



CITY SCHOOLS DIVISION OF ANTIPOLO

February 6, 2018

DIVISION MEMORANDUM

No. 016 s. 2018

**POLICY GUIDELINES FOR DIVISION INITIATED CPD ACCREDITED
TRAININGS/PROGRAMS**

TO: OIC-Assistant Schools Division Superintendent
OIC-Chiefs, Curriculum Implementation Division and
Schools Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Schools Governance and Operations Division Personnel
Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. RA 10912 also known as Continuing Professional Development (CPD) Act as of 2016 for Professional Teachers provides for the policy of the State to regulate and professionalize the practice of teaching wherein "the state shall ensure and promote the quality education by proper supervision and regulation of the licensure examination and professionalization of the practice of teaching".
2. PRC recognized DepEd Antipolo as a CPD Provider with accreditation number 2017-078 valid until Sept. 6, 2020 enabling the City Schools Division to provide the teachers with CPD units through trainings and seminars without any fee.
3. Accreditation of CPD units is **only applicable for division-initiated trainings and/or programs.**
4. Proposals for the training/program must be submitted to the Human Resource Development (HRD) Section following the fully accomplished template along with the all the other documentary requirements 60 days before the scheduled date. PRC requires the CPD provider to apply the program 45 days ahead of time. The additional 15 days is the HRD Section's time allotment for the perusal of the documents submitted and coordination with all others involved with the program.
5. Submission of the proposal to the HRD Section does NOT automatically mean approval for approval of CPD units. This needs to follow the process as indicated in the provisions stipulated in IRR of RA 10912 or as advised by PRC.
6. HRD's main responsibility is to coordinate with PRC for the approval of the training/program proposed for accreditation of CPD units. The content and all other major and related concerns will be decided upon by the program owner or whichever section spearheads the training/program.



Republic of the Philippines
Department of Education
Region IV-A CALABARZON

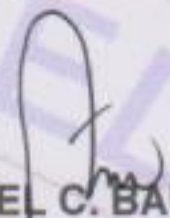


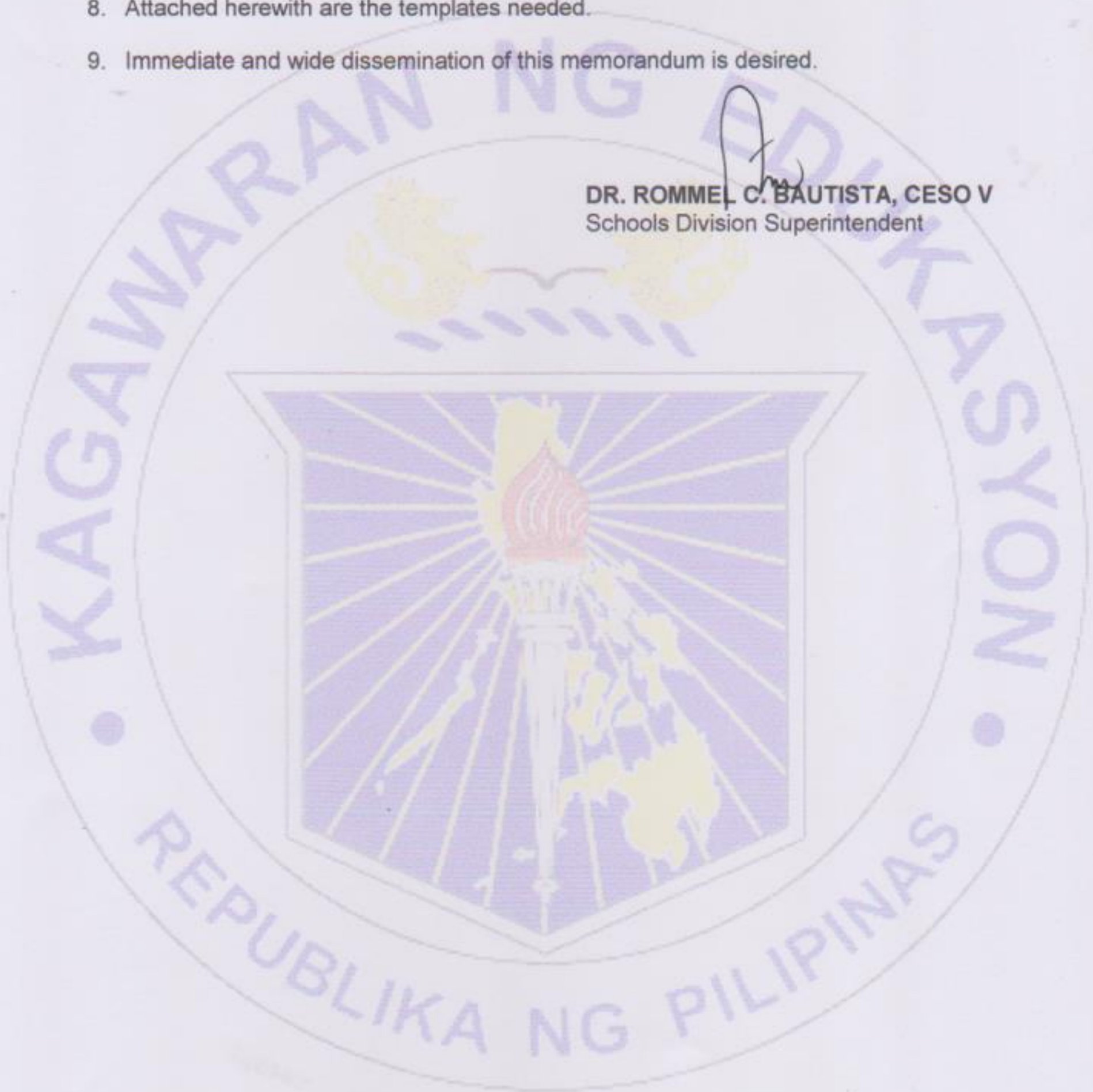
CITY SCHOOLS DIVISION OF ANTIPOLO

7. The following documents must be submitted to the HRD for CPD Unit Accreditation:
 - a. Proposal and Matrix
 - b. PRC Application for Accreditation of CPD Program
 - c. Evaluation Tool for each Course Objective
 - d. Curriculum Vitae and PRC License of Speakers/Facilitators
 - e. Accreditation Template of CPD Program (from PRC)
 - f. Breakdown of Expenses for the Conduct of the Program

8. Attached herewith are the templates needed.

9. Immediate and wide dissemination of this memorandum is desired.


DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent





Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for _____

| | |
|---|---|
| Part I. General Information | |
| Name of Provider: _____ | |
| Accreditation No.: | Expiration Date: |
| Contact Person: | Designation: |
| Contact No.: | Date of Application: |
| Proposed Program: <input type="checkbox"/> Seminar <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> Residency Training <input type="checkbox"/> Tours & Visits <input type="checkbox"/> Others _____ | |
| Title of the Program: _____ | |
| Date to be offered: | Time / Duration: |
| Place / Venue: | No. of times program to be conducted: |
| Course Description: | |
| Objectives: | |
| Target Participants / No.: | Registration / Seminar Fee to be collected: |
| Part II. Acknowledgment | |
| I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented. | SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____ |
| _____ Signature Over Printed Name | _____ (Notary Public) |
| _____ Position | |
| _____ Date | |
| Part III. Action Taken | |
| Standards & Inspection Division – CPD: | Cash Division: |
| Processed by: _____ Date : _____ | Amount : _____ O.R.No./Date : _____ Issued by : _____ |
| Reviewed by: | |
| OIC, Standards and Inspection Division | |
| <u>ACTION TAKEN BY THE CPD COUNCIL</u> | |
| <input type="checkbox"/> Approved for _____ Credit Units | Accreditation No. _____ |
| <input type="checkbox"/> Disapproved | |
| <input type="checkbox"/> Deferred pending compliance _____ | |
| _____ Chairperson | |
| _____ Member | _____ Member |
| Date _____ | |

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of One Thousand Pesos (P 1,000.00) per offering of the program.
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

- Specific course Objectives stating competencies to be gained from program
- Evaluation tool specific to course objectives set
- Program of Activities showing time/duration of topics/workshop
- Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any)
- Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit, if applicable
- Breakdown of expenses for the conduct of the program

Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

1. Application for accreditation should be filed 45 days before the offering of the program/training.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
3. The period for processing the application is 45 days.
4. If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.

**Professional Regulation Commission
Board for Professional Teachers
CPD Council for Professional Teachers**

Template for Instructional Design of Proposed Continuing Development (CPD) Program

- I. Course/Program Title:
- II. Course/Program Brief Description:
- III. Proposed PQF level: **minimum is Level 6**
- IV. Particular Continuing Professional Competency/ies:
- V. Content Details:

| Sub-Topics and Time Allotment for every topic (in hours) | Expected Learning Outcomes | Activities to Achieve Learning Outcomes | Assessment Strategies including, Assessment Tools | Requirements/Outputs |
|--|----------------------------|---|---|----------------------|
| | | | | |
| | | | | |
| | | | | |

- VI. Financial Projection:
 - A. Expected Number of Participants:
 - B. Proposed Charge per Participant:
 - C. Relevant Details in Support of the Financial Viability of the Program

Printed Name and Signature of Official Proponent

Position

Proposing Agency/Association

Professional Regulation Commission
Board for Professional Teachers
CPD Council for Professional Teachers

Template for Accreditation of CPD Program

PQF Level: _____

| <i>I. Specific Course Objective Stating Competencies to be gain from the Program.</i> | <i>II. Specific Assessment / Evaluation Tool for each Course Objective Stating Competencies to be gain from the Program</i> |
|---|---|
| 1. 2. 3. | 1. 2. 3. |

III. PROGRAM OF ACTIVITIES

PQF Level: _____

| <i>Time</i> | <i>Topic / Activity</i> | <i>Speaker</i> |
|---|---------------------------------|--|
| Day/Time Duration (e.g. Day 1. ; 8:00- 9:00am) | Title of the Lecture/Discussion | Complete Name of Speaker PRC license no. and expiration (if applicable) Position/Designation |
| | | |
| | | |
| | | |
| | | |
| | | |

Note: Please attach the Actual Assessment / Evaluation Tool and scanned Professional Identification Card (if applicable) on a separate page.



CITY SCHOOLS DIVISION OF ANTIPOLO

Proposed Policy Guidelines for Division Initiated Accredited Trainings/Programs

TITLE: _____

BRIEF DESCRIPTION OF THE PROGRAM/TRAINING

RATIONALE:

PQF LEVEL: _____

GENERAL OBJECTIVES:

- 1.
- 2.
- 3.

| <p>SPECIFIC COURSE OBJECTIVES STATING COMPETENCIES TO BE GAINED FROM THE PROGRAM (ONE FOR EACH SESSION)</p> | <p>SPECIFIC ASSESSMENT/EVALUATION TOOL FOR EACH COURSE OBJECTIVE STATING COMPETENCIES TO BE GAINED FROM THE PROGRAM (ATTACH THE ACTUAL ASSESSMENT/EVALUATION TOOL)</p> | <p>MEANS OF VERIFICATION</p> |
|--|---|-------------------------------------|
| Session 1 | | |
| Session 2 | | |
| Session 3 | | |
| Session 4 | | |



CITY SCHOOLS DIVISION OF ANTIPOLO

PROGRAM OF ACTIVITIES

| | DAY/TIME | TOPIC/ACTIVITY (WITH BRIEF DESCRIPTION FOR EACH) | SPEAKER (DESIGNATION/POSITION AND PRC LICENSE NUMBER) |
|-----------|----------|---|--|
| Session 1 | | | |
| Session 2 | | | |
| Session 3 | | | |
| Session 4 | | | |

SOURCE OF FUNDS

PARTICIPANTS

DATE AND PLACE OF IMPLEMENTATION

PROGRAM OF EXPENDITURES

EXPECTED OUTCOME/OUTPUT (Based on the general objectives.)

- 1.
- 2.
- 3.

Submitted by:

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GAYLE S. MALIBIRAN, EPS II-HRD

Submitted to:

Arlene L. Litayona
ARLENE L. LITAYONA, SEPS-HRD

ANSELMO C. CELESTE JR., OIC-Chief SGOD

