



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

May 2, 2025

DIVISION MEMORANDUM

No. 216, s. 2025

**SUBMISSION OF NEAP REQUIREMENTS FOR
PROFESSIONAL DEVELOPMENT PROGRAMS**

To: OIC, Office of the Asst. Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. In compliance with DepEd Order No. 001, s. 2020 titled “**Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders**” and DepEd Memorandum No. 044, s. 2023 (**Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of NEAP Core Programs**), all concerned are hereby informed that two (2) months prior to the scheduled conduct of training, NEAP requirements must be submitted. As a matter of protocol, all division-initiated professional development (PD) programs must undergo Regional Quality Assurance before endorsement to the Professional Regulation Commission (PRC) for accreditation.
2. Please be guided by the updated NEAP Quality Assurance requirements, which include the following documents:
 - a. Detailed Professional Development (PD) Program Design;
 - b. Program Implementation Plan;
 - c. Budgetary Requirements;
 - d. End-of-the-Day/End-of-Program Evaluation Tool;
 - e. Actual Participants’ Profile;
 - f. Copy of Assessment Tool to Measure Learning (Pretest/Posttest);
 - g. Fully Accomplished CV/Resume of Resource Speakers (RPs) or Learning Facilitators (LFs);
 - h. Sample Workplace Application Plan or Learning Action Plan (LAP);
 - i. Copy of Monitoring and Evaluation (M&E) Plan; and
 - j. Sample Learning Resources (e.g., Session Guides, Slide Decks).



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3. The Professional Regulation Commission (PRC) requirements for accreditation of PD programs remain unchanged. All school- or district-initiated PD programs will be subject to quality assurance by the Division QA team.
4. Here is the Drive for PRC Application and Completion Report Template <https://tinyurl.com/PRC-Appli-AND-Comp-Temp>.
5. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


ROLANDO B. JAMORA PhD

Education Program Supervisor-EPP/TLE/TVL
OIC-Office of the Chief Education Supervisor, CID
In-charge of the Division

Encl.: As stated

Reference: As stated

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

TRAINING

PROGRAMS

TEACHERS

SCHOOL LEADERS



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