



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division  
Superintendent

February 10, 2025

**DIVISION MEMORANDUM**

No. 65, s. 2025

**CALL FOR SUBMISSION OF PROFESSIONAL DEVELOPMENT PROPOSALS FOR  
QUALITY ASSURANCE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
Section/Unit Heads  
All Others Concerned

1. In reference to Regional Memorandum no. 178, s. 2025 titled "Call for Submission of Professional Development Proposals (PDPs) for Quality Assurance," NEAP Regional Office 1 (NEAP R1) calls for the submission of PDPs for quality assurance to all SDO Functional Divisions and schools intending to offer PDPs and courses for teachers and school leaders, specifically PDPs funded by the HRD Program Support Fund (PSF) and In-Service Education and Training (INSET) Fund.
2. Anent this, program proponents are advised to submit the following required documents according to this order:
  - a. Endorsement Letter signed by the SDS
  - b. Program Implementation Plan
  - c. NEAP Core Programs Categorization Checklist (Enclosure 2)
  - d. Target Participants Profile Sheet (Enclosure 3)
  - e. Detailed PD Program Design and M&E Plan Form (Enclosure 4)
  - f. Complete Curriculum Vitae of Resource Speakers (Enclosure 5)
  - g. Complete Session Guides (Enclosure 6)
  - h. Complete Slide Decks (following NEAP Standards)



Address: Burgos St., Poblacion Oeste, Dagupan City  
Telephone: (075) 653-4101  
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- i. Other Learning Resource Materials (e.g., Modules, Journal, Worksheets/Templates, Audios/Videos, and Instructional Materials)
- j. Workplace Application Plan Template and Rubric (Enclosure 7)
- k. Signed Budget Matrix (Enclosure 8)
- l. Work and Financial Plan
- m. Assessment Tools (Formative and Summative Tools and Scoring Rubrics)
- n. End-of-Day Evaluation Tool

3. Complete requirements for PDPs for implementation in each quarter shall be submitted to the SGOD-Chief on the following schedules for PDEC/HRLCD quality assurance:

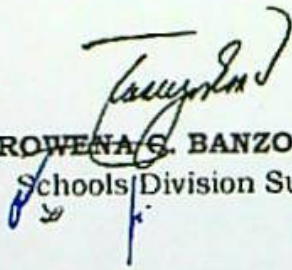
Target period of implementation	Schedule of PDEC/HRLCD Quality Assurance
1 <sup>st</sup> Quarter	Feb 21, 2025
2 <sup>nd</sup> Quarter	April 11, 2025
3 <sup>rd</sup> Quarter	July 11, 2025
4 <sup>th</sup> Quarter	October 10, 2025

4. Program proponents are reminded to submit complete requirements no less than 15 days for SDO Professional Development Evaluation Committee (PDEC) quality assurance and to NEAP R1 quality assurance for no less than 45 days prior to the conduct of the program or course. Funding of PDPs is subject to availability of funds. Documentary requirements may be accessed via the link: <https://tinyurl.com/R1DM44Enclosures>.

5. Attached is the regional memorandum for other details.

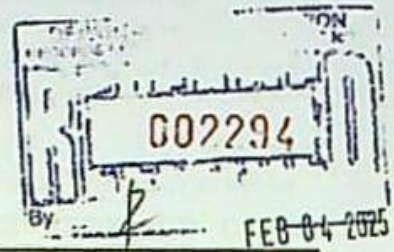
6. For questions, concerns, or technical assistance, please coordinate with the SGOD-HRDS.

7. Immediate dissemination of this memorandum is desired.

  
**ROWENA S. BANZON EdD, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 178, s. 2025

**CALL FOR SUBMISSION OF PROFESSIONAL DEVELOPMENT PROPOSALS  
 FOR QUALITY ASSURANCE**

To: Assistant Regional Director  
 Schools Division Superintendents  
 Regional Office Chiefs of Functional Divisions  
 All Others Concerned

1. This Office, through the National Educators Academy of the Philippines Region 1 (NEAP R1) announces the Call for Submission of Professional Development Programs (PDPs) proposals for NEAP R1 Quality Assurance.

2. NEAP quality assurance of PDPs is open to all Schools Divisions Offices (SDOs) and Regional Office (RO) Functional Divisions intending to offer PDPs and courses for teachers and school leaders, specifically PDPs funded by the HRD Program Support Fund (PSF) and In-Service Education and Training (INSET) Fund.

3. PDP proposals shall be evaluated based on the criteria stipulated in 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" and DM-OUHROD-2024-1576 titled "Guidelines on the Conduct of Regional Office-, Schools Division Office-, and School-Developed Professional Development Programs for FY 2024." The following are the required documents and shall be organized for submission according to this order:

- a. Endorsement Letter signed by the SDS
- b. Program Implementation Plan
- c. NEAP Core Programs Categorization Checklist (Enclosure 2)
- d. Target Participants Profile Sheet (Enclosure 3)
- e. Detailed PD Program Design and M&E Plan Form (Enclosure 4)
- f. Complete Curriculum Vitae of Resource Speakers (Enclosure 5)
- g. Complete Session Guides (Enclosure 6)
- h. Complete Slide Decks (following NEAP Standards)
- i. Other Learning Resource Materials (e.g., Modules, Journal, Worksheets & Templates, Audio/Videos, and Instructional Materials)
- j. Workplace Application Plan (WAP) Template and Rubric (Enclosure 7)
- k. Signed Budget Matrix (Enclosure 8)
- l. Assessment Tools (Formative and Summative Tools and Scoring Rubrics)
- m. End-of-day Evaluation Tool



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4. The SDOs through SGOD HRDS and RO Functional Divisions shall submit their proposals in a Google Drive link and submit to the NEAP Quality Assurance Secretariat through email address: [neap1.qualityassurance@deped.gov.ph](mailto:neap1.qualityassurance@deped.gov.ph) not less than 45 working days prior to the conduct of the program or course.

5. Documentary requirements can be accessed and downloaded via the link: <https://tinyurl.com/R1DM44Enclosures>.

6. For queries and other concerns, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph).

7. Immediate dissemination of this Memorandum is desired.



**TOLENTINO G. AQUINO**  
Director IV

Reference: DM 44 s. 2023 and DM-OUHROD-2024-1576

Encl: None

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

EVALUATION

TRAINING PROGRAMS

HRDD/kmmb/RM\_CallforSubmissionPDPs  
February 3, 2025

