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

May 29, 2024

**REGIONAL MEMORANDUM**

No: 538 s. 2024

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

**SUBMISSION OF THE PROGRAM COMPLETION REPORTS (PCR) ON THE DELIVERY OF NEAP QUALITY-ASSURED PD PROGRAMS**

1. In reference to **OM-OUHROD-NEAP-2024-045** dated May 24, 2024 from the Office of the Director, Jennifer E. Lopez, Director of National Educators Academy of the Philippines, the field is hereby informed regarding the above-captioned subject matter.

2. The National Educators Academy of the Philippines (NEAP) emphasizes DepEd Memorandum No. 44, s. 2023, Interim Guidelines on the Quality Assurance and Monitoring and Evaluation of NEAP Core programs, outlines the standards and procedures governing the design, development, delivery, and assessment of professional development (PD) programs for teachers and school leaders initiated by the DepEd Central Office. The policy emphasizes the implementation of a strengthened monitoring and evaluation framework for PD programs.

3. As per the latest directive, all Division Offices are hereby requested to submit the project completion and end-of-program evaluation reports of the following PD programs quality-assured by NEAP and implemented by the Division Offices:

- i. Advancing Basic Education in the Philippines (ABC+) Project PD Programs Upscaling: Instructional Leadership Training;
- ii. Higher Order Thinking Skills Higher Order Thinking Skills (HOTS) Professional Learning Packages;
- iii. Regional Training of Division Trainers on the MATATAG Curriculum (RTOT);
- iv. Division Training of School-Based Trainers on the MATATAG Curriculum (DTOT) (*for SDOs who completed the DTOT*); and
- v. School-Based Training of Teachers on the MATATAG Curriculum (SBTT) (*for SDOs who completed the SBTT*).

4. All Division Offices may refer to the annexes of DM 44, s. 2023 for the forms and templates of the project completion and end-of-program evaluation reports. Reports shall be uploaded to the drive <https://tinyurl.com/PDCompletionReports> on or before **May 31, 2024**.



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| Doc. Ref. Code | RO-ORD-F004 | Rev  | 00     |
| Effectivity    | 01.26.23    | Page | 1 of 2 |



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5. Please refer to the attached Memorandums for the complete details.
6. For questions and concerns, please coordinate with Hajji R. Palmero, Chief, HRDD- NEAP-R at [hajji.palmero@deped.gov.ph](mailto:hajji.palmero@deped.gov.ph).
7. Immediate dissemination and compliance of this memorandum is desired.

**JOCELYN DR ANDAYA**  
Director IV



Republika ng Pilipinas

## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

*Office of the Director*

### MEMORANDUM

**OM-OUHROD-NEAP-2024-045**

FOR : **Regional Directors**

ATTENTION: : **Chiefs, Human Resource and Development Division / NEAP in the Regions**

FROM : **JENNIFER E. LOPEZ**  
Director IV

SUBJECT : **SUBMISSION OF THE PROGRAM COMPLETION REPORTS (PCR) ON THE DELIVERY OF NEAP QUALITY-ASSURED PD PROGRAMS**

DATE : **May 24, 2024**

*Dear All,*

Greetings from the National Educators Academy of the Philippines!

DepEd Memorandum No. 44, s. 2023 or the Interim Guidelines on the Quality Assurance and Monitoring and Evaluation of NEAP Core programs establishes the standards and procedures in the design, development, delivery, and evaluation of all DepEd Central Office-initiated professional development (PD) programs for teachers and school leaders. One of the salient features of the said policy is the strengthened monitoring and evaluation mechanism for PD programs.

Relative to these, and pursuant to Item V(D) of DM 44, s. 2023, all Regional Offices are hereby requested to submit the project completion and end-of-program evaluation reports of the following PD programs quality-assured by NEAP and implemented by the Regional Offices:

1. Advancing Basic Education in the Philippines (ABC+) Project PD Programs  
Upscaling: Instructional Leadership Training
2. Higher Order Thinking Skills Higher Order Thinking Skills (HOTS)  
Professional Learning Packages
3. Regional Training of Division Trainers on the MATATAG Curriculum (RTOT)
4. Division Training of School-Based Trainers on the MATATAG Curriculum (DTOT)

5. School-Based Training of Teachers on the MATATAG Curriculum (SBTT)

**For items 4 and 5**, only those school divisions that have already delivered the training programs are required to submit the reports mentioned above.

All concerned offices may refer to the annexes of DM 44, s. 2023 for the forms and templates of the project completion and end-of-program evaluation reports. Reports shall be submitted on or before **May 31, 2024** to the email address [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph), attention: Monitoring and Evaluation Team.

For your proper guidance and immediate compliance. Thank you.