



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

January 22, 2025

**DIVISION MEMORANDUM**

No. 055, s. 2025

**2025 LEARNING AND DEVELOPMENT DESIGN: GUIDELINES FOR NEAP QUALITY ASSURANCE, PRC ACCREDITATION, AND SUBMISSION OF APPLICATION PROJECTS**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Elementary and Secondary School Principals  
All Others Concerned

1. In line with the Department of Education's (DepEd) commitment to enhancing the professional development of educators, this memorandum outlines the guidelines for the implementation of the 2025 Learning and Development Framework, focusing on NEAP Quality Assurance, PRC Accreditation, and the Submission of Application Projects.

**2. NEAP Quality Assurance**

All professional development programs (PDPs) must meet the standards set by the National Educators Academy of the Philippines (NEAP). Supervisors are required to submit their PDPs for NEAP recognition, along with the following documents at least two months prior to the start of the program:

- i. Program Design: A detailed outline with content, objectives, and methodologies.
  - ii. Monitoring & Evaluation (M&E) Plan: A framework to assess the program's effectiveness.
  - iii. Assessment Tools: Pre- and post-assessment instruments to measure participant learning.
  - iv. Workplace Application Plan: A strategy for applying the learned concepts.
  - v. Budget Matrix: A detailed financial plan for the program.
  - vi. CVs of Resource Persons: Qualifications and experience of facilitators.
  - vii. End-of-Day Evaluation Tools: Instruments for daily participant feedback.
  - viii. List of Participants: Names and positions of attendees.
3. The required documents, available at [tinyurl.com/DM44Enclosures](https://tinyurl.com/DM44Enclosures), must be submitted to the Human Resource Development (HRD) Section of the Division Office through the PRC-CPD Provider/SEPS-HRD for evaluation.

**4. PRC Accreditation**

While PRC accreditation for Continuing Professional Development (CPD) points is optional, it is highly recommended to ensure compliance with CPD requirements for teacher license renewal. If seeking accreditation, submit the following documents at least two months before the program starts:

- i. CPDD-02 Form: The application form for accreditation.
- ii. Program Design: Along with the M&E plan, assessment tools, and other required documents.
- iii. Certificate of Quality Assurance: Issued by the NEAP Quality Assurance Division upon program approval.
- iv. Resource Person Credentials: Resumes and valid PRC IDs.



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- v. Participant Certificates (CPDD-14): For all attendees.
5. For submission to PRC via the online platform, use the templates available at <https://tinyurl.com/R3CPDTemplates>. The CPD Provider of this division is responsible for uploading these documents.
- 6. In-Service Training (INSET) & Learning Action Cells (LACs)**  
The Learning Action Cell (LAC) is a required, school-based, collaborative professional development strategy. Schools must:
- Develop a 5-Month LAC Plan: Include topics, schedules, and objectives.
  - Seek Quality Assurance: Submit the LAC Plan for Quality Assurance to the division at least two months prior to implementation.
  - Submit LAC Plan: Along with the 3-day Professional Development (PD) program design and necessary documents via the online platform <https://forms.office.com/r/wVu8b5AELW> on or before **February 15, 2025**.
  - Conduct Regular Sessions: Align sessions with the K to 12 curriculum.
  - Document Outcomes: Keep records of sessions, attendance, and feedback.
7. For INSET, a 3-day PD program design is required, which can be implemented either school-based or district-wide. The templates for **LAC** and **INSET** can be accessed at <https://tinyurl.com/INSETLACTemplates>.
- 8. Application Projects of Education and Learning & Development**  
Application projects are essential for promoting effective teaching strategies and fostering continuous professional growth. Schools should prioritize the following areas, based on the **Learning and Development Needs** identified through assessments and the **Individual Development Plans (IDPs)** of the educators:
- Innovative Teaching Strategies: Proposals for new methodologies, tools, and approaches.
  - Integration of Technology: Projects incorporating digital tools to enhance learning.
  - Inclusive Education: Initiatives supporting diverse learners, including those with special needs.
  - Collaboration and Peer Learning: Encouraging collaboration among teachers through joint projects and peer learning strategies.
  - Capacity Building: Projects aimed at enhancing educators' skills to meet current challenges in the education sector.
9. Submission Process for Application Projects
- i. Prepare the Application Project:**
- *For Education:*  
Submit the Action Plan, which provides a detailed description of how the L&D intervention will be applied in the workplace, along with a Transcript of Records. The transcript must be either from a **completed course** or dated at least **one year ago**, or from **two recent enrollments**.
  - *For Learning & Development:*  
Submit a Training Passport, which includes the Individual Development Plan (IDP), along with a Certificate of Training confirming participation in relevant learning and development activities conducted **within the last three months**, and an Action Plan outlining the application and expected outcomes of the intervention.



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**ii. Submit Initial Application:**

- All documents must first be submitted online through the designated platform at <https://forms.office.com/r/iNFEd04iYE> to ensure the project's start date is properly recorded. Applicants must save their responses, as this will serve as a required document for submission at the final stage.

**iii. Proposal Evaluation:**

- After submitting online, division validators and/or the secretariat will provide feedback and suggestions via email. Incorporate the recommended refinements to finalize the proposal before implementation. Print the email response and forward it, along with the proposal, to your immediate supervisor (School Head or PSDS) for final evaluation using the rubric in **Enclosure No. 1.**

**iv. Implementation Process:**

- Once the proposal is approved, the project implementation will proceed according to the agreed timeline. The project must be implemented within the specified period.
- The minimum implementation period for the project is **at least three months**. This ensures sufficient time for the activities to be fully executed and for comprehensive evaluation.

**v. Completion Rating:**

- After completing the project within the set timeline, the final evaluation will be carried out. The completion of the project will be rated using a prescribed rubric for completion, which can be found in **Enclosure No. 2**, assessing the outcomes and overall effectiveness of the intervention.
- The evaluation process will be as follows:

**For Application Projects of Learning and Development (L&D):**

- **Teachers and Non-Teaching Personnel:** The School Heads will evaluate and sign the rubric for the project.
- **School Heads:** The Public Schools District Supervisor (PSDS) will evaluate and sign the rubric for their application projects.

**For Application Projects of Education:**

- The **Education Program Supervisor (EPS)** in charge of the subject will evaluate the proposal and rate the completion using the prescribed rubric.

**vi. Submit Final Documents:**

Once the rubrics are graded and all requirements are completed, submit the final documents in hard copy to the Division Office for certificate release. The final submission should include:

- Action Plan
- Certificate of Training
- Accomplishment Report
- Completed Rubrics
- MOVs/Other Supporting Documents
- Screenshot or printed copy of the proof of the initial online submission

**10. Action Plan Format**

For both Education and Learning & Development, the action plan should follow this format:

- Title:** Provide a concise and descriptive title for the project.
- Project Description:** Explain the core concepts or skills learned and how they will be applied in the workplace.





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- iii. **Rationale:** Justify why the learning intervention is important and how it aligns with organizational needs.
  - iv. **Objectives:** List clear, specific, and measurable objectives for the project.
  - v. **Action Plan:** Include the activities, timeline, responsible persons, and expected outcomes.
11. In addition to the MOV, the Accomplishment Report must include the following:
- i. **Title Page:** Proponent details, school/office name, division/region.
  - ii. **Results and Discussion:** A summary of the outcomes achieved, supported by documentation such as attendance sheets, learning materials used, and other evidence of implementation.
  - iii. **Recommendations:** Suggestions for improving educational practices or administrative processes.
  - iv. **Plan for Dissemination:** An explanation of how the results will be shared with stakeholders.
12. All Certificates of Utilization and Adoption, along with the necessary approvals, will be signed by the Schools Division Superintendent (SDS), who will have the final authority. Final validation may be conducted by the Assistant Schools Division Superintendents, Education Program Supervisors, and/or Senior Education Program Specialists.
13. Adherence to these guidelines is crucial for the continuous improvement of teaching and learning within our division. All concerned personnel and offices are directed to comply with the provisions of this memorandum.
14. For any inquiries, please contact the **CPD Focal Person** of this division at **marilene.ramos@deped.gov.ph**.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

mgr/sgod-hrds-memo  
014/01-21-2025



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**Enclosure No. 1 to Division Memorandum No. 55, s. 2025.**

**Action Plan Rubric For Education And Learning & Development Proposals**

Criteria	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)	Score
Title	Clear, concise, and fully descriptive of the project.	Clear but somewhat lacks specificity or detail.	Vague, lacks clarity or does not fully describe the project.	Unclear or missing.	/4
Project Description	Thorough explanation of core concepts/skills and clear link to workplace application.	Adequate explanation with some link to workplace application.	Basic description with weak connection to workplace application.	Unclear or missing description of concepts and workplace application.	/4
Rationale	Strong justification for the intervention, clearly aligning with organizational needs.	Clear justification, but slightly unclear link to organizational needs.	Basic justification with weak or unclear link to organizational needs.	Missing or weak justification for the intervention.	/4
Objectives	Objectives are clear, specific, measurable, and fully aligned with the project's goals.	Objectives are clear but may lack full specificity or measurability.	Objectives are somewhat unclear or not fully measurable.	Objectives are vague, unclear, or not measurable.	/4
Action Plan	Detailed activities, timeline, responsible persons, and expected outcomes are clearly outlined.	Good detail with minor gaps in activities or outcomes.	Basic outline of activities and outcomes, missing some details.	Vague or incomplete activities, timeline, and expected outcomes.	/4

Total Score: \_\_\_\_ / 20

Scoring Guide:

- 16-20: Excellent proposal, ready for implementation.
- 11-15: Good proposal, may require minor revisions.
- 6-10: Satisfactory proposal, requires significant revisions.
- 1-5: Needs improvement, major revisions required before approval.



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**Enclosure No. 2 to Division Memorandum No. 55, s. 2025.**

**Accomplishment Report Rubric**

Criteria	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)	Score
Title Page	Complete, clear, and accurate proponent details, school/office name, division, and region.	Includes most details, but minor errors or missing information.	Some missing details, lacks clarity or completeness.	Missing or unclear information about the proponent or school details.	/4
Results and Discussion	Comprehensive summary of outcomes, supported by strong documentation (attendance, learning materials, etc.).	Good summary, some documentation provided, but minor gaps in evidence.	Basic summary with limited or unclear documentation of outcomes.	Incomplete or missing summary of outcomes, or insufficient evidence provided.	/4
Recommendations	Clear, actionable suggestions that are directly linked to improving practices or processes.	Good recommendations, but may lack full clarity or specificity.	Suggestions provided but not fully actionable or relevant.	Missing, vague, or irrelevant recommendations.	/4
Plan for Dissemination	Well-detailed plan for how results will be shared with stakeholders, including clear methods and timeline.	Clear plan, but with minor gaps in methods or timeline.	Basic plan, lacking detail on methods or timeline.	Unclear, missing, or incomplete dissemination plan.	/4

Total Score: \_\_\_\_ / 16

Scoring Guide:

- 13-16: Excellent report, well-documented and clear.
- 9-12: Good report, with minor areas for improvement.
- 5-8: Satisfactory report, requires significant revisions.
- 1-4: Needs improvement, major revisions required before submission.