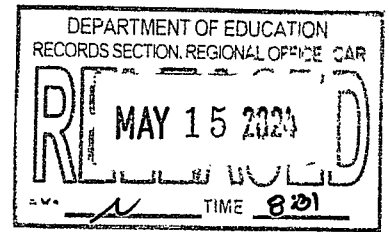




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



14 May 2024

REGIONAL MEMORANDUM

No. **281.2024**

**CALL FOR SUBMISSIONS OF PROFESSIONAL DEVELOPMENT PROPOSALS (PD)
PROPOSALS FOR QUALITY ASSURANCE**

To: Assistant Regional Director
All Schools Division Superintendents
All Others Concerned

1. In compliance to the provisions in DM-OUHROD-2024-0427 (Guidelines on the Utilization of FY 2024 Human Resource Development (HRD) Fund, this Office calls for the **Submission of PD Proposals for Quality Assurance**.
2. The activity is in line with the implementation of DepEd Memorandum No. 044, s.2023 titled *"Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs."* This endeavor generally aims to ensure equitable access of teachers and school leaders to responsive, data-driven and targeted PD programs.
3. All SDOs shall submit proposals for capacity building of teachers and school leaders pertaining to the implementation of the MATATAG curriculum, conduct of induction programs and pursuit of the National Learning Recovery Program.
4. Submissions for the first batch of evaluation, scheduled from **May 22 to 24, 2024** are due on **May 21, 2024** and shall be guided with Enclosure 1 for the documentary requirements, timeline and personnel-in-charge culled out from the aforementioned issuances.
5. Should there be queries and/or clarifications, please contact Rosita C. Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.
6. Immediate and widest dissemination of this Memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

For the Regional Director:


RONALD B. CASTILLO CESO V
Assistant Regional Director

HRDD/RCA/IBL-RM – Submission of PDPs Charge to HRD Fund
May 14, 2024



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph
DepEd Tayo Cordillera <https://depedcar.ph>

PD Proposal Quality Assurance Process and Documentary Requirements

SOURCE	INPUT	PROCESS	OUTPUT	CUSTOMER
RO HRDD	RM Call for submission of PD Proposals	1. Downloads templates from the folder "1 Proposal Templates" accessible from this link: https://tinyurl.com/PDqaCAR	PD Proposal Package templates	PD Proponent
PD Proponent	PD Proposal Package template i. Detailed Program Design and M&E Plan Form (E4) ii. CVs of Primary, Secondary, or Alternate Resource Persons (E7); iii. Complete Learning Resources (Slide Decks, Modules, Worksheets, etc.); iv. Sample Session Guides (E6); v. Sample Assessment Tools; vi. Budget Estimate Form;	2. Accomplishes complete documentary requirements as enumerated.	<ul style="list-style-type: none"> Accomplished PD Proposal Package 	Participants
PD Proponent	PD Proposal Package	3. Secures endorsement from the Chief and SDS and submits the package to the SDO-HRDS	<ul style="list-style-type: none"> Endorsed PD Proposal Package Signed Endorsement letter with Title of PD and Target Dates of Implementation 	Chief and SDS
Chief and SDS	<ul style="list-style-type: none"> Endorsed PD Proposal Package Signed Endorsement letter with Title of PD and Target Dates of Implementation 	4. Adds the details to the Summary of PDPs	<ul style="list-style-type: none"> Signed DM-OUHROD-2024-0427 Enclosure 3 from the SDO HRD 	SDO HRD
PD Proponent in coordination with the HRD	<ul style="list-style-type: none"> Editable files of the PD Proposal Package (Complete Step 2 documentary requirements) Signed Endorsement letter with Title of PD and Target Dates of Implementation 	5. Creates a folder in the assigned SDO folder and uploads complete supporting documents for the PD Proposal at this link: https://tinyurl.com/PDqaCAR	<ul style="list-style-type: none"> Uploaded editable files 	SDO HRD
SDO HRD	Signed endorsement Signed Detailed Program Design and M&E Form	6. Submits to the Records Section via car@deped.gov.ph INCOMPLETE UPLOADS SHALL NOT BE ISSUED ACKNOWLEDGMENT RECEIPT FOR EVALUATION	Acknowledgment Receipt from the RO-HRDD	RO Records Section
RO Records Section	Signed endorsement Signed Detailed Program Design and M&E Form	7. Routes the received endorsement to the HRDD	DTS Tracking Sheet from the Records Section	RO HRDD
RO HRDD	PD Proposal Package	8. Reviews the proposal's content and checks the completeness of the documents. Informs the PD Proponent if there are deficiencies. Schedules the review of the PD Proposal.	Checklist of submitted documents	RO PD Evaluation Committee
RO PD Evaluation Committee (OM-HRDD-2024-055)	PD Proposal Package	9. Evaluates/ deliberates on the PD Proposal received	Enclosures 8, 9 and 10: PD Design Quality Checklist, LR Materials QS Checklist, PD Delivery QS Checklist	RO HRDD
RO HRDD	PD Proposal Package	10. Informs the SDO and PD Proponent concerned.	Quality Assurance Certificate (Approved PDs)	SDO HRD

SOURCE	INPUT	PROCESS	OUTPUT	CUSTOMER
SDO HRD PD Proponent	CPD Documentary Requirement Templates i. Application for Accreditation of CPD Program ii. Certificate template iii. Instructional Design iv. M&E Plan and Tools v. Curriculum Vitae vi. PRC IDs vii. Financial/ Budgetary Requirements viii. Promotional tarpaulin (JPEG)	11. Prepares the CPD Documentary Requirements downloadable from the folder "2 CPD Templates" accessible from this link: https://tinyurl.com/PDqaCAR IMPORTANT NOTE: The CPD documents (for SDOs without PRC accreditation) must reach the RO at least 50 days prior its target date of implementation in compliance to PRC-CPDAS guidelines. SDOs with PRC Accreditation shall upload the documentary requirements on their CPDAS accounts.	CPD Proposal Package	PD Proponent
PD Proponent	PD Proposal Package	12. Implementation of the PD Program	Enclosure 12, 15, 18: End of day evaluation tool; Inception Plan; PMT Terms of Reference	Participants
PD Proponent SDO HRD	i. End of day evaluation tool (E12) ii. Inception Plan (E15) iii. PMT Terms of Reference (E18)	13. Preparation of PD Completion Reports	Enclosures 11, 13, 14, 16, 17: PD Documentation Form; PD Completion Report; Actual Participants Profile; Level 3 Evaluation report; M&E Visit Checklist	RO HRDD
PD Proponent SDO HRD	i. Completion Report (Form "CPDD-05") ii. Registration Sheet and Attendance Sheet iii. Actual program of activities with the list and profile of lecturers/resource persons and information about any deviation from the approved program iv. Lecture materials of the resource persons/speakers/facilitators, etc. v. Summary of evaluation of resource persons in tabular form vi. Summary of evaluation of learning of the participants (Exam/Test Results) vii. Financial Report/Actual Breakdown of Expenses (using the prescribed template pursuant to Commission Resolution No. 1520 S. 2022) viii. Relevant photographs / screenshots of training / event proper ix. Souvenir magazine, if available x. Others that may support the evaluation of your performance. NOTE: Excel Attendance Sheet for CPDAS shall be accomplished properly (prescribed format/template is available from "Downloadables" of your CPDAS account) and upload in the system to reflect this program to the individual dashboards of the participants.	14. Preparation of CPD Reports, in one PDF File, downloadable from the folder "2 CPD Templates" accessible from this link: https://tinyurl.com/PDqaCAR SDOs with PRC Accreditation shall upload the documentary requirements on their CPDAS accounts.	Completion Report Package	RO HRDD