



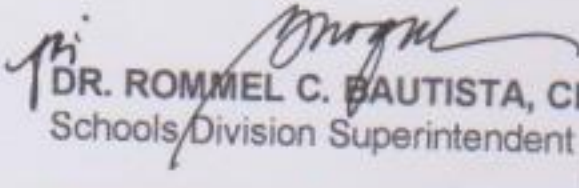
Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON

**CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO CITY**



**MEMORANDUM**

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

FROM :   
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SUBJECT : **SUBMISSION OF REQUIREMENTS FOR CPD PROGRAM  
ACCREDITATION OF DIVISION CAPABILITY BUILDING OF  
TEACHERS THROUGH IN-SERVICE TRAINING**

DATE : February 26, 2019

Relative to the Accreditation of DepEd Division Office of Antipolo as a Continuing Professional Development (CPD) Provider (Accreditation No: 2017-078) and to assist teachers in earning their CPD units, this Office through the Human Resource Development Section requests elementary and secondary schools to submit the necessary documents required for CPD program application of their in-service training on May, 2019.

School Heads are instructed to follow the guidelines and accomplish the templates for the accreditation of CPD trainings/programs stipulated in Division Memorandum No. 16 s. 2018 (See attachment).

Kindly consider also the following in the Instructional Design and Program Application;

- Specify time allotment of the topics to be included in program.
- Align learning outcome to the objective of the session
- Specify the activities or methodology to be employed for each topic/session.  
Workshops are encouraged to maximize learning
- Pre and Post assessment may be used as a measure to evaluate learning of the participants
- PRC license of speakers/facilitators should be updated

Complete documents should be submitted on or before **March 15, 2019** in soft copies word format, saved in a folder with the name of the school (*i.e. CPD-School*) as the file name and email to [arlene.tayona@deped.gov.ph](mailto:arlene.tayona@deped.gov.ph)

For the information, guidance and compliance of all concerned.

UM - 110, s. 2019  
HRD-att, 2019



**CITY SCHOOLS DIVISION OF ANTIPOLO**

February 6, 2018

DIVISION MEMORANDUM

No. 014 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.

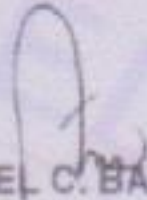


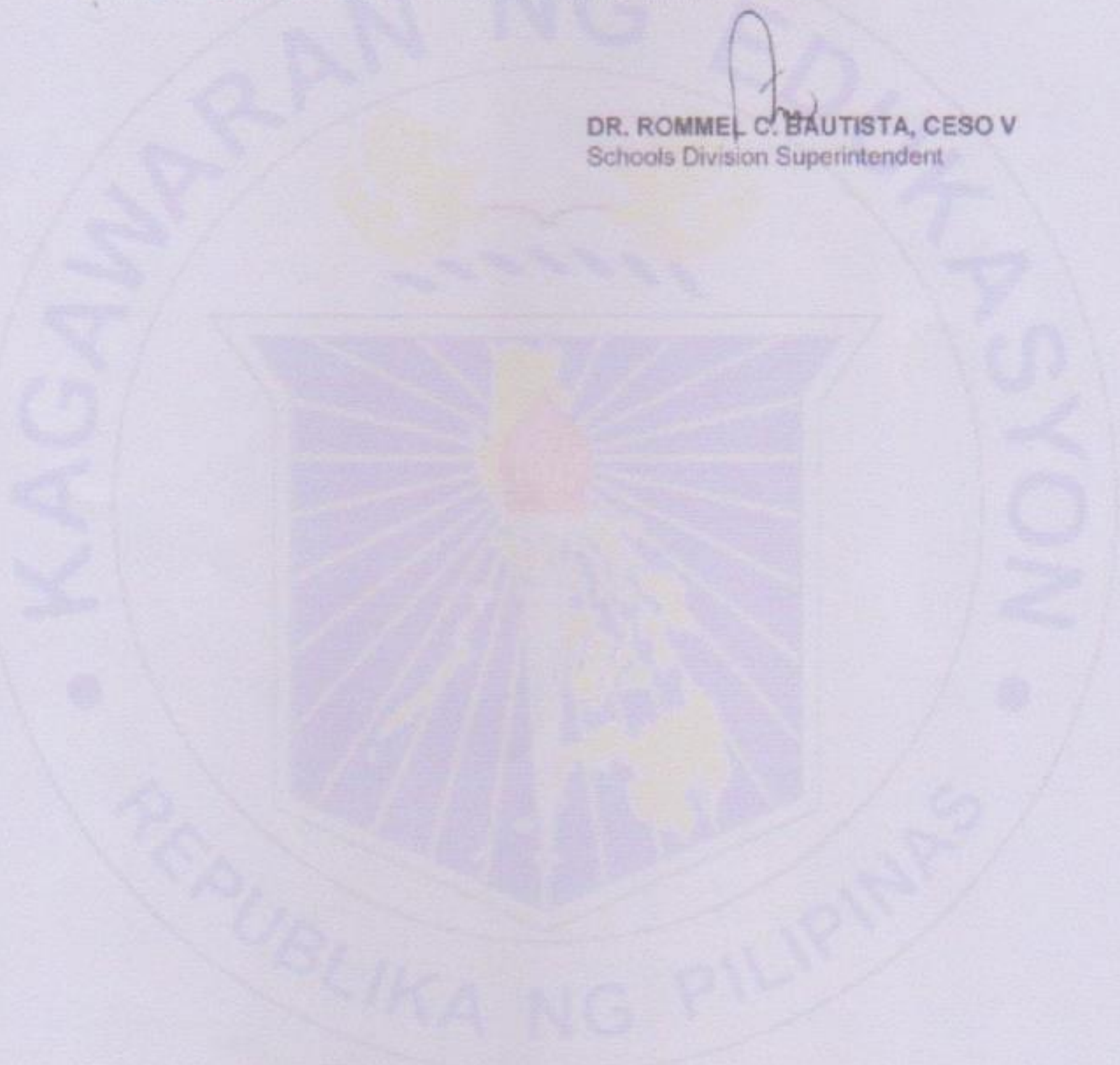
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**CITY SCHOOLS DIVISION OF ANTIPOLO**

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  
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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POF LEVEL: \_\_\_\_\_

GENERAL OBJECTIVES:

- 1.
- 2.
- 3.

SPECIFIC COURSE OBJECTIVES STATING COMPETENCIES TO BE GAINED FROM THE PROGRAM (ONE FOR EACH SESSION)	SPECIFIC ASSESSMENT/EVALUATION TOOL FOR EACH COURSE OBJECTIVE STATING COMPETENCIES TO BE GAINED FROM THE PROGRAM (ATTACH THE ACTUAL ASSESSMENT/EVALUATION TOOL)	MEANS OF VERIFICATION
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:

*Gayle J. Malibiran*  
GAYLE J. MALIBIRAN, EPS II-HRD

Submitted to:

*Arlene L. Tayona*  
ARLENE L. TAYONA, SEPS-HRD

ANSELMO C. CELESTE JR., OIC-Chief SGOD