

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



HRDD-RM-2024-311

02 May 2024

Regional Memorandum
No. 311 s.2024

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR
CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
ACCREDITATION OF SCHOOL-BASED TRAINING OF
TEACHERS (SBTT) ON MATATAG CURRICULUM**

To: **Schools Division Superintendents**

1. In compliance with Republic Act No. 10912, otherwise known as the *Continuing Professional Development (CPD) Act of 2016* and pursuant to DepEd Memorandum No. 44, s. 2023 titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*, 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 School-based Training of Teachers (SBTT) on MATATAG Curriculum.
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 accordingly 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
22 93-0085

3. Templates and required documents will be shared to the Senior Education Program Specialists-HRDS. Submission of the needed documents is on or before **May 17, 2024** through **bit.ly/4ACPDMATATAG**
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 

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