



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **126**, s. 2026

18 FEB 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
Section and Unit Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 132, s. 2026, the Schools Division of the City of Batac reiterates the announcement for the Call for Submission of Professional Development Programs (PDPs) proposals for NEAP R1 Quality Assurance.

2. NEAP quality assurance is open to all program owners, school heads, section and unit heads and 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-, 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) Work 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. 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.

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





Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

6. Immediate dissemination of this Memorandum is desired.


ANSELMO R. ALUDINO

 Schools Division Superintendent 

Encl.: none
Reference: Regional Memorandum No. 132 s. 2026
To be included in the Perpetual Index
Under the following subject:

EVALUATION TRAININGS

SGOD/mlpd/DM-PDPSQUALITYASSURANCE
2602017/February 12, 2026



Republic of the Philippines
Department of Education
REGION I



FEB 02 2026

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
- 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

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 rol.neap.qa@deped.gov.ph

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



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