



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



February 13, 2024

REGIONAL MEMORANDUM
No. 100, s. 2024

**To: Schools Division Superintendents
All Others Concerned**

**PROFESSIONAL REGULATION COMMISSION
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION
PROGRAM MANAGERS OF DEPED- NCR**

1. In adherence to the requirements set by the Professional Regulation Commission (PRC) - CPD Council for Professional Teachers on the application for accreditation as a CPD provider, the personnel listed below are hereby designated as CPD Program Managers of DepEd- NCR:

ARREN V. ADUAN

Education Program Supervisor, Learning and Development
Human Resource Development Division, NEAP-R

HAJJI R. PALMERO

Chief Education Supervisor
Human Resource Development Division, NEAP-R

2. As such the personnel listed above are mandated to:
 - a. Prepare the CPD documents for submission to the PRC through NEAP;
 - b. Oversee the implementation of the learning and development programs;
 - c. Organize and supervise the Program Management Team (PMT) to ensure that all processes are carried out and outputs delivered according to standards;
 - d. Orient the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design;
 - e. Lead in conducting debriefing with the PMT and resource speakers/ subject-matter experts; and
 - f. Lead in crafting the Program Completion Report.
3. For information and immediate dissemination.

JOCELYN DR. ANDAYA
Director IV



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