



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



27 April 2021

Regional Order

**ORGANIZATION OF NEAP-R RECOGNITION EVALUATION COMMITTEE (REC),
RECOGNITION APPROVAL COMMITTEE (RAC) AND ITS SECRETARIAT FOR THE
IMPLEMENTATION OF DO 001, S. 2020**

To **Schools Division Superintendents
Functional Division Chiefs
Regional Office Proper Personnel**

1. Pursuant to DepEd Order 001, s. 2020, Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders, this Office through the interim NEAP-R and the Human Resource Development Division hereby organizes the Recognition Evaluation Committee (REC), Recognition Approval Committee (RAC) and the Secretariat stipulating their roles and functions therein.
2. The recognition process ensures that all programs and courses, whether internally or externally provided, are aligned to, integrated with and consistent to the NEAP Professional Development Framework {Sec. V of DO 01, s. 2020} for which the Secretariat, the REC and the RAC play a very significant role.
3. Attached are the names and offices involved in the screening, scrutiny, evaluation, and approval of the proposed Professional Development Programs/ Courses along with their roles and functions.


FRANCIS CESAR B. BRINGAS
Regional Director

hrdd/neapr/marm



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

Attachment

NEAP-R Recognition Secretariat

No.	Name/ Office	Position
1.	Alvin P. Metrillo/ NEAP-R-HRDD	EPS-II
2.	Maricris R. Tadioan/ HRDD	EPS-II
3.	Glenda E. Dela Torre/ HRDD	EPS-II
4.	Donna L. Lago/ HRDD	EPS-I
5.	Joseph C. Damian/NEAP-R-HRDD	ADAS-III
6.	Jonalyn Pattalitan/ HRDD-TFP	Technical Assistant
7.	FD/ SDO Representative (concerned of the proposed PDP)	

The composition of the Secretariat needs a representative from the concerned SDO/ FD to mobilize the Secretariat and follow the time frame. The Secretariat has the following roles and functions in the Recognition Process:

1. Ensures completeness of documentary requirements.
2. Communicates with the REC the schedules of evaluation and the timelines,
3. Prepares logistics needed before, during and after evaluation process,
4. Coordinates to the program proponent the feedback and results of evaluation,
5. Forwards to RAC from REC the evaluated PDPs
6. Ensures accuracy of PD credit units reflected on the Recognition Certificate.
7. Facilitates data capture using the prescribed mechanisms by NEAP CO
8. Establishes database of submitted, evaluated and approved PDPs,
9. Assists in orienting, reorienting concerned clientele for further implementation of DO 001, s. 2020.

NEAP-R Recognition Evaluation Committee (REC)

No.	Name/ Office	Position
1.	Mark Anthony R. Malonzo/ NEAP-R-HRDD	SEPS
2.	Nadina G. Gatton/ HRDD	EPS-I
3.	Jisela N. Ulpina/ HRDD	EPS-II
4.	FD Representative with specialization about the proposed PD	
5.	SDO Representative with specialization about the proposed PD	
6.	Select NEAP Certified LFs based on specialization (<i>Trained LFs on Proposal Evaluation</i>)	

The composition of the REC allows flexibility to cater to the demands of the proposed PDP. REC has the following roles and functions in the Recognition Process:

1. Ensures the following criteria are satisfied:
 - a. Alignment with the NEAP Professional Development Priorities
 - b. Mapping to the PPST, PPSSH and 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 or 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
- m. Appropriateness of Monitoring and Evaluation Plan
2. Observes time frame to evaluate the proposed PDPs.
3. Participates in the evaluation, validation/ consolidation and deliberation of ratings of the REC
4. Recommends appropriate actions to be taken by the proponent after evaluation is done.
5. Endorses to RAC for approval or disapproval.

NEAP-R Recognition Approval Committee (RAC)

No.	Name/ Office	Position
1.	Regional Director/ Assistant Regional Director	
2.	Luz E. Osmeña/ HRDD-NEAP-R	Chief ES
3.	Edenia O. Libranda/ QAD	Chief ES
4.	Job S. Zape, Jr./ CLMD (for Curriculum content)	Chief ES

The composition of the RAC is given. Being in the transition period, the Office of the Regional Director is the approving authority.

1. The HRDD Chief ES being the one in-charge of NEAP-R sees to it that the recognition process is followed.
2. QAD Chief ES checks on the aspects including quality implementation of the program based on Monitoring and Evaluation Plan.
3. CLMD Chief reviews the contents of the proposed PDPs/ courses and considers them for approval or disapproval of the proposed PDPs.

RAC has the following roles and responsibilities.

- a. Deliberates on the recommendations of REC,
- b. Determines the PD credit units based on standard mechanism set by NEAP-CO
- c. Signs on the Action Form (Approval/ Disapproval),
- d. Facilitates release of Recognition Certificate signed by the Regional Director/ Assistant Regional Director