



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

13 April 2021


Division MEMORANDUM

No. 186 s. 2021

To : Chiefs of SGOD and CID
Education Program Supervisors
Public Schools District Supervisors / District-in-Charge
Senior Education Program Specialists / Education Program Specialist II
School Heads / Teachers-in-Charge
All other Program Owners
This Division

**TEMPLATES AND TIMILINE FOR NEAP RECOGNITION AND CPD
ACCREDITATION APPLICATION OF PROFESSIONAL DEVELOPMENT
PROGRAMS AND COURSES IN DEPED-SURIGAO DEL SUR DIVISION**

1. Pursuant to DepEd Order No. 001, s. 2020 re: Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and Leaders, this division is hereby informed to adopt the new templates and other attachments for program design and completion report.
2. Using DepEd e-mail and for ease and facility, these templates may be downloaded from this link: <https://tinyurl.com/TAforLnDCPD>
3. **All program owners** are required to use the new and official templates in all the trainings and activities that must be conducted in the division, districts, and schools in order to ensure that they are aligned, integrated, and consistent in the wider NEAP Professional Development Framework.
4. This shall take effect immediately upon issuance. By then, only recognized trainings and activities shall be implemented in DepEd as officially part of the DepEd professional development program, and **only those submitted within the timeline will be processed by the SGOD-HRD and the PDC Committee.**
5. The **proponent** shall keep all records of the program implementation in preparation for the completion report requirements to be submitted.
6. For your guidance and strict compliance. Immediate and widest dissemination of this Memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PH909100102



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Encl.:

- (1) TIMELINE FOR SUBMISSION OF REQUIREMENTS OF ALL PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES
- (2) LIST OF REQUIREMENTS FOR CPD-CREDIT UNITS APPLICATION FOR ONLINE/VIRTUAL TRAINING/FACE-TO-FACE PROFESSIONAL DEVELOPMENT PROGRAMS
- (3) LIST OF REQUIREMENTS FOR COMPLETION REPORT FOR ONLINE/VIRTUAL TRAINING/FACE-TO-FACE PROFESSIONAL DEVELOPMENT PROGRAMS
- (4) GUIDELINES FOR CREATING GOOGLE DRIVE AND TINYURL FOR LEARNING AND DEVELOPMENT PROGRAMS

References: as stated




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

HRD L&D CPD NEAP TEMPLATES

MAN/DM- TEMPLATES AND TIMILINE FOR NEAP RECOGNITION AND CPD ACCREDITATION APPLICATION OF PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES IN DEPED-SURIGAO DEL SUR DIVISION

186 /April 13, 2021



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Republic of the Philippines
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SCHOOLS DIVISION OF SURIGAO DEL SUR




Enclosure 01 of Division Memorandum No. 186, s. 2021

**TIMELINE FOR SUBMISSION OF REQUIREMENTS OF ALL PROFESSIONAL
DEVELOPMENT PROGRAMS AND COURSES**

	Program Owner	Division	Region
Design Proposal (process duration: 45 days before implementation)	submit at least 45 days before actual implementation	SEPS/EPS-II reviews all documents and attachments within the first 15 days, counting starts on the date that the papers are received by the HRD Section	RO13-HRDD Personnel facilitates the application for CPD Accreditation and NEAP Recognition within the next 30 days, counting starts on the date that the papers are received by the division
Completion Report (process duration: 10 days after implementation)	Submit at most 5 days after actual implementation	SEPS/EPS-II reviews all documents and attachments within 3-5 days, counting starts on the date that the papers are received by the HRD Section	RO13-HRDD Personnel facilitates the Completion Report within 3-5 days, counting starts on the date that the papers are received by the region.

**Process Duration is based on item No. 6. Of the Regional Memorandum No. 148, s. 2020*



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Surigao del Sur
2019-2023



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Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Enclosure 02 of Division Memorandum No. 186, s. 2021




**LIST OF REQUIREMENTS FOR CPD-CREDIT UNITS APPLICATION
FOR ONLINE/VIRTUAL TRAINING/FACE-TO-FACE
PROFESSIONAL DEVELOPMENT PROGRAMS**

1. CPD Application Form (Use New PRC Form)
2. Instructional Design (Use the New PRC Form) signed by Proponent, Immediate Superior, PDC Chairperson, SDS
3. Program of Activities /Specific Course Objectives signed by Proponent, Immediate Superior, PDC Chairperson, SDS
4. List of Speakers with PRC License No. and Expiry Date signed by Proponent
5. Resume of Speakers with Signature (Use New PRC Resume Template) with Back-to-Back PRC License Card with Signature
Note: Resource Speakers shall be a Master's Degree Holder (if possible) with training/specialization aligned with the topic assigned to them
6. Evaluation Tool for Resource Speakers
7. Pre-Test and Post Test and other tools to measure learning outcomes
8. Budgetary Requirement signed by Proponent, Immediate Superior, Budget Officer, SDS
9. Resource Package (materials used during the activity such as slide decks, modules, etc). You may cite the Google Drive link if there is.
10. Sample Certificate for Learning Facilitators and Participants signed by SDS
11. Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)
12. Training/Activity Design Proposal with Complete Attachments, including the LDIS-computed HGDG Education (or any applicable) Checklist Rating

Note:

1. ALL requirements must be numbered in the folder accordingly.
2. Applicants shall be informed of the decision of the Recognition Approval Committee in the region within 40 days from the date of receipt of the proposal.
3. If disapproved, the proposal will be returned to the applicants with feedback on the reasons of disapproval. Only two resubmissions of a proposal shall be entertained.
4. All approved and signed documents by the division must be scanned by the program owner in **one PDF (Filename: Proponent_ShortTrainingTitleYYYY)** and be uploaded in the designated Google Drive



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ISO Cert. No. AW/PH909100101



Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD COUNCIL OF/FOR PROFESSIONAL TEACHER

Part I. General Information		
Name of Provider: DepEd Caraga Region		
Accreditation No.: PTR 2020-374	Expiration Date: May 21, 2023	
Contact Person: Violeta C. Nuñez, LPT, PhD	Designation: Education Program Supervisor/ CPD Focal Person	
Contact No.: 09094049495	Date of Application:	
E-mail address: caraga@deped.gov.ph		
Proposed Program:		
<input type="checkbox"/> Conference	<input type="checkbox"/> Seminar	<input type="checkbox"/> Online Learning
<input type="checkbox"/> Convention	<input type="checkbox"/> Workshop	<input type="checkbox"/> Educational/Study Tour
<input type="checkbox"/> Forum	<input type="checkbox"/> Training Program	<input type="checkbox"/> Others: <u>Webinar</u>
Title of the Program: ALL CAPS AND BOLD		
Date to be offered: Month DD, YYYY	Duration: N Hours (M minutes)	Time: see example below Dec. 07 (8:00am-5:00pm)
Venue and Address: If it is virtual, use this sample: Online via google meet: google meet: https://meet.google.com/jek-gkjd-pwx	No. of times program to be conducted:	
Course Description:		
Objectives:		
Number of Target Participants:	Registration fee to be collected:	
Part II. Acknowledgment		
I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.		
I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.		
FLORDELISA R. DALIN, EdD (Signature Over Printed Name) Chief, HRDD Position _____ Date		
Part III. Assessment		
Regulation Division: Assessed by : _____ Date : _____ Remarks : _____		Cash Division: Amount : _____ O.R. No.: _____ Date : _____ Issued by : _____
Part IV. Action taken by the CPD Council		

- Approved for _____ credit units Accreditation No. _____
- Deferred pending compliance _____
- Disapproved due to _____

Chairperson

Member

Member

Date: _____

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Secure application form at Regulations Division of any of the PRC Regional Offices or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and attach supporting documents listed hereunder. Provide one (1) set for receiving copy.
- Step 3. Proceed to Regulations Division of any of the PRC Regional Offices for checking and assessment.
- Step 4. If the assessment is favorable, pay prescribed fee of One Thousand Pesos (₱ 1,000.00) per program offering. Government agencies and instrumentalities offering CPD Programs free of charge, do not have to pay a fee. If not favorable, go back to Step 3.
- Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Regulations Division of any of the PRC Regional Offices, at least fifteen (15) working days prior to offering.
- Step 6. Follow-up the application ten (10) working days after submission at CPD Division (Central Office), telephone numbers (+632) 8810-84-15 (PRC-PICC), or email at cpdd.applications@gmail.com

CHECKLIST OF REQUIREMENTS

Supporting Documents

- [] Instructional Design as prescribed by the relevant Board.
- [] Program of Activities showing time/duration of topics/workshop and resource persons with position and office, and evaluation period.
- [] Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set
- [] Resume of resource persons relevant to CPD program applied for.
- [] Photo copy of valid Professional Identification Card of resource persons if registered professional. Otherwise, submit photocopy of government-issued or company Identification Card.
- [] Valid Special Temporary Permit if the resource person is a foreigner and if engagement is more than three (3) days or there is physical contact with patients in the case of medical and allied professions.
- [] Breakdown of expenses for the conduct of the CPD program.
- [] *For Online Learning*, Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)

Additional Requirements

- [] Short brown envelope for the Certificate of Accreditation
- [] One (1) set of metered documentary stamps worth Twenty-Five Pesos (₱ 25.00) each to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)
- [] Soft copy of the Application including supporting attachments in PDF format saved in flash drive.

Note:

1. Application for accreditation should be filed 15 working days before the offering of the program/training.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation on behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative. In the case of national organizations with chapters/councils, endorsement from the national board.
3. The period for processing the application is 10 working days, subject to the stipulations in these guidelines.

4. If additional requirement/s is/are needed, a period of another 10 working days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.
5. The CPD Council shall have the right to specify additional requirements if deemed necessary and appropriate.



Professional Regulation Commission

INSTRUCTIONAL DESIGN

CPD COUNCIL OF/FOR PROFESSIONAL TEACHERS

PROGRAM TITLE: _____

PROGRAM DESCRIPTION: _____

PROGRAM OBJECTIVES/LEARNING OUTCOMES:

Specific Objectives of the Program	Learning Outcomes per Topic	Topics to be Discussed / Resource Person ¹	Time Allotment for Each Topic	Teaching Methods and Aids Needed for Each Topic	Evaluation Method or Tools to be Used to Measure the Program Objectives ²
		Session 1 Write Session Title Here By: Write Name of Speaker PRC License #XXXXXXX Expiry Date: MM/DD/YYYY	Month DD, YYYY HH:MM-HH:MM am (1hour and 30 mins)		

¹Attach Program of Activities and Resume of Resource Person

² Attach

REMARKS: _____

Prepared by:

Noted by:

PROPOSER'S NAME
Proposer's Position

IMMEDIATE SUPERIOR
Immediate Superior's Position

Reviewed and Recommended for Approval:

GILBERT L. GAYRAMA, CESE
PDC Chairperson/Chief EPS,
OIC-Office of the Assistant Schools Division Superintendent

Approved:

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

TO BE DETERMINED BY THE CPD COUNCIL:

I. PROGRAM LEVEL: BASIC ADVANCED HIGHLY ADVANCED

II. APPROVED CREDIT UNITS: -

TITLE: Orientation on the Implementation of the Learning Delivery 2 (LDM2) Course for Instructional Coaches and Teachers under the Basic Education Learning Continuity Plan (BE-LCP)

Date: September 2-30, 2020
 PQF Level: Level 7 to 9

I. Specific Course Objective Stating Competencies to be gained from the program	II. Specific Assessment/Evaluation Tool for each Course Objective
1. improve the readiness of teachers and school leaders for the implementation and management of learning delivery modalities consistent with policies and COVID-19 response framework adopted by the government; and 2. provide guidance to the field officials in making informed decisions related to the implementation of the different learning delivery modalities appropriate to their context.	1. Pre and Post Test https://forms.gle/NB35c9BXbK4gs4acS 2. Evaluation Rubrics for Outputs 3. Online Evaluation link http://game.depedcaraga.com Code: LDM_COURSE2082020

Program of Activities Time	Activity	Resource Speaker/Facilitator
Sept. 2, 2020 8:30 -9:00 AM	Preliminaries: Opening Prayer and National Anthem MESSAGE Webinar Protocols	Multimedia Presentation Francis Cesar B. Bringas, CESO V Regional Director Mr. Roy S. Rele EPS II
9:00- 9:45 am	Session I (Synchronous Course Overview)	Flordelisa R. Dalin Chief, HRDD PRC ID No. 0610134 Exp. Date: 05/ 17 /2023
9:46-10:00 am	Break	

Time	Activity	Resource Speaker/Facilitator
10:00 am – 10:20	Session 2 (Synchronous Technical Assistance and Coaching in LDM2	Alejandro P. Macadatar, PhD EPS, FTAD PRC ID #: 0017865 Exp. Date: 09/30/2021
10:21-10:46	Session 3 (Synchronous Walkthrough of the LDM2 Modules for Instructional Coaches 3.1 – 3.3 A	Jonathan Garzon PRC ID No. 0830426 Exp. Date: 08/28/2022
10:47 – 10:55	Break	
10:46 am – 11:15 am	Session 3 (Synchronous Walkthrough of the LDM2 Modules for Instructional Coaches 3.3 B – 3. 5	Isidro Biol Jr., LPT, PhD. Chief, CLMD PRC ID #: 0517491 Exp. Date: 07/06/2023
11:16 am – 12:00	Session 4 (Synchronous) Synthesis, Next Step and Activity Evaluation	Violeta C. Nunez, PhD EPS, HRDD PRC ID No. 0021116 Exp. Date: 01/07/2024
12:00-1:30 PM	Lunch Break/Financial Literacy Video Playing	
1:30 pm-5:00 om	Open Forum/Clearing House	Jonathan Garzon EPS, FTAD PRC ID No. 0830426 Exp. Date: 08/28/2022 Roy S. Rele EPS II, HRDD PRC ID No. 0689982 Exp. Date:09/06/2021

Time	Activity	Resource Speaker/Facilitator
Day 2 September 3, 2020 (4 hours) 8:00 am-12:00 noon	Session 5 (Asynchronous) Module 3.2 Planning for the Implementation of LDM2 for Teachers	Facilitators/Technical Assistance Providers Flordelisa R. Dalin, LPT, EdD Chief, HRDD PRC ID #: 0610134 Exp. Date: 05/17/2023 Alejandro P. Macadatar, PhD EPS, FTAD PRC ID #: 0017865 Exp. Date: 09/30/2021 Violeta C. Nunez, PhD EPS, HRDD PRC ID #: 0021116 Exp. Date: 01/07/2021 Jonathan F. Garzon EPS, FTAD PRC ID #: 0830426 Exp. Date: 09/28/2022 Isidro Biol Jr., LPT, PhD. Chief, CLMD PRC ID #: 0517491 Exp. Date: 07/06/2023
Day 3 September 4, 2020 (4 hours) 8:00 am-12:00 noon	Continuation of Session 5 (Asynchronous) Module 3.2 Post Test / Closing program	PMT

Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)

Mode of Delivery. The training shall be delivered online using the Google Meet Link: <http://meet.google.com/svr-sxje-xod> and FB Live Streaming at DepEd Caraga Learning Delivery Modalities (LDM) Course 2

Bandwidth: Facilitators and/or resource speakers shall be using the DepEd Caraga Regional Office internet connection with internet speed of 28 megabytes per second with download speed of 28.03 megabytes per second and upload speed of 14.88 megabytes per second. Participants shall be joining from their workstations through any of the internet providers such as: Globe, Smart or PLDT. Participants who are offsite or on Work from Home Arrangement are given an internet expense allowance not more than Two hundred pesos each day.

Program Evaluation Link: Participants shall accomplish the daily online evaluation to help improve the program delivery. The link for the online evaluation <http://game.depedcaraga.com> Code: **LDM COURSE2082020** which shall be given at the end of the day while the link for the end of the program online evaluation to be given before the virtual closing program.

Feedback Mechanism

Each participant shall receive a copy of the result of the online evaluation. The resource speakers/facilitator shall also receive a copy of the result of the online evaluation through their registered DepEd email address.

Data Privacy Act: The DepEd Caraga Region through the Human Resource Development Division shall gather feedback anonymously. The data to be collected are used solely by the HRDD and may be presented to stakeholders. It will be used for the improvement of HRDD program management and operations. The data shall not be used nor forwarded to other parties. Use of the data shall be governed by Republic Act 10172, otherwise known as the Data Privacy Act of 2012.

Prepared by:

PROPOSER'S NAME
Proposer's Position

Reviewed and Recommended for Approval:

GILBERT L. GAYRAMA, CESE
PDC Chairperson / Chief EPS,
OIC-Office of the Assistant Schools Division Superintendent

Noted by:

IMMEDIATE SUPERIOR
Immediate Superior's Position

Approved:

JOSITA B. CARMEN, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Title
Month DD, YYYY




List of Speakers

	Name of Speaker	PRC License Number
1	Flordelisa R. Dalin, EdD, Chief, HRDD	PRC ID No. XXXXXXXX Exp. Date: MM/DD/YYYY
2	Violeta C. Nunez, PhD, EPS, HRDD	PRC ID No. XXXXXXXX Exp. Date: MM/DD/YYYY
3	Mary Luz B. Advincula-Niere, MBA, SEPS, HRD	CSC Cert. No. XX-XXXXXX Release Date: MM/DD/YYYY
4	Erlyn G. Mangadlao, EPS-II, HRD	PRC ID No. XXXXXXXX Exp. Date: MM/DD/YYYY

Prepared by:

Name of Proponent
Program Proponent/Position



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Professional Regulation Commission

RESUME OF RESOURCE PERSON

CPD COUNCIL OF/FOR _____

RECENT 2X2
PICTURE (color
photo with white
background)

Principal Alternate Substitute

Part I. Personal Circumstances

Name:	Nickname:
Residence Address:	Contact Details Landline No.: Mobile No. 1: Mobile No. 2: Email Add.:
Business Address:	
Nationality/Citizenship:	

Note: The CPD Council shall be informed of any change/s on resource person/s at least 10 days before the CPD program offering. Substitute resource person may submit this duly accomplished form three (3) days from the completion of the CPD program.

Part II. Track Record

Major Competency Areas	Specialization	Sub-Specialization

Relevant Seminars/Training Programs Conducted in the last five (5) years		Relevant Seminars/Training Programs Attended in the last five (5) years	
Date	Title of the Program	Date	Title of the Program

Major Achievements, Citations, Recognition and Awards

Date	Title	Awarding Body

Part III. Education and Employment

Educational Background	Name of School/University	Address	Inclusive Dates	Degree Earned
College				
Post-Graduate				
Work Experience: Five (5) most	Position	Agency/Company	Inclusive Dates	

Part IV. Other Relevant Information

Profession/s	License No.	Issued on:	Valid until:	
AIPO Membership	National/Chapter		Position	Date
Other Major Affiliations (Professional, Civic)	National/Chapter		Position:	Date

I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

Signature Over Printed Name

Date

[Electronically paste here your scanned PRC ID for professionals or other government-issued or company ID]

TIP: Create an account in CamScanner using your DepEd E-mail to remove watermark in all your docs captured using the app.



Title
(Pretest/Post-test)
Month DD, YYYY

1. Aling kaalaman ang unang ituturo sa panimulang pagbasa? *
 - a. Kaalaman sa Ponolohiya
 - b. Pagkilala sa detalye at patnubay ng guro
 - c. Lahat nang nabanggit
 - d. Pagkilala ng tunog ng bawat letra

2. Aling gawain ang maaring maglinang sa kamalayang ponolohiya? *
 - a. Pagkilala sa hugis at tunog ng bawat letra
 - b. Pagbibigay ng detalye sa narinig na kuwento
 - c. Pagtukoy sa bilang ng pantig ng mga salita
 - d. Wala sa nabanggit

3. Alin sa mga sumusunod ang HINDI kasali sa mga gawaing pagbasa o decoding? *
 - a. Pagkilala ng tunog ng letra.
 - b. Pagsasama sama ng mga tunog upang makabuo ng salita
 - c. Pagpapalampak ng pantig sa salitang binigkas.
 - d. Lahat nang nabanggit

4. Ano ang ponema? *
 - a. mga letra
 - b. mga indibidwal na tunog ng bawat letra.
 - c. mga pantig ng salita.
 - d. lahat nang nabanggit

5. Paano tasahin ang kamalayang ponolohiya? *
 - a. Sa pamamagitan ng paper and pen test
 - b. Sa pamamagitan ng laro o aktuwal na performace
 - c. Sa pamamagitan paggamit ng aklat
 - d. Lahat nang nabanggit

6. Tumutukoy sa porsyento ng mga salita na nababasa nang wasto sa loob ng isang minuto *
 - a. Tatas
 - b. Bilis o speed
 - c. Kawastuhan o accuracy
 - d. Ekspresyon

7. Ito ay tumutukoy sa kakayahang magamit nang wasto ang wika sa pagsasalita, makabasa ng mga babasahin na angkop sa kaniyang edad at baiting nang may otomatisiti. *
 - a. Tatas
 - b. Bilis o speed
 - c. Kawastuhan o accuracy
 - d. Ekspresyon





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TITLE OF TRAINING/ACTIVITY: Training-Workshop on or Virtual Launching of
DATE: Month 1 - 30, 2021

BUDGETARY REQUIREMENTS:

Item No.	Particular	Unit Cost	Quantity	Total
1	Meals and Snacks	0,000.00	00 pax	000,000.00
2	Materials	000.00	00 pcs	00,000.00
3				
	NOTHING FOLLOWS			
			TOTAL	000,000.00

CHARGEABLE AGAINST: 2021 INSET FUNDS

- included in the GAD Plan 2021 with 100 % Appropriation - ₱ 000,00000
 excluded in the GAD Plan 2021 with 00 % Attribution - ₱ 000,00000

Prepared by:

Availability of Funds:

PROPONENT

Position

NAME OF BUDGET OFFICER

Position

Reviewed and Evaluated by:

NAME OF IMMEDIATE SUPERIOR

Position

Office

APPROVED:

JOSITA B. CARMEN, CESO V
Schools Division Superintendent



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SCHOOLS DIVISION OF SURIGAO DEL SUR

Title
Month DD, YYYY

Part	Resources to be Used	Google Drive Link
Preliminaries	e.g. Audio-Visual Presentation of Prayer and National Anthem, Messages	https://tinyurl.com/RP1-UniqueNameYYYY
Sessions	e.g. Slide Deck and Audio-Visual Presentation for the Session Application to install	https://tinyurl.com/RP2-UniqueNameYYYY
Closing	e.g. Audio-Visual Presentation of Prayer, Messages	https://tinyurl.com/RP3-UniqueNameYYYY

- Note:** (1) All these must be reflected on c.3. of Program Design under Modules or Learning Resources to be used
c.3. Requirements or Resource Package/s
(2) The Program Owner shall disseminate Resource Package for Sessions to the participants



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✉ surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PM9091.001.02



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Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR
Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

Certificate of Appearance

This is to certify that Mr./Ms. _____ of
_____ attended the **TRAINING-WORKSHOP ON HARMONIZED GENDER
AND DEVELOPMENT GUIDELINES (HGDG) FOR DIVISION PROGRAM OWNERS & SECTION
HEADS** held at Grand Monique, Tandag City, Surigao del Sur on April 8, 2021.

Given this 8th day of April, 2021 at Tandag City, Surigao del Sur.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR
Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

Certificate of Participation

This certificate is presented to

_____ for his/her participation during the **TRAINING-WORKSHOP ON HARMONIZED GENDER AND
DEVELOPMENT GUIDELINES (HGDG) FOR DIVISION PROGRAM OWNERS & SECTION
HEADS** held at Grand Monique, Tandag City, Surigao del Sur on April 8, 2021.

Given this 8th day of April, 2021 at Tandag City, Surigao del Sur.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent





Republika ng Pilipinas
Kagawaran ng Edukasyon

REGION CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO DEL SUR

Certificate of Recognition

is awarded to

CARLOS TIAN CHOW C. CORREOS

Education Program Supervisor

for the unwavering commitment and dedication extended as a

RESOURCE SPEAKER

during the **RE-ORIENTATION ON THE USE OF THE LEARNING AND DEVELOPMENT INFORMATION SYSTEM (LDIS) AND CONTINUING PROFESSIONAL DEVELOPMENT (CPD) CREDIT UNITS APPLICATION** on April 7, 2021 at Goldbar Restaurant, Tandag City, Surigao del Sur.

Given this 7th day of April, 2021 at Goldbar Restaurant, Tandag City, Surigao del Sur.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent





**Declaration of Minimum Technical Requirements
(e.g. Operating System, Processor, Memory, Browser, Internet
Connection, etc.)**

Mode of Delivery. The training shall be delivered online using the Google Meet Link: <http://meet.google.com/svr-sxje-xod> and FB Live Streaming at DepEd Caraga Learning Delivery Modalities (LDM) Course 2.

Bandwidth: Facilitators and/or resource speakers shall be using the DepEd Caraga Regional Office internet connection with internet speed of 28 megabytes per second with download speed of 28.03 megabytes per second and upload speed of 14.88 megabytes per second.

Participants shall be joining from their workstations through any of the internet providers such as: Globe, Smart or PLDT. Participants who are offsite or on Work from Home Arrangement are given an internet expense allowance not more than Two hundred pesos each day.

Program Evaluation Link: Participants shall accomplish the daily online evaluation to help improve the program delivery. The link for the online evaluation <http://qame.depedcaraga.com> Code: LDM_COURSE2082020 which shall be given at the end of the day while the link for the end of the program online evaluation to be given before the virtual closing program.

Feedback Mechanism: Each participant shall receive a copy of the result of the online evaluation. The resource speakers/facilitator shall also receive a copy of the result of the online evaluation through their registered DepEd email address.

Data Privacy Act: The DepEd Caraga Region through the Human Resource Development Division shall gather feedback anonymously. The data to be collected are used solely by the HRDD and may be presented to stakeholders. It will be used for the improvement of HRDD program management and operations. The data shall not be used nor forwarded to other parties. Use of the data shall be governed by Republic Act 10172, otherwise known as the Data Privacy Act of 2012.

Prepared by:

Noted by:

PROPONENT'S NAME

Proponent's Position

IMMEDIATE SUPERIOR

Immediate Superior's Position





Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Reviewed and Recommended for Approval:




GILBERT L. GAYRAMA, CESE

PDC Chairperson/Chief EPS,
Accountant III/Finance Section Head
OIC-Office of the Assistant Schools Division Superintendent

Approved:

JOSITA B. CARMEN, CESO V
Schools Division Superintendent



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ISO Cert. No. AW/PH909100102



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Enclosure 03 of Division Memorandum No. 186, s. 2021




**LIST OF REQUIREMENTS FOR COMPLETION REPORT
FOR ONLINE/VIRTUAL TRAINING/FACE-TO-FACE
PROFESSIONAL DEVELOPMENT PROGRAMS**

1. CPD Completion Form (Use New PRC Form)
2. Actual Instructional Design (Use the New PRC Form) signed by Proponent, Immediate Superior, PDC Chairperson, SDS
3. Actual Program of Activities /Specific Course Objectives signed by Proponent, Immediate Superior, PDC Chairperson, SDS
4. Summary of Evaluation of Resource Speakers in Tabular Form consolidated by Proponent
5. Summary of Evaluation of Learning of the Participants consolidated by Proponent
6. Financial Report of Actual Expenditure
7. Sample Certificate for Participants
8. Attendance Sheet (PRC template in Excel Format soft and hard copy)
9. Actual Learning Resource Package (google drive link, if applicable)
10. Relevant photos (this is also d.3 Pictorials in L&D Completion Report)
12. Completion Report with Pictorials and other Attachments, including the LDIS-computed HGDG PIMME Checklist Rating

Note:

1. ALL requirements must be numbered in the folder accordingly.
2. The Program Owner shall submit to the SGOD Office thru the HRD Section a completion report at the end of every course or program with relevant data of implemented professional development program or course.
3. All approved and signed documents by the division must be scanned by the program owner in **one PDF (Filename: Proponent_ShortTrainingTitleYYYY)** and be uploaded in the designated Google Drive



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ISO Cert. No. AW/PH909100102



Professional Regulation Commission

COMPLETION REPORT

CPD COUNCIL OF/FOR _____

Part I. General Information

Name of Provider: DepEd Caraga Region

Provider Accreditation No.: PTR 2020-374

Expiry Date: May 21, 2023

Contact Person: Violeta C. Nuñez, LPT, PhD

Designation: Education Program Supervisor/ CPD Focal Person

Contact No.: 09094049495

E-mail address: caraga@deped.gov.ph

Part II. Program Accreditation

Title of the Program: ALL CAPS AND BOLD

Program Accreditation No.:

Date of Accreditation:

Date Started:

Date Completed:

Venue:

Total Number of Participants:

Date Applied:

Executive Summary:

Proceedings (This part must include the following: relevant information, issues and concerns, records of discussion during the open forum, among others.)

Part III. Acknowledgment

I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

Signature Over Printed Name

Position

Date

PROCEDURE FOR THE SUBMISSION OF COMPLETION REPORT

- Step 1. Secure Completion Report Form at Regulations Division of any of the PRC Regional Offices, or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Completion Report Form and comply the required documents. (Please provide one (1) set for receiving copy.)
- Step 3. Proceed to Regulations Division of any of the PRC Regional Offices for submission.

CHECKLIST OF REQUIREMENTS

Supporting Documents

- Hard and electronic copies of registration and/or attendance sheets (preferably in excel format); Registration Sheets must show the name of participants and guests, PRC License Number (if applicable), contact details and signature while the attendance sheet shall include the name of participants, license numbers, expiry date and signature
- Actual program of activities with the list and profile of lecturers/resource persons and information about any deviation from the approved program.
- lecture materials
- Summary of evaluation of resource persons in tabular form
- Summary of evaluation of learning of the participants
- Financial Report
- Relevant photographs
- Souvenir magazine, if available
- Others _____

Note:

- 1) The Completion Report must be submitted within 30 calendar days after the CPD program offering and must include the Monitor's Report.
- 2) The CPD Council shall have the right to specify additional requirements if deemed necessary and appropriate.



Professional Regulation Commission

INSTRUCTIONAL DESIGN

CPD COUNCIL OF/FOR _____

PROGRAM TITLE:

PROGRAM DESCRIPTION:

PROGRAM OBJECTIVES/LEARNING OUTCOMES:

Specific Objectives of the Program	Learning Outcomes per Topic	Topics to be Discussed / Resource Person ¹	Time Allotment for Each Topic	Teaching Methods and Aids Needed For Each Topic	Evaluation Method or Tools To Be Used to Measure the Program Objectives ²
		Session 1 Write Session Title Here By: Write Name of Speaker PRC License #XXXXXX Expiry Date: MM/DD/YYYY	Month DD, YYYY HH:MM-HH:MM am (1 hour and 30 mins)		

¹Attach Program of Activities and Resume of Resource Person

²Attach Evaluation Tool.

REMARKS:

Prepared by:

Noted by:

PROPOSER'S NAME
Proposer's Position

IMMEDIATE SUPERIOR
Immediate Superior's Position

Reviewed and Recommended for Approval:

GILBERT L. GAYRAMA, CESE
PDC Chairperson/Chief EPS,
OIC-Office of the Assistant Schools Division Superintendent

Approved:

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

TO BE DETERMINED BY THE CPD COUNCIL:

I. PROGRAM LEVEL: BASIC ADVANCED HIGHLY ADVANCED

II. APPROVED CREDIT UNITS: -

TITLE: Orientation on the Implementation of the Learning Delivery 2 (LDM2) Course for Instructional Coaches and Teachers under the Basic Education Learning Continuity Plan (BE-LCP)

Date: September 2-30, 2020
 PQF Level: Level 7 to 9

I. Specific Course Objective Stating Competencies to be gained from the program	II. Specific Assessment/Evaluation Tool for each Course Objective
1. improve the readiness of teachers and school leaders for the implementation and management of learning delivery modalities consistent with policies and COVID-19 response framework adopted by the government; and 2. provide guidance to the field officials in making informed decisions related to the implementation of the different learning delivery modalities appropriate to their context.	1. Pre and Post Test https://forms.gle/NB35c9EXbKk4z34ac8 2. Evaluation Rubrics for Outputs 3. Online Evaluation link http://qame.depedcaraga.com Code: LDM_COURSE2082020

Program of Activities	Time	Activity	Resource Speaker/Facilitator
Preliminaries: Opening Prayer and National Anthem MESSAGE Webinar Protocols	Sept. 2, 2020 8:30 -9:00 AM	Multimedia Presentation Francis Cesar B. Bringas, CESO V Regional Director Mr. Roy S. Rele EPS II	Flordelisa R. Dalin Chief, HRDD PRC ID No. 0610134 Exp. Date: 05/ 17 /2023
Session I (Synchronous Course Overview)	9:00- 9:45 am	Break	

Time	Activity	Resource Speaker/Facilitator
10:00 am – 10:20	Session 2 (Synchronous Technical Assistance and Coaching in LDM2	Alejandro P. Macadatar, PhD EPS, FTAD PRC ID #: 0017865 Exp. Date: 09/30/2021
10:21-10:46	Session 3 (Synchronous Walkthrough of the LDM2 Modules for Instructional Coaches 3.1 – 3.3 A	Jonathan Garzon PRC ID No. 0830426 Exp. Date: 08/28/2022
10:47 – 10:55	Break	
10:46 am – 11:15 am	Session 3 (Synchronous Walkthrough of the LDM2 Modules for Instructional Coaches 3.3 B – 3. 5	Isidro Biol Jr., LPT, PhD. Chief, CLMD PRC ID #: 0517491 Exp. Date: 07/06/2023
11:16 am – 12:00	Session 4 (Synchronous) Synthesis, Next Step and Activity Evaluation	Violeta C. Nunez, PhD EPS, HRDD PRC ID No. 0021116 Exp. Date: 01/07/2024
12:00-1:30 PM	Lunch Break/Financial Literacy Video Playing	
1:30 pm-5:00 om	Open Forum/Clearing House	Jonathan Garzon EPS, FTAD PRC ID No. 0830426 Exp. Date: 08/28/2022 Roy S. Rele EPS II, HRDD PRC ID No. 0689982 Exp. Date:09/06/2021

Time	Activity	Resource Speaker/Facilitator
Day 2 September 3, 2020 (4 hours) 8:00 am-12:00 noon	Session 5 (Asynchronous) Module 3.2 Planning for the Implementation of LDM2 for Teachers	Facilitators/Technical Assistance Providers Flordelisa R. Dalin, LPT, EdD Chief, HRDD PRC ID #: 0610134 Exp. Date: 05/17/2023 Alejandro P. Macadatar, PhD EPS, FTAD PRC ID #: 0017865 Exp. Date: 09/30/2021 Violeta C. Nunez, PhD EPS, HRDD PRC ID #: 0021116 Exp. Date: 01/07/2021 Jonathan F. Garzon EPS, FTAD PRC ID #: 0830426 Exp. Date: 09/28/2022 Isidro Biol Jr., LPT, PhD. Chief, CLMD PRC ID #: 0517491 Exp. Date: 07/06/2023
Day 3 September 4, 2020 (4 hours) 8:00 am-12:00 noon	Continuation of Session 5 (Asynchronous) Module 3.2 Post Test / Closing program	PMT

Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)

Mode of Delivery. The training shall be delivered online using the Google Meet Link: <http://meet.google.com/svr-sxje-xod> and FB Live Streaming at DepEd Caraga Learning Delivery Modalities (LDM) Course 2

Bandwidth: Facilitators and/or resource speakers shall be using the DepEd Caraga Regional Office internet connection with internet speed of 28 megabytes per second with download speed of 28.03 megabytes per second and upload speed of 14.88 megabytes per second. Participants shall be joining from their workstations through any of the internet providers such as: Globe, Smart or PLDT. Participants who are offsite or on Work from Home Arrangement are given an internet expense allowance not more than Two hundred pesos each day.

Program Evaluation Link: Participants shall accomplish the daily online evaluation to help improve the program delivery. The link for the online evaluation <http://game.depedcaraga.com> Code: **LDM COURSE2082020** which shall be given at the end of the day while the link for the end of the program online evaluation to be given before the virtual closing program.

Feedback Mechanism

Each participant shall receive a copy of the result of the online evaluation. The resource speakers/facilitator shall also receive a copy of the result of the online evaluation through their registered deped email address.

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Prepared by:

PROPONENT'S NAME
Proponent's Position

Reviewed and Recommended for Approval:

GILBERT L. GAYRAMA, CESE
PDC Chairperson/Chief EPS,
OIC-Office of the Assistant Schools Division Superintendent

Noted by:

IMMEDIATE SUPERIOR
Immediate Superior's Position

Approved:

JOSITA B. CARMEN, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Title
Month DD, YYYY




Evaluation Rating of Speaker

Criteria	Speaker					
	Juan dela Cruz	Pilar Qui	Grace Tiu	Romeo Ang	Roy Lopez	Juana Trinidad
Exhibited mastery of the topic	3.87	3.89	3.88	3.89	3.80	3.88
Expressed ideas clearly	3.88	3.89	3.88	3.89	3.84	3.88
Asked stimulating questions	3.81	3.81	3.79	3.82	3.79	3.88
Processed questions and responses to deepen learning	3.85	3.85	3.81	3.81	3.79	3.86
Sensitive to the mood of participants	3.83	3.86	3.86	3.86	3.81	3.87
Maintained positive learning environment	3.86	3.88	3.86	3.85	3.84	3.87
Total	3.85	3.86	3.85	3.85	3.81	3.87

Consolidated by

NAME OF PROPONENT
Program Proponent/Position
Month DD, YYYY



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Department of Education
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SCHOOLS DIVISION OF SURIGAO DEL SUR

TITLE OF TRAINING/ACTIVITY: Training-Workshop on or Virtual Launching of
DATE: Month 1 - 30, 2021

FINANCIAL REPORT OF ACTUAL EXPENDITURE:

Quantity	Particulars	Unit Cost	Amount Allocated	Actual Expenditure
00 heads	Meals and snacks	P 450.00/pax	P 00,000.00	P 00,000.00
00 pieces	Materials	P 50.00/pc	P 00,000.00	P 00,000.00
	TOTAL >>>		P 00,000.00	P 00,000.00

TIP: Just copy this matrix from c.2. of your L&D Completion Report. Please delete this after reading.

CHARGEABLE AGAINST: 2021 INSET FUNDS

- included in the GAD Plan 2021 with 100 % Appropriation - P 000,00000
- excluded in the GAD Plan 2021 with 00 % Attribution - P 000,00000

Prepared by:

Availability of Funds:

PROPONENT

Position

NAME OF BUDGET OFFICER

Position

Reviewed and Evaluated by:

NAME OF IMMEDIATE SUPERIOR

Position

Office

APPROVED:

JOSITA B. CARMEN, CESO V
Schools Division Superintendent



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Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR
Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

Certificate of Appearance

This is to certify that Mr./Ms. _____ of _____ attended the **TRAINING-WORKSHOP ON HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) FOR DIVISION PROGRAM OWNERS & SECTION HEADS** held at Grand Monique, Tandag City, Surigao del Sur on April 8, 2021.

Given this 8th day of April, 2021 at Tandag City, Surigao del Sur.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR
Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

Certificate of Participation

This certificate is presented to

_____ for his/her participation during the **TRAINING-WORKSHOP ON HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) FOR DIVISION PROGRAM OWNERS & SECTION HEADS** held at Grand Monique, Tandag City, Surigao del Sur on April 8, 2021.

Given this 8th day of April, 2021 at Tandag City, Surigao del Sur.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent



REGION:	
DIVISION:	
PROGRAM TITLE:	
ACCRED. NUMBER:	
VENUE:	
DATE:	
TIME:	

Note:

1. Please fill-up accordingly
2. Preparation of Attendance sheet should be per program basis
3. Add sheet if necessary



Republic of the Philippines
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SCHOOLS DIVISION OF SURIGAO DEL SUR

Title
Month DD, YYYY

Part	Resources to be Used	Google Drive Link
Preliminaries	e.g. Audio-Visual Presentation of Prayer and National Anthem, Messages	https://tinyurl.com/RP1-UniqueNameYYYY
Sessions	e.g. Slide Deck and Audio-Visual Presentation for the Session Application to install	https://tinyurl.com/RP2-UniqueNameYYYY
Closing	e.g. Audio-Visual Presentation of Prayer, Messages	https://tinyurl.com/RP3-UniqueNameYYYY

**Note: (1) All these must be reflected on c.3. of Program Design under Modules or Learning Resources to be used
c.3. Requirements or Resource Package/s**

(2) The Program Owner shall disseminate Resource Package for Sessions to the participants



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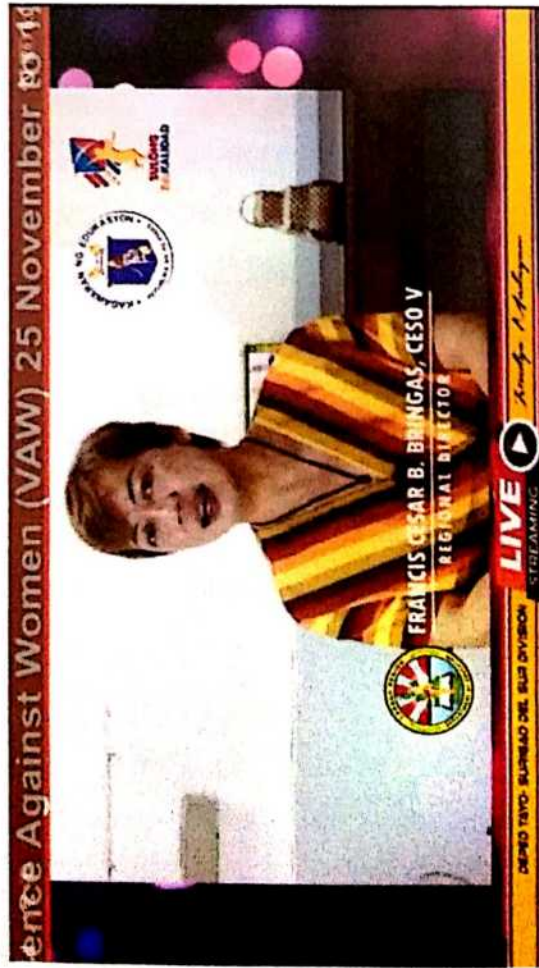




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Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

PICTORIALS

Title
Month DD, YYYY



Relevant Photo Caption



Relevant Photo Caption



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Enclosure 04 of Division Memorandum No. 186, s. 2021

**GUIDELINES FOR CREATING GOOGLE DRIVE AND TINYURL
 FOR LEARNING AND DEVELOPMENT PROGRAMS**

1. All required documents for both design proposal and completion report shall be submitted to the Division CPD Focal Person or to the CPD Focal Person Alternate in SGOD-HRD for review.
2. The Proponent must create a Google Drive (with **editable** access link) and tinyurl using the following format:

	Google Drive Folder	TinyURL
Main Folder	Proponent's Surname - Title of Program and Year of Implementation e.g. Mangadlao – Training-Workshop on HGDG 2021	https://tinyurl.com/UniqueNameYYYY
		https://tinyurl.com/SurHGDG2021
Sub-folder for Design Proposal	Design Proposal for *Shortened Title of Program* and Year e.g. Design Proposal for HGDG 2021	None
Sub-folder for Completion Report	Completion Report for *Shortened Title* of Program and Year e.g. Completion Report for HGDG 2021	None
Sub-folder for Resource Package (Preliminaries)	Preliminaries for *Shortened Title of Program* and Year e.g. Preliminaries for HGDG 2021	https://tinyurl.com/UniqueNameYYYY
		https://tinyurl.com/UniqueNameYYYY
Sub-folder for Resource Package (Sessions)	Sessions for *Shortened Title of Program* and Year e.g. Sessions for HGDG 2021	https://tinyurl.com/UniqueNameYYYY
		https://tinyurl.com/UniqueNameYYYY
Sub-folder for Resource Package (Closing Program)	Closing Program for *Shortened Title of Program* and Year e.g. Closing Program for HGDG 2021	https://tinyurl.com/UniqueNameYYYY
		https://tinyurl.com/UniqueNameYYYY

3. The **Shortened Title** in the Google Drive and the **Unique Name** in the TinyURL must be created such that they will make it easier to identify as to which program these two are intended.
4. The same tinyURL must be placed in the Learning and Development Information System (LDIS) and Requirement 9.
5. Failure to do so would mean disapproval of the submitted documents.



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