

HRDD-RM-2024-330

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

May 8, 2024

Regional Memorandum
No. 330 s. 2024

**APPLICATION OF SCHOOLS DIVISION OFFICES OF DEPED
REGION IV-A CALABARZON AS PROFESSIONAL REGULATION
COMMISSION – ACCREDITED CONTINUING PROFESSIONAL
DEVELOPMENT PROVIDERS**

To **Schools Division Superintendents**

1. Relative to DepEd Memorandum DM-OUHROD-2024-0410 titled Application of the Schools Division Offices as PRC – Accredited Continuing Professional Development Providers, this Office through the Human Resource Development Division – National Educators’ Academy of the Philippines in the Region (NEAP-R) requires all the SDOs under DepEd Region IV-A CALABARZON to **apply for accreditation** to PRC as **Continuing Professional Development (CPD) Provider** until **June 30, 2024**.
2. This initiative is in support to NEAP’s mandate to streamline professional development programs and make training activities programmatic and accountable, recognizes the importance of collaboration and synergy with the Professional Regulation Commission (PRC) in promoting the continuing professional development (CPD) of all public-school teachers, and all teaching-related, and non-teaching personnel who are PRC professionals.
3. In processing the application for accreditation, All SDOs must prepare the following documentary requirements:
 - a. "CPDD-01-A" Application for Accreditation as Local CPD Provider;
 - b. Copy of Charter or Republic Act establishing the agency;
 - c. Office Order or its equivalent from the head of the Agency appointing its officer to manage the CPD Program and activities;
 - d. Three-Year Annual Plan of proposed CPD Programs; and
 - e. "CPDD-16" Instructional Design for the first proposed program (or using the prescribed template by the Board such as Professional Teachers
4. Forms and other relevant templates may be accessed through this link:
<https://bit.ly/4ACPDProvider-Templates>




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Certificate No. PHP QMS

4. Forms and other relevant templates may be accessed through this link: <https://bit.ly/4ACPDProvider-Templates>
5. Once the above-mentioned requirements are prepared, proceed to <https://cpdas.prc.gov.ph/public/appprovider.aspx> to fill out the information regarding the application for accreditation and upload the documentary requirements.
6. For more details on the application process to PRC, you may also refer to the following links:
 - CPDAS Manual for Providers: <https://bit.ly/CPDASManualProvider>
 - CPDAS FAQs under Aspiring and Existing CPD Providers 2.3: <http://bit.ly/CPDASFAQS>
7. Once the SDO is PRC-accredited as CPD Provider, the SDO is responsible to ensure that only **quality-assured professional development programs developed by SDOs, quality-assured in-service training (INSET) programs, and learning action cells developed at the school level**, shall be processed for PRC accreditation at the division level. In addition, all the PD programs must undergo quality assurance based on the standards set under the DepEd Memorandum No. 004, s. 2023 titled *Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs*.
8. For concerns and clarifications regarding this request, please contact, Jisela N. Ulpina, OIC Chief-HRDD-NEAPR, or Jonalyn B. Pattalitan, Education Program Specialist II, through cpdas.neap4a@deped.gov.ph.
9. Immediate dissemination of this memorandum is highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

cc: ROH10/ROH2/