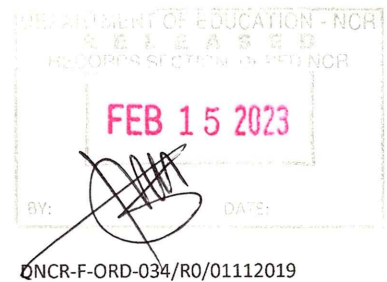




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

No. NCR-2023- 086

February 13, 2023

**CALL FOR SUBMISSION OF PROFESSIONAL DEVELOPMENT (PD)  
PROGRAM AND COURSE PROPOSALS FOR PUBLIC SCHOOL TEACHERS  
AND SCHOOL LEADERS TO THE NATIONAL EDUCATORS ACADEMY OF  
THE PHILIPPINES IN THE REGION FOR THE YEAR 2023**

To: **Schools Division Superintendents**

1. Consistent with the **DepEd Order (DO) No 001, s. 2020** titled **Guidelines for National Educators Academy of the Philippines (NEAP) Recognition of Professional Development Programs and Courses for Teachers and School Leaders**, this Region through HRDD – NEAP invites Schools Division Offices (SDOs) to submit their respective proposals for evaluation.
2. The call is open to all Schools Division Offices who seek to offer Professional Development (PD) programs and courses for the continuous upskilling and reskilling of their personnel to submit their proposals at **neap.ncr@deped.gov.ph** or at the **NEAP Regional Office** addressed to

**WILFREDO E. CABRAL, CESO III**

Regional Director

Department of Education-NCR

Misamis St., Bago Bantay, Quezon City

**Subject: SDO \_\_\_\_\_ PD Program/Course Proposal – (title)**

3. The PD Proposals shall be evaluated and processed by the Recognition Evaluation Committee (REC) as identified in **Regional Memorandum No. NCR 316, s. 2021**, Reconstitution of NCR pRiMe Recognition Evaluation and Approval Committees for indorsement and appropriate action by the Regional Approval Committee (RAC). The indicative schedules of the deliberation meetings shall be from **10:00 AM to 3:00 PM** the **HRDD-NEAP Continuous Learning Hub** are as follows:



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February 21, 2023  
March 21, 2023  
April 15, 2023  
May 16, 2023  
June 20, 2023

July 18, 2023  
August 29, 2023  
September 19, 2023  
October 17, 2023  
November 20, 2023

4. SDO PD Proponents are advised to submit their proposals a week prior to the indicated deliberation date to give ample time for the secretariat to communicate with the evaluators who are expert on the topic. Furthermore, consider possible revision and resubmission of the PD based on the recommendations of the evaluators before selecting the implementation date of the program.
5. The participation of the REC members who will be notified shall depend on the topic, content, or expertise needed in evaluating the PD Program/Course.
6. The travel expenses of the participants for the face-to face activity shall be charged to the school or SDO MOOE, while the meals, materials, and other incidental expenses shall be charged against the Regional HRTD Fund 2022 subject to the usual accounting and auditing rules and regulations.
7. This undertaking adheres to Equal Opportunity Principle (EOP) regardless of age, gender, civil status, disability, religion, ethnicity, or political affiliation, and to the provision stipulated in DepEd-DOH joint memorandum No.1 s. 2021. Hence, all participants are requested to observe physical distancing during the entire conduct of the activity.
8. For queries and other concerns, please contact **Ms. Jennifer G. Medina**, PD Program Evaluation Focal Person at **0933 - 8166936** or email at **jennifermedina@deped.gov.ph** .
9. Immediate dissemination and compliance with this Memorandum are desired.

  
**WILFREDO E. CABRAL, CESO III**  
Regional Director






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DEPARTMENT OF EDUCATION  
 RECORDS SECTION, DEPED-NCR

**RELEASED**

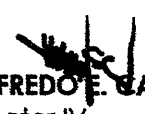
By:  Date: JUN 17 2021

DNCR-F-ORD-033/R0/01112019

**REGIONAL MEMORANDUM**

No. NCR-<sup>5</sup>~~7~~<sub>6</sub>, s. 2021

**TO :** Assistant Regional Director  
 Concerned Regional Office Personnel  
 Schools Division Superintendents  
 All Others Concerned

**FROM :**   
 WILFREDO E. CABRAL  
 Director IV

**SUBJECT :** RECONSTITUTION OF NCR-pRIME RECOGNITION  
 EVALUATION AND APPROVAL COMMITTEES FOR THE  
 RECOGNITION OF PROFESSIONAL DEVELOPMENT  
 PROGRAMS/COURSES FOR TEACHERS AND SCHOOL  
 LEADERS

**DATE :** June 17, 2021

- Pursuant to DO 1, s. 2020 - "Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders", the NCR-pRIME Recognition Evaluation and Approval Committees for the Recognition of Professional Development Programs/Courses for teachers and school leaders is hereby reconstituted effective June 17, 2021, as follows:

**Recognition Evaluation Committee (REC)**

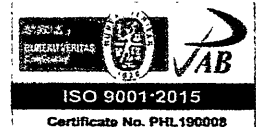
**Program Design Specialists**

Name and Position	Designation
Felicino C. Trongco, Chief ES, HRDD NEAP	Chairperson
Josefino C. Pogoy Jr., EPS, HRDD NEAP	Member
Christian T. Español, EPS, HRDD NEAP	Member
Reah B. Eden, EPS, HRDD NEAP	Member
Alfredo G. Desamparo Jr., OIC-EPS, EPS II, HRDD NEAP	Member
Melvin Willy II B. Roque, SEPS, HRDD NEAP	Member, Program Recognition Focal



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Misamis St., Bago Bantay, Quezon City  
 Tel. Nos.: 920-5824; 926-2213 loc. 801  
 Email Address: ncr@deped.gov.ph  
 Website: <http://www.deped.gov.ph/regions/ncr/>





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**Content Specialists (Central Office)**

Areas of Specialization/ Expertise	Name	Position
STEM	Remylinda T. Soriano	Education Program Supervisor
	Benjamin C. Perez	Senior Education Program Specialist
	Ma. Theresa M. Ruiz	Senior Education Program Specialist
HUMMS	Zoren C. Gubalane	Senior Education Program Specialist
GAS	Lucky S. Carpio	Education Program Supervisor
TVL	Virgilio A Santos	Chief Education Program Supervisor
Leadership and Management	Romela M. Cruz	OIC – SDS
	Brian E. Ilan	OIC-ASDS
	Cynthia L. Ayles	ASDS
Inclusive Education	Christian T. Español	Education Program Supervisor
	Amador C. Alde	Public Schools District Supervisor
	Flerida S. Pajarillaga	Senior Education Program Specialist

**Content Specialists (Regional Office)**

Chief, Curriculum and Learning Management Division (CLMD)	Chairperson
CLDM Learning Area Supervisors	Members

Areas of Specialization/ Expertise	Name	Position
STEM	Florante C. Marmeto	School Principal
HUMMS	Remia Ricabar	Public Schools District Supervisor
	Archie A. Azucenas	Public Schools District Supervisor
GAS	Mary Ann Margaret Morden	Public Schools District Supervisor
	Ariene Ocol	School Principal
TVL	Alberto D. Villamor	Education Program Supervisor
SPORTS	Benjamin Castro	School Principal
Leadership and Management	Nerissa R. Lameda	ASDS
	Melody P. Cruz	OIC-ASDS
Inclusive Education	Filmore R. Caballero	CID Chief
	Gina J. Tolledo	School Principal



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**REC Secretariat**

Name and Position	Designation
Jennifer G. Medina, EPS II, HRDD NEAP	Team Leader
Don Ray T. Salvador, EPS, HRDD NEAP	Member
Leah Ailah C. Vicencio, EPS, HRDD NEAP	Member

**REC Communications Team**

Name and Position	Designation
Jerol C. De Lira, ADAS III	Team Leader
Clarisse Peñaranda, Admin. Aide VI	Member
Rodolfo C. Colocar, MT II - detailed	Member

**Recognition Approval Committee (RAC)**

Name and Position	Designation
Wilfredo E. Cabral, Regional Director	Chairperson
Arnulfo M. Balane, Assistant Regional Director	Vice- Chairperson

2. The following are the roles and responsibilities of Recognition Evaluation Committee (REC), REC Secretariat, REC Communications Team, and Recognition Approval Committee (RAC):

A. REC Communications Team

- A.1 Endorses all received recognition applications to the Secretariat;
- A.2 Informs the LSP if there are documentary deficiencies after the Secretariat checked the recognition applications; and
- A.3 Sends the signed soft copies of Recognition Certificate to the LSP.

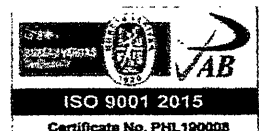
B. REC Secretariat

- B.1 Checks the proposal's content and the completeness of the submitted documents;
- B.2 Informs the Communications Team if there are documentary deficiencies on the recognition applications/recommendations;
- B.3 Forwards proposal to the assigned Recognition Evaluation Committee Members (Content Experts and/or Program Specialist) for evaluation;
- B.4 Requests the assigned person to compute appropriate PD Credit Units of the proposal after receiving accomplished and signed FORM R.3 -Recognition Endorsement from REC Program Recognition Focal; and
- B.5 Prepares and sends to RAC Members for signature the



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following documents:

- FORM R.3 Recognition Endorsement
- Recognition Approval Form
- Recognition Certificate
- Letter of Notice (if failed until on its 2nd resubmissions)

C. Recognition Evaluation Committee (REC)

- C.1 Evaluates the proposal using Form R.2 Recognition Evaluation Tool; and
- C.2 Attends deliberation meeting to come up with the final results as a team.
- C.3 For REC Program Recognition Focal
  - C.3.1 Accomplishes and sends to Secretariat the following:
    - FORM R.3 – Recognition Endorsement (for approval)
    - FORM R.4 – Recognition Recommendations (for resubmission and follow REC Recommendations)

D. Recognition Approval Committee (RAC)

- D.1 Validates deliberated evaluation results stated in FORM R.3 before signing Recognition Approval Form; and
- D.2 Signs the following documents:
  - D.2.1 For Recognition Approval:
    - FORM R.3 Recognition Endorsement
    - Recognition Approval Form
    - Recognition Certificates
  - D.2.2 For Resubmissions
    - FORM R.4 Recognition Recommendations
  - D.2.3 For Re-Application
    - Letter of Notice

3. The constituted committees, its functions and actions adhere to the Equal Opportunity Principle (EOP) regardless of age, gender preference, civil status, disability, religion, ethnicity or political affiliation.
4. Immediate dissemination and compliance with this Memorandum is desired.

HRDD NEAP 05  
6/17/21



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