



Republika ng Pilipinas

# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Office of the Director

**MEMORANDUM**  
**OM-OUHROD-NEAP-2024-135**

APPROVED  
 DISAPPROVED  
  
**WILFREDO E. CABRAL**  
Director IV  
Officer-in-Charge, Office of the Undersecretary  
for Human Resource and Organizational Development

FOR : **WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development*

ATTN : **LEAH B. APAO**  
*Director III, NEAP*

**NEAP CO DIVISION CHIEFS**  
**NEAP CENTRAL OFFICE PERSONNEL**  
**ALL OTHERS CONCERNED**

FROM :   
**JENNIFER E. LOPEZ**  
*Director IV, NEAP*

SUBJECT : **NEAP ORGANIZATION AND PROGRAM TRANSITION PHASE**

DATE : 29 August 2024

With reference to DepEd Order No. 011, s. 2019 on the "Implementation of the NEAP Transformation" — to streamline professional development, make training activities programmatic and accountable, effectively link professional development with career progression, generate efficient use of resources, and ultimately realize NEAP's mandate of providing the learning and development needs of the increasing number of teachers and school leaders, the organization and program transition of the National Educators Academy of the Philippines (NEAP) shall be adopted.

**1. Assignment of NEAP Central Office Personnel**

To effectively and efficiently provide appropriate professional development programs to teachers and school leaders, all NEAP Central Office (NEAP-CO) Personnel shall be rationalized based on the following:

- a. NEAP Core Programs
- Induction Program
  - Career Progression Program
    - i. Regular Program
    - ii. Master Class
    - iii. Subject Content Programs Supporting Quality Teaching

- Special Program
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- b. Other Professional Development Programs
  - Training on the New Curriculum
  - Scholarship Management
- c. Systems Support
  - Professional Development Information System
  - Learning Management System
  - Knowledge and Records Management
  - NEAP Teachers Camp

Relative to this, the Director IV of NEAP shall be responsible for the assignment of personnel. A separate office memorandum shall be released for this purpose.

**2. Adoption of Professional Regulation Commission (PRC) Templates**

All NEAP-CO programs to be designed, developed and implemented shall utilize the PRC template. This approach is intended to align with the requirements and standards set forth by the PRC, ensuring consistency and relevance.

**3. Quality Assurance Process**

As stipulated under Recommendation 11 of DO 11 s. 2019, as an interim arrangement, the NEAP's functions include the quality assurance of programs not offered by NEAP. In the case of programs delivered by NEAP's personnel, Quality Assurance should be undertaken by an independent agency. Hence, it is mandatory that content experts and authorities per discipline/learning area from national and international academic arena be actively involved in this process to ensure that these standards are upheld.

To maintain the highest standards of educational quality and integrity, the quality assurance process for NEAP CO programs shall be led by the assigned Chief with the designated specialist per PD program.

Quality assured PD Programs shall be submitted to the NEAP Office of the Director for the issuance of the Quality Assurance Certificate.

**4. Application for PRC Credit Units**

All NEAP-CO programs shall ensure the proper application for PRC credit units. This is in line with the goal of providing professional development opportunities to our educators.

This memorandum shall take effect immediately upon issuance.

For strict compliance.