



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



17 November 2020

Regional Order

**GUIDELINES FOR NEAP-R RECOGNITION OF SDO PROFESSIONAL DEVELOPMENT
PROGRAM/COURSE INITIATIVES FOR TEACHERS AND SCHOOL LEADERS**

To Schools Division Superintendents

1. Pursuant to DepEd Order No. 001, s. 2020 entitled Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders dated 23 January 2020, the following guidelines are hereby issued for the guidance of the Schools Division Offices.
2. Schools Division Offices shall submit proposals on Professional Development Programs (PDP) or Courses forty (40) days before the conduct of the activity.
3. Proposals shall be organized based on the following outline below:
 - a. Information about the applicant.
 - b. Profile of the program or course, to include:
 - i. Title of the program or course
 - ii. Rationale
 - ii. Program or Course Description
 - iv. Professional development priorities
 - v. Professional standards covered (PPSST, PPSSH or PPSS domain/s, strand/s, indicator/s)
 - vi. Target participant profile (career stage, grade level, learning area)
 - vii. Number of hours (face to face instruction and/or online learning, and classroom application (if applicable))
 - viii. List of resource persons/learning facilitators supported by CVs
 - ix. Modality (formal learning, possibly with job-embedded learning (JEL), learning action cell (LAC), relationship and discussion-based learning, others)



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- x. Delivery platform (online, fact-to-face, and blended delivery)
 - xi. Indicative date of implementation
 - xii. Professional Regulation Commission (PRC) Program Accreditation No., if applicable
 - c. Program or Course Design
 - i. Objective/s/Outcome/s
 - ii. Detailed program or course matrix
 - iii. Modules and learning resources to be used
 - iv. Assessment plan
 - d. Program or course implementation plan
 - i. Schedule of activities
 - ii. Budget requirements
 - iii. Funding source
 - iv. Monitoring and evaluation
4. Proposal shall be submitted using Form 2020 R.1, Professional Development Program/Course Recognition Application Form. The form can be accessed through this link <http://bit.ly/NEAP2020R1>.
 5. NEAP-R through the NEAP Recognition Evaluation Committee (REC) will evaluate the proposals. The REC members shall come from a pool of NEAP-R evaluators that have undergone training and qualifications for the evaluation of proposals, and subject matter experts from the field or from non-DepEd partners.
 6. The NEAP-R Recognition Approval Committee (RAC) headed by the Regional Director shall approve the proposals recommended by the REC for recognition.
 7. The NEAP-R Recognition Approval Committee shall periodically report to the Regional Director on the Recognized professional development programs and courses.
 8. Proposals shall be evaluated based on the following criteria:
 - a. Alignment with the NEAP Professional Development Priorities;
 - b. Mapping the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH), or the Philippine Professional Standards for Supervisors (PPSS);
 - c. Articulation of objectives/outcomes;
 - d. Alignment of the objectives/intended learning outcomes (ILOs), content and, if applicable, assessment with the professional standards for teachers and school leaders;
 - e. Soundness of methodology;
 - f. Mechanisms to determine whether the objectives/ILOs have been met;

- g. Strength of research base;
 - h. Use of principles of adult learning;
 - i. Use of recognized best practice;
 - j. Intended classroom-level application and innovation;
 - k. Credentials/expertise of resource person (s) and learning facilitator (s);
 - l. Budget and costing
9. Applicants whose proposals have been disapproved by the RAC shall be given feedback on the reasons for disapproval. The decision shall be final and unappealable, without prejudice to resubmission of disapproved proposals that have been modified to address deficiencies. Only two resubmissions of a proposal shall be entertained.
 10. NEAP-R shall notify the applicants of Recognition outcomes within 40 days from the date of receipt of the proposal.
 11. All recognized programs signed by the regional director shall be issued a NEAP-R recognition stamp with a unique recognition number.
 12. All recognized professional development programs shall have validity co-terminus at the end of the three-year professional development priorities.
 13. The submission of the accomplished recognition application form and required program documentation to NEAP- R shall be submitted using through this link, <http://bit.ly/06NEAPRPDP> .
 14. NEAP-R shall be notified in any change of date and venue on the conduct of the recognized program.
 15. A completion report at the end of every course or program shall be submitted to NEAP-R.
 16. Certificate of Participation shall be awarded to participants signed by the SDS while 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 professional development program or course. Template for Certificate of Participation and Certificate Completion shall be provided by the NEAP-R.
 17. The NEAP-R shall determine the number of credit units to be allocated for the professional development activities including Learning Action Cells (LACs) developed and implemented by the schools.
 18. NEAP-R Monitoring and Evaluation Team shall conduct monitoring and evaluation (M&E) activities that will gather and validate data indicated in the M&E Framework. The results of the M&E shall form part of the review and improvement of this Guidelines and shall be reported to the Regional Director.

19. For clarifications, confirmation and other logistical concerns, please email at neap.calabarzon@deped.gov.ph.

20. Immediate and widest dissemination of this Order is desired.


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Regional Director

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