



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RM-2024-167

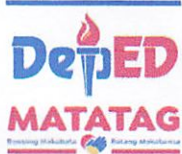
03 March 2024

Regional Memorandum
No. 167 s. 2024

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR
CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
ACCREDITATION OF DIVISION TRAINING OF SCHOOL
TRAINERS ON MATATAG CURRICULUM IMPLEMENTATION**

To: **Schools Division Superintendents**

1. In compliance with Republic Act No. 10912, otherwise known as the *Continuing Professional Development (CPD) Act of 2016*, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAP R), requests all Schools Division Offices (SDOs) to submit the documentary requirements for the Professional Regulation Commission (PRC) Continuing Professional Development (CPD) accreditation of the Division Training of School Trainers on MATATAG Curriculum Implementation.
2. SDOs, through School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) and Curriculum Implementation Division (CID), shall submit the program promotional image and the following requirements merged in order in one (1) pdf file:
 - a. Application for Accreditation of CPD Program;
 - b. Certificate for Participants/Attendees (A copy of what to be issued);
 - c. Program of Activities showing time/duration of topics/workshop and resource persons;
 - d. Instructional Design;
 - e. Evaluation method or tool that measures the learning gained by the participants;
 - f. PRC Resume of the Resource Person/s;
 - g. Valid Professional Identification Card/Receipt of Renewal of Resource Persons; and,
 - h. Financial Plan/Breakdown of Expenses (using the PRC prescribed template)



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Certificate No. PHP QMS
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3. Templates and required documents will be shared to the Senior Education Program Specialists-HRDS. Submission link and schedules are as follows:

Schedule	Submission Link
a. March 11, 2024 (for SDOs which will conduct DTOT on April 22-26, 2024)	bit.ly/4ACPDMATATAG
b. March 13, 2024 (for SDOs which will conduct DTOT on April 29-May 3, 2024)	

4. For assistance, please contact Jisela N. Ulpina, HRDD OIC-Chief, or Bryan A. Pobe, Education Program Supervisor, through email at hrd.calabarzon@deped.gov.ph.
5. Immediate dissemination of and compliance with this Memorandum are instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

06/ROH5/ROH2