-R3 for evaluation and NEAP Recognition;
  - 2.2 Final Output: Number of Recognized PD programs offered by the SDOs and FDOs.

**References:**

DepEd Order No. 001, s. 2020  
DepEd Order No. 020, s. 2020  
DepEd Order No. 050, s. 2020  
DepEd Order No. 024, s. 2020  
DepEd Order No. 025, s. 2020  
DepEd Order No. 082, s. 2020  
DepEd Order No. 042, s. 2017  
RA No. 7784, s. 1993, Section 2(a)  
RA No. 11032, s. 2018

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