



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 178, s. 2025

**CALL FOR SUBMISSION OF PROFESSIONAL DEVELOPMENT PROPOSALS
FOR QUALITY ASSURANCE**

To: Assistant Regional Director
Schools Division Superintendents
Regional Office Chiefs of Functional Divisions
All Others Concerned

1. This Office, through the National Educators Academy of the Philippines Region 1 (NEAP R1) announces the Call for Submission of Professional Development Programs (PDPs) proposals for NEAP R1 Quality Assurance.

2. NEAP quality assurance of PDPs is open to all Schools Divisions Offices (SDOs) and Regional Office (RO) Functional Divisions intending to offer PDPs and courses for teachers and school leaders, specifically PDPs funded by the HRD Program Support Fund (PSF) and In-Service Education and Training (INSET) Fund.

3. PDP proposals shall be evaluated based on the criteria stipulated in DepEd Memorandum No. 44, s. 2023 titled "Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs" and DM-OUHROD-2024-1576 titled "Guidelines on the Conduct of Regional Office-, Schools Division Office-, and School-Developed Professional Development Programs for FY 2024." The following are the required documents and shall be organized for submission according to this order:

- a. Endorsement Letter signed by the SDS
- b. Program Implementation Plan
- c. NEAP Core Programs Categorization Checklist (Enclosure 2)
- d. Target Participants Profile Sheet (Enclosure 3)
- e. Detailed PD Program Design and M&E Plan Form (Enclosure 4)
- f. Complete Curriculum Vitae of Resource Speakers (Enclosure 5)
- g. Complete Session Guides (Enclosure 6)
- h. Complete Slide Decks (following NEAP Standards)
- i. Other Learning Resource Materials (e.g., Modules, Journal, Worksheets & Templates, Audio/Videos, and Instructional Materials)
- j. Workplace Application Plan (WAP) Template and Rubric (Enclosure 7)
- k. Signed Budget Matrix (Enclosure 8)
- l. Assessment Tools (Formative and Summative Tools and Scoring Rubrics)
- m. End-of-day Evaluation Tool



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4. The SDOs through SGOD HRDS and RO Functional Divisions shall submit their proposals in a Google Drive link and submit to the NEAP Quality Assurance Secretariat through email address: neapr1.qualityassurance@deped.gov.ph **not less than 45 working days** prior to the conduct of the program or course.
5. Documentary requirements can be accessed and downloaded via the link: <https://tinyurl.com/R1DM44Enclosures>.
6. For queries and other concerns, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at neap.region1@deped.gov.ph.
7. Immediate dissemination of this Memorandum is desired.



TOLENTINO G. AQUINO
Director IV 

Reference: DM 44 s. 2023 and DM-OUHROD-2024-1576

Encl: None

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

EVALUATION

TRAINING PROGRAMS

HRDD/kmmb/RM_CallforSubmissionPDPs
February 3, 2025

