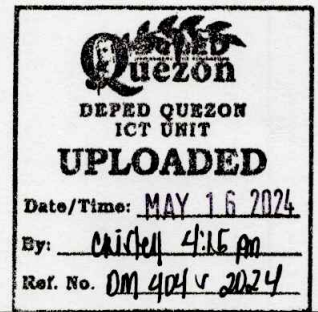




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



15 May 2024

DIVISION MEMORANDUM
DM No. 404, s. 2024

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION OF SCHOOL-BASED TRAINING OF TEACHERS (SBTT) ON MATATAG CURRICULUM

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Secondary and Elementary School Heads
Secondary Master Teachers
All Others Concerned

1. With reference to **Regional Memorandum (RM) No. 311, s. 2024** this Office, through Human Resource Development Section (HRDS), requests all schools in SDO Quezon to submit the documentary requirements for the Professional Regulation Commission (PRC) Continuing Professional Development (CPD) accreditation of the School-based Training of Teachers (SBTT) on MATATAG Curriculum.
2. Schools shall submit the Program Promotional Image using the file name: District-School Name-PPI (ex. Tiaong1-RectoMNHS-PPI) and required documents in one (1) merged PDF file with the file name: District-School Name-CPD (ex. SariayaWest-LutucanINHS-CPD) through <https://forms.office.com/r/CdWAGxtYzL> on/or before **May 17, 2024**.



DEPEDQUEZON-TM-SDS-04-009-003




Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

3. For other details pertaining to the submission of documentary requirements, please see attached Memorandum.
4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
School Division Superintendent

hrdrum05/15/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

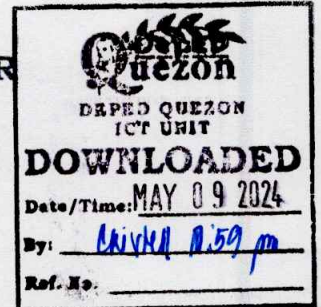


HRDD-RM-2024-311

02 May 2024

Regional Memorandum
No. 311 s.2024

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION OF SCHOOL-BASED TRAINING OF TEACHERS (SBTT) ON MATATAG CURRICULUM



To: **Schools Division Superintendents**

1. In compliance with Republic Act No. 10912, otherwise known as the *Continuing Professional Development (CPD) Act of 2016* and pursuant to 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*, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAP R), requests all Schools Division Offices (SDOs) to submit the documentary requirements for the Professional Regulation Commission (PRC) Continuing Professional Development (CPD) accreditation of the School-based Training of Teachers (SBTT) on MATATAG Curriculum.
2. SDOs, through School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) and Curriculum Implementation Division (CID), shall submit the program promotional image and the following requirements merged accordingly in one (1) pdf file:
 - a. Application for Accreditation of CPD Program;
 - b. Certificate for Participants/Attendees (A copy of what to be issued);
 - c. Program of Activities showing time/duration of topics/workshop and resource persons;
 - d. Instructional Design;
 - e. Evaluation method or tool that measures the learning gained by the participants;
 - f. PRC Resume of the Resource Person/s;
 - g. Valid Professional Identification Card/Receipt of Renewal of Resource Persons; and,
 - h. Financial Plan/Breakdown of Expenses (using the PRC prescribed template)

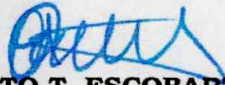



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

3. Templates and required documents will be shared to the Senior Education Program Specialists-HRDS. Submission of the needed documents is on or before **May 17, 2024** through **bit.ly/4ACPDMATATAG**
4. For assistance, please contact Jisela N. Ulpina, HRDD OIC-Chief, or Bryan A. Pobe, Education Program Supervisor, through email at hrd.calabarzon@deped.gov.ph.
5. Immediate dissemination of and compliance with this Memorandum are instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 



06/ROH5/ROH2