



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

August 24, 2026

DIVISION MEMORANDUM

No. 378 s. 2026

UPDATED IMPLEMENTING GUIDELINES ON APPLICATION PROJECTS FOR EDUCATION (AOE) AND LEARNING & DEVELOPMENT (L&D) AS PER RM 238, S. 2026 AND DO 07, S. 2023 AND UPDATED GUIDELINES ON INSET & LAC PLANS, AND NEAP QUALITY ASSURANCE AND PRC ACCREDITATION OF PROFESSIONAL DEVELOPMENT PROGRAMS

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Unit Heads of the Functional Divisions
Education Program Supervisors
All Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. In line with the Department of Education's (DepEd) commitment to enhancing the professional growth of educators and promoting quality-assured professional development interventions, this Division issues the **Updated Implementing Guidelines on Application Projects for Education (AOE) and Learning & Development (L&D) as per Regional Memorandum No. 238, s. 2026 and DepEd Order No. 007, s. 2023 and the Updated Guidelines on INSET & LAC Plans, and NEAP Quality Assurance and PRC Accreditation of Professional Development Programs.**
2. These guidelines aim to establish a standardized and transparent process that aligns all capacity-building and professional development programs with the standards of the National Educators Academy of the Philippines (NEAP), the Professional Regulation Commission (PRC), and the Division Human Resource Development (HRD) Section.
3. This memorandum shall apply to:
 - a. All public elementary and secondary schools within the Schools Division of Bulacan;
 - b. All school heads, teaching, and non-teaching personnel; and
 - c. All proponents of AP for Education (AOE) and Learning and Development (L&D)
4. All schools and personnel are to comply with these updated guidelines to ensure that all application projects and professional development initiatives are standards-based, outcomes-oriented, and quality-assured in accordance with NEAP and PRC regulations.
5. For further clarification and assistance on Application Projects and NEAP & PRC accreditations, you may coordinate with Mr. Cristian Paul M. De Guzman, MAEd, Senior Education Program Specialist, SGOD-HRD, and the Division CPD Focal Person at bulacan.sgodhrd@deped.gov.ph





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6. For updates on HRD updates, join SDO Bulacan HRD's official Facebook Group, "sHRD BULACAN," through this link:
<https://www.facebook.com/share/g/1d95DsBM2Z/>
7. This Memorandum shall take effect immediately upon issuance. All previous inconsistent issuances are deemed superseded.
8. Immediate dissemination of and compliance with this Memorandum is directed.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent



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**GENERAL GUIDELINES IN CONDUCTING APPLICATION PROJECT FOR EDUCATION
(AOE) AND LEARNING AND DEVELOPMENT (L&D)**

Rationale

In accordance with Section 2(2) of Article IX (B) of the 1987 Philippine Constitution, appointments in the Civil Service must be based on merit and fitness. Similarly, Section 2, Subtitle A, Title I, Book V of Executive Order (EO) No. 292, the Administrative Code of 1987, mandates that government employment be open to all qualified citizens, with a focus on attracting the best candidates. Selections should be made based on an individual's ability to effectively fulfill the duties and responsibilities of their position. To uphold these constitutional principles, the Department of Education (DepEd) introduced the 2023 Merit and Selection Plan through DepEd Orders No. 19, s. 2022 and No. 7, s. 2023. These policies govern the selection, hiring, appointment, and promotion of personnel in teaching, school administration, teaching-related, and non-teaching positions at all levels of governance. The plan is grounded in values of merit, competence, accountability, transparency, and equal opportunity in recruitment and placement, ensuring that qualified individuals—regardless of personal characteristics or affiliations—have a fair chance to serve in higher capacities.

Additionally, Civil Service Commission Memorandum Circular (CSC MC) No. 14, s. 2018, provides guidelines for competency-based recruitment, selection, and placement in government agencies. This circular reinforces the principles of meritocracy and accountability. In support of these efforts, the PRIME-HRM (Program to Institutionalize Meritocracy and Excellence in Human Resource Management), as outlined in CSC MC No. 3, s. 2012, aims to elevate HR practices across government agencies, ensuring recruitment and selection processes adhere to competency-based standards that reflect the highest levels of merit and fitness.

The DepEd Orders emphasize two specific criteria for evaluating applicants, particularly for Teachers, School Administrators, Teaching-Related, and Non-Teaching positions: Application of Education and Application of Learning and Development. As outlined in DepEd Order No. 030, s. 2021, a range of Learning Delivery Modalities (LDMs) may be utilized to design and implement Learning and Development (L&D) interventions. These modalities—whether face-to-face, online, or blended—ensure that learning experiences are flexible, inclusive, and aligned with applicants' career progression, enabling them to contribute effectively to the organization's goals.

Application Projects are integral components of the Division's continuing professional development framework. They serve as tangible demonstrations of how educators and personnel apply the competencies and knowledge they gained through formal learning engagements or academic advancement. These projects promote advancement, strengthen instructional practices, and contribute to the overall improvement of educational delivery within the Schools Division of Bulacan.

General Guidelines

- Both types of Application Projects must be implemented for at least three (3) months to ensure adequate time for execution, monitoring, and evaluation.



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- Proponents must avoid duplicating existing programs or activities and must clearly articulate the **distinct and unique process** or **innovative project, output, or added value** their projects bring.
- Proposals must include a **comprehensive action plan/proposal**, with activities, timelines, roles, and measurable outcomes.
- Clear documentation of results, including participants' outputs and reflections, must be attached to the **Accomplishment Report** upon completion.
- Proponents should prioritize the following areas, based on the **Learning and Development Needs** identified through assessments and the **Individual Development Plans (IDPs)** of the educators:
 - i. *Innovative Teaching Strategies*: Proposals for new methodologies, tools, and approaches.
 - ii. *Integration of Technology*: Projects incorporating digital tools to enhance learning.
 - iii. *Inclusive Education*: Initiatives supporting diverse learners, including those with special needs.
 - iv. *Collaboration and Peer Learning*: Encouraging collaboration among teachers through joint projects and peer learning strategies.
 - v. *Capacity Building*: Projects aimed at enhancing educators' skills to meet current challenges in the education sector. However, this alone is not enough to constitute an Application Project.
- The following are the activities that can be utilized in conducting Application Projects:
 - i. *Blended Learning*: A combination of traditional face-to-face instruction and online learning which often includes theoretical coursework, portfolio development, and practicum components delivered through both in-person and digital platforms.
 - ii. *Self-Paced Learning*: Participants can engage with course materials at their own pace; materials are provided as downloadable self-learning modules, allowing flexibility for educators to study according to their schedules.
 - iii. *Collaborative Learning Action Cells (LACs)*: Facilitated groups where educators can share experiences and strategies. These sessions can be conducted online or in person, depending on the context.
 - iv. *Coaching and Mentoring Support Structure*: Coaches are assigned to assist educators in navigating their learning journeys and developing their portfolios; provide personalized guidance that enhances the effectiveness of the learning experience.



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- v. *Digital Learning Tools - Use of Technology*: Incorporation of various digital tools such as video tutorials, planning tools, and online forums to facilitate learning regardless of their location or access to traditional educational settings.
 - vi. *Experiential Learning – Practicum Components*: Opportunities for hands-on experience where educators can apply what they have learned in real-world contexts; continuous feedback is provided to help educators refine their skills and approaches.
 - vii. *Formal Training Sessions - Structured Programs*: These may include workshops, seminars, and formal courses that focus on specific competencies aligned with NEAP standards. However, innovative or unique processes or outputs shall be implemented afterwards.
- Activities **that merely form part of the proponent's regular or routine duties and responsibilities shall not be considered as eligible Application Projects**. The proposed project must introduce a new or enhanced process, innovation, or intervention that extends beyond the scope of ordinary work functions.
 - In the event that the proponent is reassigned, transferred, or permanently assigned to another school or office prior to the completion of the approved Application Project, the continuity of the project shall be determined based on its relevance to the needs and context of the receiving station based on the following conditions:
 - i. *If the approved Application Project remains relevant and responsive to the identified needs of the new school or office*, the proponent may continue using the previously approved project proposal without the need for resubmission or reapproval. However, the implementation shall commence anew in the receiving station, and all implementation data, evidence, monitoring results, and evaluation findings shall be generated from the new implementation. Previous implementation data from the former station shall not be used as evidence for the completion of the project.
 - ii. *If the approved Application Project is no longer relevant or responsive to the needs and priorities of the new school or office*, the proponent shall develop and submit a new Application Project proposal for evaluation and approval in accordance with the prescribed guidelines prior to implementation.

Schools Division Committee on Application of Education and Learning and Development (SCAELD)

- At every governance level, a committee focused on the Application of Education and Learning and Development shall be formed to offer guidance on application projects. These committees will lead the process of accepting and assessing project proposals.
- The Schools Division Committee on Application of Education and Learning and Development (SCAELD) shall manage application projects at the division level. The SCAELD has the following roles and responsibilities:



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- i. Provide directions on application projects to address priority improvement areas in the Schools Division.
 - ii. Evaluate and approve action plans/proposals and accomplishment reports in the Schools Division.
 - iii. Provide technical assistance to proponent/s on the conduct of their action plans/proposals.
 - iv. Forge partnerships with academic institutions, government agencies, and other offices/organizations on action plans/proposals and accomplishment reports.
 - v. Resolve emerging issues in the management and conduct of action plans/proposals and accomplishment reports.
 - vi. Consolidate reports of action plans/proposals and accomplishment reports in the Schools Division.
 - vii. Provide feedback to the Schools Division Executive Committee on approved action plans/proposals and accomplishment reports.
- The **SCAELD** shall be composed of the following:

Chairpersons:

Elementary: Assistant Schools Division Superintendent
Secondary: Assistant Schools Division Superintendent

Co-Chairpersons: Chief Education Supervisor, SGOD
Chief Education Supervisor, CID

Adviser: Schools Division Superintendent

Members:

- Education Program Supervisor, SGOD
- SEPS, HRDS
- SEPS, Planning and Research
- Administrative Officer V (Admin Services)
- CID Representative/s based on the requirements of the evaluation
- A representative from the Finance Unit
- *By invitation:* Focal person of concerned division/learning area/section/program

Secretariat: EPS II, SGOD – HRDS
EPS II, SGOD – SMME



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- To ensure the smooth evaluation and approval of application project proposals, committee members can designate permanent alternates to attend meetings on their behalf if they are unable to participate.
- The **SCAELD Secretariat** shall perform the following roles and responsibilities:
 - i. Organize, facilitate, and document meetings of the committee.
 - ii. Conduct initial screening of submitted application project proposals for compliance with submission guidelines.
 - iii. Aid committee members in recommending application project proposals for approval based on the criteria and scoring template provided.
 - iv. Coordinate with academic institutions and other agencies in the conduct of the application projects.
 - v. Provide technical assistance to proponent/s on the conduct of their application projects.
 - vi. Conduct periodic monitoring of application projects in the schools division, schools, and community learning centers.
 - vii. Review and evaluate the completed application project reports.
 - viii. Prepare periodic reports on accomplishments related to division application projects.
 - ix. Prepare complete staff work in support of the committee's functions as needed.

Loss of Issued Certificate

- Only **one (1) original certificate** shall be issued for each approved Application Project. In the event that a Certificate of Utilization, Certificate of Adoption, or Approval Sheet issued pursuant to these Guidelines is lost, destroyed, or rendered unusable, the Schools Division Office shall not issue a duplicate or replacement copy of the original certificate in order to preserve the integrity, authenticity, and uniqueness of official records and to prevent the existence of multiple originals for the same issuance as a matter of records management and document control.
- Consequently, the proponent shall submit a **notarized Affidavit of Loss**, together with a **Letter of Justification** addressed to the Schools Division Superintendent, explaining the circumstances surrounding the loss or destruction of the certificate and the purpose for requesting documentary confirmation of its issuance.
- Upon verification of the official records, the Division Office may issue a **Certification** attesting that the proponent had previously been issued the corresponding certificate. Such Certification shall serve as the official record of the prior issuance and shall not be construed as a replacement or duplicate of the original certificate.



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**IMPLEMENTING GUIDELINES IN CONDUCTING
APPLICATION PROJECT FOR EDUCATION (AOE)**

An **Application on Education Project (AOE)** is anchored on the proponent's formal academic learning from his or her post-graduate studies. This type of project demonstrates how theoretical and research-based knowledge gained through higher education can be translated into practical initiatives that improve instruction, leadership, or school systems.

1. Eligibility and Basis of Proposal

- The project must be based on any subject or course the proponent has completed, is currently enrolled in, or has been enrolled in within the last two (2) semesters in a recognized post-graduate degree program.
- The proponent must either be:
 - a. A graduate of the post-graduate (Master's or Doctorate) program;
 - b. Currently enrolled (Master's or Doctorate); or
 - c. Previously enrolled (Master's or Doctorate) within the last two semesters.
- This ensures that the project is grounded in relevant, up-to-date, and authentic academic learning and reflects the proponent's ongoing engagement in professional advancement.
- To preserve the integrity and distinct purpose of the Application for Education Project (AOE), proponent who have not yet completed their postgraduate degree program shall not utilize any course, subject, thesis, dissertation, capstone, practicum, internship, or other academic requirement of their program as the basis for an Application Project. The Application Project shall be undertaken independently of any academic requirement and shall arise from a completed postgraduate degree course.
- Proponent who have not completed their postgraduate degree program, and is not anymore enrolled or have already discontinued their studies, be it recently or a long time ago, shall not use any course, subject, thesis, dissertation, capstone project, practicum, internship, or any other academic requirement of the unfinished degree program as the basis for the Application Project. This restriction recognizes that the academic components remain part of an incomplete degree program and, therefore, retain their academic purpose.
- Only upon the successful completion of the postgraduate degree program, or if the proponent is currently enrolled or have been enrolled within the last two semesters from the date of proposal submission may the proponent utilize the knowledge, competencies, or concepts acquired therefrom as the basis for an Application Project, provided that the project is independently developed, implemented, and evaluated as a workplace innovation and is not submitted in fulfillment of any academic requirement. Upon completion of the degree program, the academic obligation is deemed to have ended; hence, the acquired knowledge is applied as a workplace innovation rather than as an academic requirement.



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2. Rationale and Professional Significance

- This policy recognizes the importance of aligning higher learning with professional practice. By translating academic concepts, research methodologies, or theoretical frameworks into practical school-based projects, educators demonstrate research utilization, evidence-informed decision-making, and professional growth beyond compliance requirements.
- Moreover, it strengthens the bridge between higher education and field application, ensuring that post-graduate learning contributes meaningfully to the continuous improvement of the education sector.

SUBMISSION OF PROPOSAL FOR APPLICATION PROJECT FOR EDUCATION (AOE)

A. Prepare and Submit the Application Project Proposal:

- i. *Submit the Action Plan/Proposal*, which provides a detailed description of how the intervention will be applied in the workplace. Template can be accessed through this link: <https://tinyurl.com/BulacanApplicationProjects>
- ii. *Transcript of Records*. The transcript must be either from a completed course or dated at least one year ago, or from two recent enrollments highlighting the subject used as the basis for the project.

B. Submit through the Official Submission Link/Portal:

- i. All Application Project Proposals and documents stated in *letter A of the Submission Process* shall be consolidated in one PDF file and submitted online through the designated platform at <https://forms.office.com/r/Wyj76UAqpp>

C. Proposal Evaluation:

- i. After submitting online, the division evaluator and/or the secretariat will provide feedback and suggestions via email. Incorporate the recommended refinements to finalize the proposal before implementation.
- ii. Print the email response and forward it, along with the proposal, to your immediate supervisor (School Head or PSDS) for Action Plan / Proposal evaluation using the *Action Plan/Proposal Checklist*, which can be accessed together with all the rest of the templates through this link: <https://tinyurl.com/BulacanApplicationProjects>
- iii. The proponent, aside from receiving an email notice of approval or disapproval, will receive in hard copy an **Approval Sheet**, which will have to be attached later on during the submission of the Accomplishment Report once completed and validated.



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D. Signatories: Consistent with the department orders and in consideration of the context of the office/school, the following signatories shall be observed:

SIGNATORIES					
PROPONENT	REVIEWED	NOTED	EVALUATED	RECOMMENDING APPROVAL	APPROVED
School-Based Non-Teaching Personnel, Teacher I-VI, Master Teacher, Head Teacher, Assistant School Principal	School Head	- PSDS for administrative or leadership-related, or - Education Program Supervisor of the concerned subject for content and curriculum-related project	Senior Education Program Specialist, HRD	Assistant Schools Division Superintendent having jurisdiction over the school or office	Schools Division Superintendent
Division Proper Non-Teaching Personnel	Proponent's Unit Head	Administrative Officer V	Senior Education Program Specialist, HRD	Assistant Schools Division Superintendent having jurisdiction over the office	Schools Division Superintendent
School Head	PSDS for administrative or leadership-related, or Education Program Supervisor for content and curriculum-related	CID Chief for curriculum-related and SGOD Chief for governance and operations-related	Senior Education Program Specialist, HRD	Assistant Schools Division Superintendent having jurisdiction over the school or office	Schools Division Superintendent
PSDS	CID Chief for curriculum-related and SGOD Chief for governance and operations-related		Senior Education Program Specialist, HRD	Assistant Schools Division Superintendent having jurisdiction over the school or office	Schools Division Superintendent



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IMPLEMENTATION PROCESS FOR APPLICATION PROJECT FOR EDUCATION (AOE)

- A. Once the proposal is approved, the project implementation will proceed according to the approved timeline.
- B. 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.

FINAL EVALUATION AND VALIDATION PROCESS

- A. 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 and downloaded through this link: **<https://tinyurl.com/BulacanApplicationProjects>**
- B. The validator shall be:
 - *If the proponent is a Teacher, School-Based Non-Teaching Personnel, or a School Head:* The Education Program Supervisor (EPS) in charge of the subject if the AP is content or curriculum-related, or the PSDS if the AP is administrative or leadership and management-related, will validate the proposal and rate the completion using the prescribed rubric.
 - *If the proponent is a Division Proper Non-Teaching Personnel:* The Administrative Officer V will evaluate and sign the rubric for the project.
 - *If the proponent is a PSDS:* The CID Chief will evaluate and sign the rubric for their application projects.

ACCOMPLISHMENT REPORT SUBMISSION PROCESS:

- A. Once the rubrics are graded and all requirements are completed, submit the final documents in **hard copy** to the HRD Office for issuance of the certificate.
- A. The proponent shall submit the Terminal Accomplishment Report, together with all other required post-implementation documents, **within one (1) month following the completion and validation of the Application Project**. Failure to comply with the prescribed submission period may result in the deferment of the evaluation and processing of the Certificate of Utilization and other related certifications.
- B. The **Accomplishment Report** shall include:
 - i. Approval Sheet
 - ii. Transcript of Records
 - iii. Printed Copy of Email Notification of the Application Project Proposal Approval
 - iv. Application Project Proposal
 - v. Accomplishment Report
 - vi. Rubric for Accomplishment Report and Rubric for Proposal
 - vii. MOVs and Other Related Supporting Documents



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PROPOSAL FORMAT

- A. For both APs for Learning & Development and Education, 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.
 - Rationale:** Justify why the learning intervention is important and how it aligns with organizational needs. Cite the post-graduate subject used as the basis for proposing the Application Project. Cite relevant and supporting literature.
 - Objectives:** List clear, specific, and measurable objectives for the project.
 - Action Plan:** Include the activities, timeline, responsible persons, and expected outcomes.
 - Monitoring and Evaluation**
- B. For the Application Project Proposal Template, access this link:
<https://tinyurl.com/BulacanApplicationProjects>

ACCOMPLISHMENT REPORT FORMAT

- A. The Accomplishment Report must include the following:
- Title Page:** Proponent details, school/office name, division/region.
 - Abstract:** Provide a brief, concise summary of the project. It should give readers a quick overview of the project without requiring them to read the entire document. Highlight how the application of education contributed to addressing key challenges or improving educational outcomes in the office/school. Focus on measurable impact (outcomes) and interventions.
 - Results and Discussion:** A summary of the outcomes achieved, supported by documentation such as attendance sheets, learning materials used, and other evidence of implementation.
 - Recommendations:** Suggestions for improving educational practices or administrative processes.
 - Plan for Dissemination:** An explanation of how the results will be shared with stakeholders.
 - References:** Cite official DepEd policies, circulars, or memos that are relevant to the report. Use proper referencing for sources like DepEd Orders (DOs), memoranda, and external resources such as research articles that informed the interventions. Use APA 7th Edition citation format.



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B. For the Application Project Accomplishment Report Template, access this link:
<https://tinyurl.com/BulacanApplicationProjects>

C. Once the final documents have been thoroughly evaluated and found to be complete and compliant with all prescribed requirements, the **Certificate of Utilization** shall be signed and issued by the Schools Division Superintendent (SDS), who shall exercise final approving authority. Prior to its issuance, the submitted documents may undergo final validation, as deemed necessary, by the ASDSs, Education Program Supervisors (EPSs), and/or Senior Education Program Specialists (SEPSs) for HRD.



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**IMPLEMENTING GUIDELINES IN CONDUCTING
APPLICATION PROJECT FOR LEARNING AND DEVELOPMENT (L&D)**

An Application Project for Learning and Development (L&D) is a project that serves as the direct product of the proponent's learning from a seminar, training, or workshop that he or she attended. It operationalizes the principle that learning must lead to concrete, meaningful outcomes that benefit others within the educational community.

1. Eligibility and Basis of Proposal

- The training, seminar, or workshop that serves as the basis of the project must be district-wide, division-wide, regional, national, or international in scope.
- School-based activities are *not eligible* as a basis for an Application Project since these are already considered internal initiatives. District-level endorsement or up ensures that the proponent's learning is substantial, validated, and transferable to broader educational contexts.
- Only Learning and Development (L&D) interventions conducted under the NEAP-recognized framework shall be eligible for Application Project implementation. Non-NEAP-related interventions, whether conducted by public or private institutions, shall not be accepted as the basis for an Application Project.

2. Timeline for Proposal Submission

- The proposal must be submitted within six (6) months after the proponent's attendance in the relevant seminar, training, or workshop. This ensures the timely application of newly acquired knowledge and skills while maintaining the relevance and integrity of the learning intervention.

3. Content and Scope of Proposal

- The proposal should clearly show meaningful activities that directly benefit identified target beneficiaries. Activities must be planned and executed by the proponent, not merely coordinated or delegated.
- If the proposed activity is capacity-building in nature, Learning Action Cell (LAC) sessions alone are insufficient. While LACs are valuable for sharing knowledge, they primarily serve as "echo sessions." An Application Project requires an actual "*application*" wherein beneficiaries themselves engage in activities or produce outputs that demonstrate the practical use of what they learned from the proponent's intervention.
- An Echo Training alone shall not constitute an Application Project. The project must demonstrate the **development, implementation, or institutionalization of a unique workplace process, innovation, system, tool, framework, or other tangible project output** that addresses an identified organizational need and contributes to improved workplace performance.



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- The project must also be distinct from existing DepEd programs, projects, or institutional policies. Replicating existing activities will not qualify as an application project. The proponent must demonstrate how the project provides a **unique, innovative, or context-specific contribution** to teaching and learning.

4. Alignment with Career Stages

- Teachers I-VI shall only propose projects with **learners as the direct beneficiaries**. This aligns with their primary instructional function and ensures that their professional learning translates to improved student outcomes.
- Non-Teaching Personnel, Master Teachers, Head Teachers, and School Heads may design projects with teachers or personnel as beneficiaries, as their roles naturally include administrative, supervisory, mentoring, and capacity-building functions. Their projects should therefore aim to develop professional competencies, strengthen pedagogy, or enhance school systems that indirectly benefit learners through empowered teachers.

5. Role of the Proponent

- The proponent's role must be clearly defined in the project proposal. The project must highlight the proponent as the primary implementer, showcasing the transfer of learning gained from the attended training.
- If the project involves capacity building, the proponent cannot invite external speakers or facilitators. The purpose of the Application Project is to demonstrate the proponent's ability to translate and cascade his or her learning to others. Having other speakers would undermine the project's intent, as it would shift the focus from the application of the proponent's own learning to that of others.
- While it is recognized that learners may later benefit indirectly, the identified beneficiaries in the proposal must be direct recipients of the proponent's applied learning.

SUBMISSION OF PROPOSAL FOR APPLICATION PROJECT FOR LEARNING & DEVELOPMENT (L&D)

A. Prepare and Submit the Application Project Proposal:

- i. Application Project Proposal outlining the application and expected outcomes of the intervention. Template can be accessed through this link: **<https://tinyurl.com/BulacanApplicationProjects>**
- ii. Certificate of Participation confirming attendance in relevant learning and development activities conducted within the last six (6) months.



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B. Submit through the Official Submission Link/Portal:

- i. All Application Project proposals and documents stated in *letter A of the Submission Process* shall be consolidated in one PDF file and submitted online through the designated platform at **<https://forms.office.com/r/Wyj76UAqpP>** to ensure the project's start date is properly recorded.

C. Proposal Evaluation:

- i. After submitting online, the division evaluator and/or the secretariat will provide feedback and suggestions via email. Incorporate the recommended refinements to finalize the proposal before implementation.
- ii. Print the email response and forward it, along with the proposal, to your immediate supervisor (School Head or PSDS) for Action Plan / Proposal evaluation using the *Action Plan/Proposal Checklist*, which can be accessed together with all the rest of the templates through this link: **<https://tinyurl.com/BulacanApplicationProjects>**
- iii. The proponent, aside from receiving an email notice of approval or disapproval, will receive in hard copy an **Approval Sheet**, which will have to be attached later on during the submission of the Accomplishment Report once completed and validated.

- D. Signatories:** Consistent with the department orders and in consideration of the context of the office/school, the following signatories shall be observed:

SIGNATORIES					
PROPONENT	REVIEWED	NOTED	EVALUATED	RECOMMENDING APPROVAL	APPROVED
School-Based Non-Teaching Personnel, Teacher I-VI, Master Teacher, Head Teacher, Assistant School Principal	School Head	Concerned PSDS	Senior Education Program Specialist, HRD	Assistant Schools Division Superintendent having jurisdiction over the school or office	Schools Division Superintendent
Division Proper Non-Teaching Personnel	Proponent's Unit Head	Administrative Officer V	Senior Education Program Specialist, HRD	Assistant Schools Division Superintendent having jurisdiction over the school or office	Schools Division Superintendent



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School Head	Concerned PSDS	CID Chief for curriculum-related and SGOD Chief for governance and operations-related	Senior Education Program Specialist, HRD	Assistant Schools Division Superintendent having jurisdiction over the school or office	Schools Division Superintendent
PSDS	CID Chief for curriculum-related and SGOD Chief for governance and operations-related		Senior Education Program Specialist, HRD	Assistant Schools Division Superintendent having jurisdiction over the school or office	Schools Division Superintendent

IMPLEMENTATION PROCESS FOR APPLICATION PROJECT FOR LEARNING & DEVELOPMENT (L&D)

- A. Once the proposal is approved, the project implementation will proceed according to the approved timeline.
- B. 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.

FINAL EVALUATION AND VALIDATION PROCESS

- A. 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 and downloaded through this link: **<https://tinyurl.com/BulacanApplicationProjects>**
- B. The validator shall be:
 - *If the proponent is a Teacher or School-Based Non-Teaching Personnel:* The School Head will evaluate and sign the rubric for the project.
 - *If the proponent is a Division Proper Non-Teaching Personnel:* The Administrative Officer V will evaluate and sign the rubric for the project.
 - *If the proponent is a School Head:* The Public Schools District Supervisor (PSDS) will evaluate and sign the rubric for their application projects.
 - *If the proponent is a PSDS:* The CID Chief will evaluate and sign the rubric for their application projects.



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ACCOMPLISHMENT REPORT SUBMISSION PROCESS:

- B. Once the rubrics are graded and all requirements are completed, submit the final documents in **hard copy** to the HRD Office for issuance of the certificate.
- C. The proponent shall submit the Terminal Accomplishment Report, together with all other required post-implementation documents, **within one (1) month following the completion and validation of the Application Project**. Failure to comply with the prescribed submission period may result in the deferment of the evaluation and processing of the Certificate of Utilization and other related certifications.
- D. The **Accomplishment Report** shall include:
- Approval Letter
 - Certificate of Participation from Attended L&D
 - Printed Copy of Email Notification of the Application Project Proposal Approval
 - Application Project Proposal
 - Accomplishment Report
 - Rubric for Accomplishment Report and Rubric for Proposal
 - MOVs and Other Related Supporting Documents

PROPOSAL FORMAT

- A. For both APs for Learning & Development and Education, the proposal/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. Highlight how these learnings will be applied to the current roles or responsibilities of the proponent. Make sure to connect the L&D/training content to the specific work environment and the Individual Development Plan of the proponent.)
 - Rationale:** Justify why the learning intervention is important and how it aligns with organizational needs. Cite the L&D program used as the basis for proposing the Application Project. Cite relevant and supporting literature.
 - Objectives:** List clear, specific, and measurable objectives for the project.
 - Action Plan:** Include the activities, timeline, responsible persons, and expected outcomes.
 - Monitoring and Evaluation**



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- B. For the Application Project Proposal Template, access this link:
<https://tinyurl.com/BulacanApplicationProjects>

ACCOMPLISHMENT REPORT FORMAT

- A. The Accomplishment Report must include the following:

- i. **Title Page:** Proponent details, school/office name, division/region.
- ii. **Abstract:** Provide a brief, concise summary of the project. It should give readers a quick overview of the project without requiring them to read the entire document.
- iii. **Results and Discussion:** A summary of the outcomes achieved, supported by documentation such as attendance sheets, learning materials used, and other evidence of implementation.
- iv. **Recommendations:** Suggestions for improving educational practices or administrative processes.
- v. **Plan for Dissemination:** An explanation of how the results will be shared with stakeholders.
- vi. **References:** Cite official DepEd policies, circulars, or memos that are relevant to the report. Use proper referencing for sources like DepEd Orders (DOs), memoranda, and external resources such as research articles that informed the interventions. Use APA 7th Edition citation format.

- B. For the Application Project Accomplishment Report Template, access this link:
<https://tinyurl.com/BulacanApplicationProjects>

C. Once the final documents have been thoroughly evaluated and found to be complete and compliant with all prescribed requirements, the **Certificate of Utilization** shall be signed and issued by the Schools Division Superintendent (SDS), who shall exercise final approving authority. Prior to its issuance, the submitted documents may undergo final validation, as deemed necessary, by the Assistant Schools Division Superintendents (ASDSs), Education Program Supervisors (EPSs), and/or Senior Education Program Specialists (SEPSs) for HRD.



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ADOPTION OF APPLICATION PROJECT FOR LEARNING & DEVELOPMENT (L&D)

- A. Upon successful completion, the Learning and Development (L&D) Application Project may be adopted by another school, DepEd or non-DepEd office or institution and be granted a **Certificate of Adoption**. To qualify, the proponent shall secure the commitment of another school, DepEd or non-DepEd office, or another government or private institution that is willing to adopt and implement the completed Application Project.
- B. The implementation period of the adopting school shall follow the same timeline used by the proponent during the project's original implementation in his or her own workplace.
- C. The adoption of an Application Project may be undertaken **only within one (1) year from the conclusion of the original proponent's implementation of the project**, as evidenced by the **receipt of the Certificate of Utilization** issued to the original proponent. Any adoption undertaken beyond the prescribed one-year period shall no longer be considered under the Application Project adoption process.
- D. Upon completion of the project adoption, the adopting school, office, or institution shall prepare and submit to the original proponent the following documents:
- Accomplishment Report**
 - Means of Verification (MOVs)** showing successful adoption or conduct of the project by the adopting school, office, or institution.
- E. **Signatories:** Consistent with the department orders and in consideration of the context of the office/school, the following signatories shall be observed:

SIGNATORIES					
PROPONENT	REVIEWED	NOTED	EVALUATED	RECOMMENDING APPROVAL	APPROVED
School-Based Non-Teaching Personnel, Teacher I-VI, Master Teacher, Head Teacher, Assistant School Principal	School Head	Concerned PSDS	Senior Education Program Specialist, HRD	Assistant Schools Division Superintendent having jurisdiction over the school or office	Schools Division Superintendent
Division Proper Non-	Unit Head	Administrative Officer V	Senior Education Program	Assistant Schools Division	Schools Division Superintendent



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Teaching Personnel			Specialist, HRD	Superintendent having jurisdiction over the school or office	
School Head	Concerned PSDS	CID Chief for curriculum-related and SGOD Chief for governance and operations-related	Senior Education Program Specialist, HRD	Assistant Schools Division Superintendent having jurisdiction over the school or office	Schools Division Superintendent
PSDS	CID Chief for curriculum-related and SGOD Chief for governance and operations-related		Senior Education Program Specialist, HRD	Assistant Schools Division Superintendent having jurisdiction over the school or office	Schools Division Superintendent

- F. Once the proponent has secured the required Accomplishment Report and MOVs from the adopting school, the original proponent shall submit the following to the Human Resource Development (HRD) Section for evaluation and issuance of the Certificate of Adoption:
- i. **Approved Copy of the Application Project Proposal**
 - ii. **Copy of the Certificate of Participation** from the seminar used by the original proponent as the basis of the Application Project.
 - iii. A copy of the **Certificate of Utilization** issued to the original proponent upon completion of his or her Application Project.
 - iv. **Communication Letters** between the proponent and the adopting school or office, duly signed by both school or office heads;
 - v. **Accomplishment Report with complete MOVs** prepared by the adopting school or office showing successful adoption or conduct of the project;
- G. Once the final documents have been thoroughly evaluated and found to be complete and compliant with all prescribed requirements, the **Certificate of Adoption** shall be signed and issued by the Schools Division Superintendent (SDS), who shall exercise final approving authority. Prior to its issuance, the submitted documents may undergo final validation, as deemed necessary, by the Assistant Schools Division Superintendents (ASDSs), Education Program Supervisors (EPSs), and/or Senior Education Program Specialists (SEPSs) for HRD.
- H. For the Accomplishment Report Template to be used by the adopting school or office, access this link: <https://tinyurl.com/BulacanApplicationProjects>



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**IMPLEMENTING GUIDELINES ON THE PREPARATION AND SUBMISSION OF INSET
AND LAC PLANS FOR DIVISION AND NEAP QUALITY ASSURANCE, AND PRC
ACCREDITATION**

A. FOR SCHOOL-BASED PROFESSIONAL DEVELOPMENT PROGRAMS (PDPs)

The In-Service Training (InSeT) and Learning Action Cell (LAC) remain the required, school-based, collaborative professional development strategies for teachers. Schools must:

1. Develop an INSET Plan, may be a 1-day, 2-day, or 3-day PD Program Design which may be implemented school-based or district-wide. Also, develop a 5-Month LAC Plan specifying topics, schedules, and objectives;
2. Seek Division Quality Assurance at least two (2) months before implementation;
3. Submit the InSET Plan and LAC Plan, along with the required attachments, through the online form: <https://forms.office.com/r/u3kTXvDWy6>
4. HRD shall evaluate the submission, and if found satisfactory, the office will issue the Division Quality Assurance Certificate.
5. Conduct sessions aligned with the K to 12 curriculum; and
6. Maintain complete documentation, including attendance, photos, and evaluation results.
Templates for both INSET and LAC may be accessed through the NEAP RO III link:
<https://tinyurl.com/INSETLACTemplates>

**B. FOR SCHOOLS SEEKING NEAP APPROVAL OF THEIR SCHOOL-BASED INSET AND
LAC PLANS**

1. Schools that wish to have their In-Service Training (INSET) and Learning Action Cell (LAC) Plans recognized and approved by the National Educators Academy of the Philippines (NEAP) shall prepare the School-Based Professional Development Program (PDP) templates mentioned above. The ones they have already prepared to secure the Division Quality Assurance Certificate will be used for NEAP submission.
2. The school shall save all files, including the issued Division Quality Assurance Certificate, in a single Google Drive folder and submit the folder link to the Human Resource Development (HRD) Section.



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3. Upon verification and compliance with requirements, the HRD Section shall endorse the submission to NEAP Regional Office III (RO III) for evaluation.
4. The NEAP RO III will evaluate the submitted INSET or LAC plan. If found complete and satisfactory, they will issue a Certificate of Quality Assurance, indicating that the program is NEAP-approved.

C. FOR SCHOOLS SEEKING PRC ACCREDITATION

1. Schools that wish to further elevate the recognition of their NEAP-approved INSET Plans may apply for PRC accreditation so that participants can earn Continuing Professional Development (CPD) points.
2. The school must prepare the PRC templates at least two to three (2–3) months before the target implementation date of the INSET. These templates may be accessed through this link: <https://tinyurl.com/R3CPDTemplates>
3. After preparing the required documents, the school shall consolidate all files into one (1) complete PDF document and submit it to the HRD Section for evaluation. Once validated, the HRD Section shall endorse the documents to the Professional Regulation Commission (PRC) through the Division's CPD Focal Person.
4. PRC will review the submission, and if found sufficient and compliant with all requirements, they will approve the school's CPD accreditation application through the CPD Focal Person, signifying that the program is PRC-accredited with CPD points.

D. FOR DISTRICT- OR DIVISION-INITIATED PDPs

For District- or Division-initiated Professional Development Programs (PDPs), proponents shall use the templates available through this link: tinyurl.com/DM44Enclosures

1. NEAP Quality Assurance

All professional development programs must conform to the standards set by the National Educators Academy of the Philippines (NEAP). Supervisors and organizers are required to submit their PDPs for NEAP Quality Assurance and recognition at least two (2) months prior to implementation, together with the following documents:

- i. **Program Design** – Detailed outline including content, objectives, and methodologies;



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- ii. **Monitoring and Evaluation (M&E) Plan** – Framework to measure program effectiveness;
- iii. **Assessment Tools** – Pre- and post-assessment instruments to gauge learning outcomes;
- iv. **Workplace Application Plan** – Strategy for applying learned concepts in the workplace;
- v. **Budget Matrix** – Detailed financial plan;
- vi. **CVs of Resource Persons** – Including credentials and relevant experience;
- vii. **End-of-Day Evaluation Tools** – For daily participant feedback; and
- viii. **List of Participants** – Names and positions of attendees.

The proponent shall save all files, including the issued Division Quality Assurance Certificate, in a single Google Drive folder and submit the folder link to the Human Resource Development (HRD) Section.

Upon verification and compliance with requirements, the HRD Section shall prepare the DEC Certification and SDS Endorsement, and endorse and submit to NEAP Regional Office III (RO III) for evaluation.

The NEAP RO III will evaluate the submitted INSET or LAC plan. If found complete and satisfactory, they will issue a Certificate of Quality Assurance, indicating that the program is NEAP-approved.

2. PRC Accreditation

While PRC accreditation for CPD points is optional, it is highly encouraged to ensure compliance with CPD requirements for teacher license renewal. If seeking PRC accreditation, proponents must submit the required templates at least two to three (2-3) months before the INSET or PDP implementation. The templates can be accessed through this link: <https://tinyurl.com/R3CPDTemplates>

The Division's CPD Focal Person shall be responsible for uploading these documents through the PRC online platform.

After preparing the required documents, the school shall consolidate all files into one (1) complete PDF document and submit it to the HRD Section for evaluation. Once



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validated, the HRD Section shall endorse the documents to the Professional Regulation Commission (PRC) through the Division CPD Focal Person.

PRC will review the submission, and if found sufficient and compliant with all requirements, they will approve the proponent's CPD accreditation application through the CPD Focal Person, signifying that the program is PRC-accredited with CPD points.

Once the PRC-accredited training has been implemented, the TWG shall prepare the PRC post-training documents, which can also be accessed in the aforementioned link, and coordinate with the Division CPD Focal Person for crediting of the CPD units.



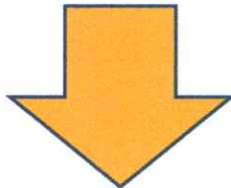
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APPLICATION PROJECTS FOR EDUCATION AND LEARNING AND DEVELOPMENT

ELIGIBILITY AND CONCEPTUALIZATION

- ☐ The proponent identifies a **seminar, training, or workshop** (district-wide and above in scope) or a **post-graduate course** as the basis of the project.
- ☐ The project must reflect **newly acquired knowledge** and demonstrate **innovative, context-specific applications** that benefit learners or personnel.
- ☐ Determine if the project falls under:
 - **Application Project for L&D** – based on training/seminar/workshop.
 - **Application Project for Education** – based on post-graduate academic learning.

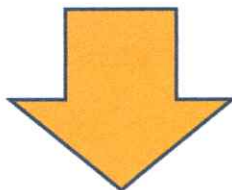


PROPOSAL PREPARATION

- ☐ Prepare a **project proposal** following the required format (Title, Description, Rationale, Objectives, and Action Plan).
- ☐ Attach required supporting documents:
 - For **L&D Projects**:
 - Proposal
 - Certificate of Participation from L&D
 - For **Education Projects**:
 - Proposal
 - Transcript of Records
- ☐ Ensure project implementation will run for **at least three (3) months**.

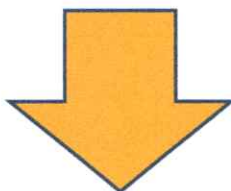


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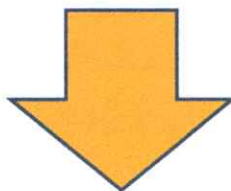
ONLINE PROPOSAL SUBMISSION

- ☐ Consolidate all documents into **one (1) PDF file**.
- ☐ Submit online through the official link:
<https://forms.office.com/r/Wyj76UAqpP>
- ☐ The online submission ensures that the project's start date is properly recorded.



PROPOSAL EVALUATION

- ☐ Division validators or secretariat review the submission and provide **feedback and recommendations** via email.
- ☐ Incorporate suggested revisions and **print the email response**.
- ☐ Submit the **revised proposal and printed email** to your **School Head or PSDS** for evaluation using the **Action Plan/Proposal Rubric**.
- ☐ Once approved, the proponent will receive an **Approval Sheet** (to be attached later during final submission).

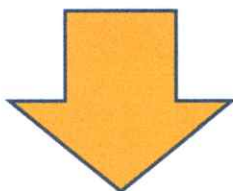




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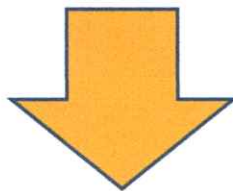
PROJECT IMPLEMENTATION

- ☐ Implement the approved project according to the action plan and timeline.
- ☐ Implementation should last **at least three months** to allow for monitoring, evaluation, and documentation.
- ☐ Ensure **active involvement of the identified beneficiaries** and demonstrate the **application** of learned competencies.



MONITORING AND EVALUATION

- ☐ Upon completion, evaluate the project using the prescribed **Completion Rubric (Enclosure No. 2)**.
- ☐ Evaluation is conducted by:
 - **For L&D Projects:**
 - Teachers/Non-Teaching Personnel → evaluated by **School Head**
 - School Heads → evaluated by **PSDS**
 - **For Education Projects:**
 - Evaluated by **EPS** (subject-related) or **PSDS** (if leadership/management-related)





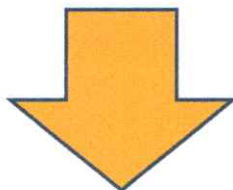
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FINAL DOCUMENT SUBMISSION

Submit the complete set of documents in hard copy to the **Human Resource Development (HRD) Office** for validation and certification.

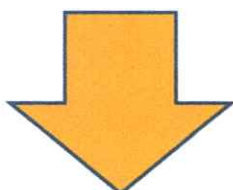
Required documents:

1. Approval Sheet
2. Printed Email Notification of Proposal Approval
3. Certificate of Training Participation (for L&D) or Transcript of Records (for AOE)
4. Action Plan / Proposal
5. Accomplishment Report
6. Proposal Rubric and Accomplishment Report Rubric
7. MOVs / Supporting Documents



CERTIFICATE ISSUANCE

- ☐ Once documents are verified and validated, the **Schools Division Superintendent (SDS)** signs and issues the **Certificate of Utilization**.
- ☐ Additional validation may be conducted by **ASDS, EPS, or SEPS** as necessary.

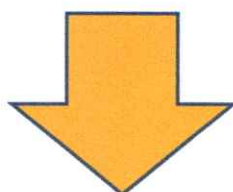




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PROJECT ADOPTION (FOR LEARNING AND DEVELOPMENT ONLY)

- ☐ The proponent may propose the **adoption** of the completed L&D project by another school.
- ☐ The adopting school implements the project using the same timeline.
- ☐ After adoption, the adopting school submits:
 - Accomplishment Report
 - MOVs showing successful conduct of the project
- ☐ The proponent submits to HRD:
 - Copy of Approved Application Project Proposal
 - Certificate of Participation from L&D
 - Copy of the Certificate of Utilization
 - Communication letters (between both schools)
 - Adopting School's or Office's Accomplishment Report and MOVs



END OF PROCESS

- ☒ Project successfully completed, validated, and adopted (if applicable).
- ☒ Certificate of Utilization and/or Certificate of Adoption issued by the SDS.



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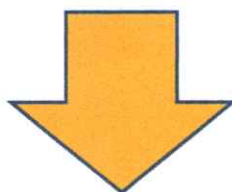
SCHOOL-BASED INSET & LAC PLANS

PLANNING AND DESIGN

- ☐ Schools develop the following:
 - **INSET Plan:** Professional development program design (school- or district-based).
 - **LAC Plan:** 5-month plan specifying topics, schedules, and objectives.
- ☐ Both plans must be aligned with the **K to 12 curriculum** and the school's identified **Learning and Development (L&D) needs**.

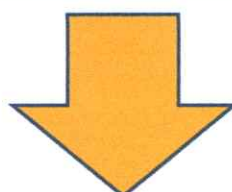
Access to Templates

- INSET and LAC templates are available via NEAP RO III link:
 <https://tinyurl.com/INSETLACTemplates>



SUBMISSION FOR DIVISION QUALITY ASSURANCE

- ☐ Schools submit the **INSET and LAC Plans**, with all required attachments, **at least two (2) months before implementation**.
- ☐ Online submission link:  <https://forms.office.com/r/u3kTXvDWy6>
- ☐ Required attachments:
 - Program designs
 - Objectives and schedule
 - Resource person details
 - Budget (if applicable)

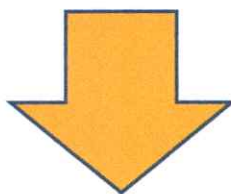




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DIVISION EVALUATION

- ☐ The **HRD Section** reviews and evaluates the submissions for completeness and quality.
- ☐ If found satisfactory, HRD generates and SDS signs and issues a **Division Quality Assurance Certificate**.



IMPLEMENTATION

- ☐ Schools conduct the approved **INSET and LAC sessions** following the submitted schedule.
- ☐ Maintain **complete documentation**:
 - Attendance sheets
 - Photos
 - Daily evaluations and feedback
 - Post-training reports



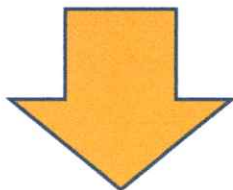
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DISTRICT OR DIVISION-INITIATED PROFESSIONAL DEVELOPMENT PROGRAMS

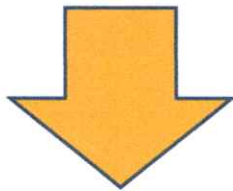
PREPARATION OF REQUIRED DOCUMENTS

- ☐ Use templates via tinyurl.com/DM44Enclosures.
- ☐ Submit for **NEAP Quality Assurance** at least **2 months before implementation** with:
 - Program Design
 - Monitoring and Evaluation (M&E) Plan
 - Assessment Tools (Pre- and Post-tests)
 - Workplace Application Plan
 - Budget Matrix
 - CVs of Resource Persons
 - End-of-Day Evaluation Tools
 - List of Participants



SUBMISSION TO HRD

- ☐ Save all files (including the **Division QA Certificate**) in a single Google Drive folder.
- ☐ Submit the folder link to the **HRD Section** for verification and endorsement to NEAP RO III.

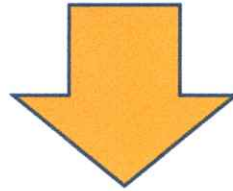


NEAP EVALUATION

- ☐ NEAP RO III evaluates the PDP submission.
- ☐ If satisfactory, a **Certificate of Quality Assurance** is issued confirming **NEAP approval**.

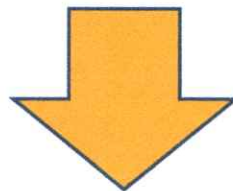


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PRC ACCREDITATION (OPTIONAL)

- ☐ Schools may also seek **PRC accreditation** for CPD points using the same PRC templates.
- ☐ Submit all requirements to HRD at least **2–3 months before the program date** for endorsement to PRC.
- ☐ PRC approves compliant submissions and issues **CPD accreditation**.
- ☐ After training, TWG prepares **post-training PRC documents** and coordinates with the **Division CPD Focal Person** for **CPD point processing**.



END OF PROCESS

- ☐ **Division Quality Assurance Certificate** issued → **NEAP Certificate of Quality Assurance** → (optional) **PRC Accreditation Approval**
- ☐ INSET/LAC programs are officially recognized for implementation, with CPD credits if applicable.



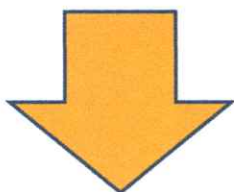
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NEAP APPROVAL/QUALITY ASSURANCE

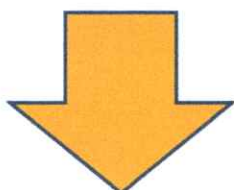
PREPARATION FOR NEAP SUBMISSION

- ☐ Schools that wish to have NEAP-recognized INSET or LAC must use the same PDP templates submitted for Division QA.
- ☐ Save all files (INSET/LAC Plan, attachments, and Division QA Certificate) in a **single Google Drive folder**.



SUBMISSION TO HRD

Submit the **Google Drive folder link** to the **HRD Section** for verification.

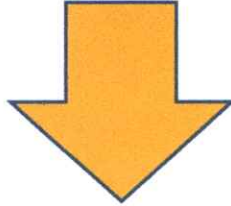


DIVISION ENDORSEMENT

HRD reviews and endorses the school's submission to the **NEAP Regional Office III (RO III)** for evaluation.



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NEAP EVALUATION AND APPROVAL

- ☐ NEAP RO III evaluates the submission.
- ☐ Once approved, NEAP RO III issues a **Certificate of Quality Assurance**, confirming that the program is **NEAP-approved**.



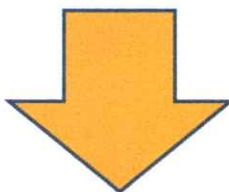
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PRC ACCREDITATION PROCESS

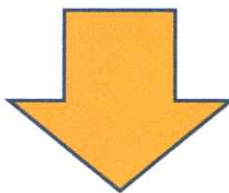
PREPARATION FOR PRC ACCREDITATION

- ☐ Schools with **NEAP-approved INSET Plans** may apply for **PRC accreditation** to grant CPD points to participants.
- ☐ Prepare the **PRC templates** at least **2–3 months before implementation** using this link:
 <https://tinyurl.com/R3CPDTemplates>



SUBMISSION FOR EVALUATION

- ☐ Consolidate all required files into **one complete PDF document**.
- ☐ Submit to the **HRD Section** for review and validation.

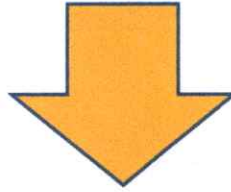


DIVISION ENDORSEMENT

Once validated, HRD endorses the school's PRC application to the **Professional Regulation Commission (PRC)** through the **Division CPD Focal Person**.

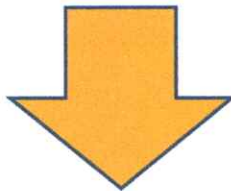


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PRC REVIEW AND ACCREDITATION

- ☐ PRC reviews the documents and, if compliant, issues **PRC accreditation approval** through the CPD Focal Person.
- ☐ The INSET program is now **PRC-accredited** and eligible for **CPD credit units**.



POST-TRAINING REQUIREMENTS

- ☐ After implementing the PRC-accredited INSET, the **Technical Working Group (TWG)** prepares **post-training documents** (available in the same PRC template link).
- ☐ Coordinate with the **Division CPD Focal Person** for the **processing of CPD points**.