



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

Sgod-11-009

November 11, 2020

DIVISION MEMORANDUM

No. 178, s. 20 20

**SUBMISSION OF PROPOSAL FOR 2021 PROFESSIONAL DEVELOPMENT
PROGRAM ANC COURSES**

To: Assistant Schools Division Superintendent
Chiefs of Divisions
Elementary and Secondary School Heads
Units/Sections Head
All others concerned

1. Pursuant to DepEd Order No. 01, s. 2020 and DepEd Memorandum No. 48, s. 2020 re Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders, this Office, through the Human Resource Development Unit (HRDU) request all school heads and program managers including non-DepEd Learning Service Providers (LSPs) to submit their proposals for the 2021 Professional Development Programs and Courses.

2. School Heads and Program Managers shall submit their proposals to the Human Resource Development Unit (HRDU). This Office will then forward the proposals to NEAP Evaluation Committee and NEAP Recognition Committee through HRDD-NEAP for evaluation and recognition. For non-DepEd entities who seek to offer the PD programs and courses intended for DepEd teachers and school leaders, as part of their technical; assistance, partnership, or individual paid enrolment basis, are required first to secure Authorization from NEAP-CO as Learning Service Provider before they can submit proposals for evaluation and recognition.

3. Attached is the Professional Development Program/Course Template.

4. The deadline for submission of proposals will be on November 17, 2020. Please send the soft copy to these email: kristine.lappay@deped.gov.ph and jane.pagulayan@deped.gov.ph.

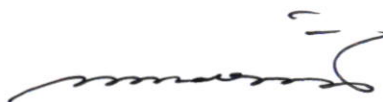


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4. For information, dissemination and strict compliance.



REYNANTE Z. CALIGUIRAN

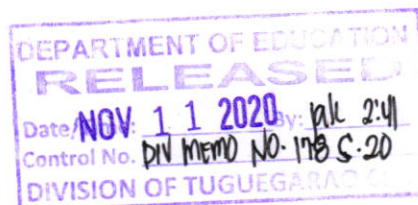
OIC, Schools Division Superintendent
Office of the Schools Division Superintendent

Encl. As Stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
COMMITTEES
COMPETENCY
PERFORMANCE
RATINGS
REVIEW



SGOD/gmd/jdp



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PROFESSIONAL DEVELOPMENT PROGRAM/COURSE PROPOSAL

☐ Region ☐ SDO ☐ School

A. PROGRAM / COURSE PROFILE		
TITLE	<i>Indicate the Title of the training</i>	
Rationale	<i>Discuss in this section the reasons why the training is proposed. Present data, together with the analysis, that necessitate the conduct the training.</i>	
Program/Course Description	<i>A plan which action may be taken toward a goal</i>	
Professional Development Priorities		
<i>Refer to D.M. 50 s 2020 for teachers, school heads, and supervisors, and Compendium (Job Description) for non-teaching personnel.</i>		
Professional Standards Covered: (PPST, PPSSH, PPSS)		
Target Participants Profile	<i>Indicate Career Stage, Grade Level (if applicable), and Learning Area (if applicable) (Attach Annex 1 for detailed list)</i>	
Number of Hours		
List of Resource Persons / Facilitators <i>(Attach curriculum vitae as Annex)</i>		
NAME	POSITION	ORGANIZATION
Modality	<i>Formal Learning, possibly with Job-Embedded Learning, Learning Action Cell, relationship and discussion-based learning, among other modalities</i>	
Delivery Platform	<i>Online, Face-to-Face, and/or blended delivery</i>	
Indicative Date of Implementation		
Professional Regulation Commission (PRC) Program Accreditation Number (if applicable) :		

B. PROGRAM / COURSE DESIGN	
Objective(s) / Outcome(s)	
Terminal Objective	<i>State the overall learning outcome</i>
Enabling Objectives	<i>Break down the terminal learning objective into smaller, more manageable steps in order to meet the terminal learning objective</i>



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Detailed Program / Course Matrix (for courses that will run beyond 3 days, attach as annex 3)		
Date	Topic	Resource Person
Modules and Learning Resources to be used		
Assessment Plan		
TOPIC	Assessment Strategies/Tools	Expected Outcome

C. PROGRAM / COURSE IMPLEMENTATION			
Schedule of Activities			
ACTIVITY	SUGGESTED DURATION	INDICATIVE SCHEDULE	IN-CHARGE

Funding Source	How the program will be funded?	Budget Requirements	Indicate amount to be spent and attach breakdown as annex 2

Monitoring and Evaluation Plan						
Indicators	Methods and Tools	Data Sources	Schedule of M and E	Person/s Responsible	Resources	User of M and E Data
(What will be measured?)	(What methods/tools will be used to collect data?)	(Who and/or what documents will provide data or evidence on the indicators?)	(When will M and E activities be undertaken?)	(Who will be accountable for ensuring that M and E activities are done?)	(What resources are needed to implement M and E activities?)	(Who will use the data gathered?)
Ex. Indicators can be under Results, Behavior, Learning, and Reaction Levels of M&E	*Interview, FGD, Survey					

Prepared by:

Checked:

Proponent

(Chief of Division if proponent is not the head)



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RECOGNITION EVALUATION COMMITTEE

REC Member

REC Member

HEAD REC Member

**For PDP Proposals with target learning area, add signatory for the supervisor in-charge, refer to the Regional Memorandum No. 39, s. 2020*

RECOGNITION APPROVAL COMMITTEE

Chief ES, HRDD

Assistant Regional Director

Regional Director

ANNEX 1: Target Participants Profile

No.	NAME	POSITION	CAREER STAGE	FD/SCHOOL
1				
2				
3				
4				
5				

*** If participant is a teacher/master teacher, include columns for Grade Level and Learning Area**

***If participants will come from different school divisions, include column for SDO**

ANNEX 2: BUDGET AND COSTING

Participant's Fee	(Indicate if amount will be collected from participants)
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ITEM OF EXPENDITURE	UNIT COST	REQUIRED NO. OF PAX	REQUIRED NO. OF DAYS	AMOUNT



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