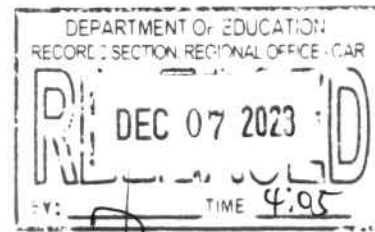




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



05 December 2023

REGIONAL MEMORANDUM

No. 736.2023

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)-CREDIT UNIT
APPLICATION PROCESS FOR SCHOOLS DIVISION
OFFICE (SDOs) AND SCHOOLS**

To: All Schools Division Superintendents
All Other Concerned
All Divisions

1. Pursuant to Republic Act No. 10912 or the CPD Act of 2016, this Office is a **Professional Regulation Commission (PRC) accredited CPD provider** from September 18, 2022 to September 17, 2025.
2. In this connection and in compliance to Unnumbered Memorandum dated June 28, 2021, titled "*CPD Application Process for DepEd Central Office and Regional Office to the PRC*," program applications for CPD units from SDOs and schools should be submitted to the DepEd-RO (NEAP-R) forty-five (45) working days before target implementation.
3. Enclosure 1 provides the process, timeline, documentary requirements and templates accessible via **<https://tinyurl.com/depedcarCPD>**
4. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.


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



HRDD/RCA/lbl-submission of pd for cpd units
December 05, 2023



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>

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Concerned SDO/ School (PD Proponent)	<ol style="list-style-type: none"> 1. CPDD-02 Application for Accreditation of CPD Program 2. Certificate template 3. Program of Activities showing time/duration of topics/workshop and resource persons 4. CPDD-16 Instructional Design 5. Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set 6. "CPDD-17" Curriculum Vitae/ Resume of the Resource Person/s (including the required attachment) 7. Valid Professional Identification Card/Receipt of Renewal of Resource Persons (Attach to Form "CPDD-17") if licensed/registered professional. Otherwise, submit a copy of a valid government or company-issued Identification Card 8. Financial Plan/Breakdown of Expenses 9. Cover letter 	Submits complete documentary requirements not less than 45 days before target date of implementation	PD Proponent -SDO HRD Personnel/ Representative -School Head/ Personnel duly endorsed by the SDO	Stamped documents as to Receiving Date	DepEd CAR Records Section	RA 10912 DepEd Order No. 001, s. 2020; DepEd Memo No. 050, s. 2020; DM OHHROD-2023-0354; DM-OUHROD-2023-0525 RM No. 143, s. 2020 DepEd Order No. 001, s. 2020; DepEd Memo No. 050, s. 2020; DM OHHROD-2023-0354; DM-OUHROD-2023-0525
DepEd CAR Records Section	Stamped cover letter as to Receiving Date	Receives Program Course Recognition Application Form and the attachments from the proponent	Personnel, Records Section	Stamped documents as to Receiving Date	HRDD AdAs	

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
HRDD AdAs	Endorsed stamped documents as to Receiving Date	<p>Reviews the proposal's content and checks the completeness of the documents</p> <p>For PDs designed and cascaded by the CO:</p> <p>-Scans and uploads documents to the CPD Accreditation System (CPDAS) for evaluation</p> <p>-Monitors and follows up the evaluation of the PD</p> <p>-Receives approval and CPD units for the PD</p> <p>-Issues a memorandum to inform the PD Proponent on the approval of CPD units including the mechanics of PD implementation (including target participants) and post training requirements.</p> <p><u>For other PDs:</u> Secretariat informs the LSP/ Proponent on its deficiencies via Communications Team <i>If complete, Forwards the proposal to the assigned REC (Content Experts and/or Program Specialist), the QA process for other PDs shall be followed.</i></p>	CPD Focal (EPS/ SEPS/ EPS II)	Checklist of submitted documents and Application Form	PD Proponent	RA 10912 PRC res 1032 s. 2017; 1146, s. 2019; 1240, s. 2020; 1278 s. 2020

SOURCE	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
PD Proponent	Program Certificate with CPD Accreditation Number	Implements the PD program in accordance to the design, mechanics and timeline.	PD Proponent and TWG	Memorandum Updated Certificate with CPD Accreditation Number Profile of Participants with PRC (DM44-E7) PreTest Scores Program Paper with Matrix QAME Evaluation per speaker Narrative and photo documentation per session including issues and concerns Post Test Scores and Workplace Application Plan	PD Participants	RA 10912 DepEd Memorandum No. 044, s. 2023

SOURCE	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
PD Proponent	PD Implementation documents	Accomplishes and submits to the RO NOT more than 10 days after the implementation Program Completion Report as follows saved IN ORDER in one (1) PDF file: 1. CPDD-05 Completion Report 2. CPDD-12 Registration Sheet and Attendance Sheet	Proponent	Signed Program Completion Report (CPDD-05)	CPD Focal (EPS/ SEPS/ EPS II)	RA 10912 DepEd Memorandum No. 044, s. 2023

SOURCE	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
		3. Actual program paper with the list and profile of lecturers/resource persons and information about any deviation from the approved program 4. Lecture materials of the resource persons/speakers/facilitators, etc. 5. Summary of evaluation of resource persons in tabular form 6. Summary of evaluation of learning of the participants (Exam/Test Results) 7. Financial Report/Actual Breakdown of Expenses 8. Relevant photographs / screenshots of training / event proper 9. Souvenir magazine, if available		Excel Attendance Sheet for CPDAS (Used for Uploading in the CPDAS) - v2		
CPD Focal (EPS/ SEPS/ EPS II)	Completion Report Excel Attendance Sheet for CPDAS	Reviews completeness of documents, accurateness and validity of PRC ID numbers Uploads excel attendance sheet to the CPDAS to grant the CPD units		CPDAS	PD Participants	