



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

DIVISION MEMORANDUM

No. **97**, s. 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Others Concerned

1. In reference to Regional Memorandum No. 132, s. 2026, the Regional Office 1 through the National Educators Academy of the Philippines Region 1 (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 Division Office Functional Divisions intending to offer PDPs and courses for teachers and school leaders.

3. PDP proposals shall be evaluated based on 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.

4. 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, Journals, Worksheets and 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

5. The proponent shall scan the required documents and proposals, and the SGOD-HRDS shall upload it to a Google Drive link and submit the same to the NEAP Quality Assurance Secretariat through email address ro1.neap.qa@deped.gov.ph not less than forty-five (45) working days prior to the conduct of the program or course.

6. Once NEAP Quality Assurance (QA) Certification is granted, the same shall be applied for PRC accreditation in accordance with existing guidelines and procedures.

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

8. Attached is the Regional Memorandum for reference.





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9. For immediate information and guidance of all concerned.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: RM 132, s. 2026- Call for Submission of Professional
Development Plans
To be indicated in the Perpetual Index under the following subjects:

EVALUATION TRAININGS

SGOD-HRD/ahem/DM- CALL FOR SUBMISSION OF PDPs
2026-002/February 5, 2026



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Republic of the Philippines
Department of Education
 REGION I



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REGIONAL MEMORANDUM
 No. 132, s. 2026

**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.

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
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- 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

4. The SDOs, through the SGOD-HRDS and RO Functional Divisions, shall upload their proposals to a Google Drive link and submit the same to the NEAP Quality Assurance Secretariat through the email address ro1.neap.qa@deped.gov.ph



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not less than forty-five (45) working days prior to the conduct of the program or course.

5. Once the Professional Development Programs (PDPs) are granted NEAP Quality Assurance (QA) Certification, the same shall be applied for PRC accreditation, in accordance with existing guidelines and procedures.
6. As PRC CPD Providers, SDOs shall directly apply for PRC accreditation of their NEAP Quality-Assured PDPs in accordance with existing PRC guidelines and procedures.
7. Documentary requirements can be accessed and downloaded via the link: <https://tinyurl.com/NEAPQATemplates>.
8. For queries and other concerns, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at neap.region1@deped.gov.ph.
9. Immediate dissemination of this Memorandum is desired.

For the Regional Director

RHODA T. RAZON
Assistant Regional Director

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

Encl: None

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

EVALUATION TRAININGS

HRDD/kmmb/RM_CallforSubmissionPDPs
February 2, 2026

