



Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023- 1104

TO : **Bureau and Service Directors**
Regional Directors
Human Resource Development Division Chiefs
NEAP-R Focal Persons
All Others Concerned

FROM : 
GLORIA JUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

SUBJECT : **CALL FOR SUBMISSION OF PROFESSIONAL DEVELOPMENT PROGRAMS FOR PUBLIC SCHOOL TEACHERS, SCHOOL LEADERS, AND TEACHING-RELATED PERSONNEL**

DATE : September 06, 2023

1. In line with the Department of Education (DepEd) Memorandum No. 044, s. 2023 titled Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of National Educators Academy of the Philippines (NEAP) Core Programs, NEAP announces the **Call for Submission of Professional Development (PD) Program Proposals for Public School Teachers, School Leaders, and Teaching-Related Personnel from all Central Office (CO) Bureaus and Services.**
2. CO-developed PD program proposals shall be submitted with the following materials as stated in DM No. 044, s. 2023:
 - a. Detailed PD Program Design
 - b. PD Program Monitoring and Evaluation (M&E) Plan
 - c. Program Implementation Plan
 - d. Curriculum Vitae of Resources Speakers/Subject-Matter Experts
 - e. Assessment Tools (formative and summative tools and rubrics)
 - f. Workplace Application Plan Template
 - g. PD Learning Resource (LR) Materials:
 - i. Session Guides
 - ii. Slide Decks
 - iii. Modules (if applicable)
 - iv. Non-print Materials: audio-visual presentations (if applicable)
3. Relative to this, electronic copies of the PD program forms and templates may be accessed at bit.ly/IGEnclosures.



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4. Proposals shall be reviewed and evaluated based on the following criteria:
 - a. Strength of research base
 - b. Alignment with the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH), or the Philippine Professional Standards for Supervisors (PPSS)
 - c. Profile and selection of participants
 - d. Articulation of objectives and its alignment with the competencies for development
 - e. Selection and organization of content
 - f. Soundness of methodology
 - g. Mechanisms to determine whether the objectives have been met
 - h. Intended workplace application
 - i. Credentials/expertise of resource speakers/subject-matter experts
 - j. Budget and costing
 - k. Gender Equality, Disability and Social Inclusion
5. In addition, the CO Bureaus and Services proposals may include a request for budget support from the NEAP Human Resource Development Fund.
6. All duly prepared PD programs shall be submitted to NEAP - Quality Assurance Division (QAD) through this link: <https://bit.ly/PDProgramSubmission> **not later than October 27, 2023**.
7. For queries and assistance, please contact **Ms. Lourdes U. Arguelles of NEAP-QAD** at ga.pdpneap@deped.gov.ph or at (02) 8633 7207, 2/F Mabini Bldg. DepEd Complex, Meralco Avenue, Pasig City.
8. Immediate dissemination of and compliance with this issuance is directed.

[NEAP-QAD/AFulgencio]