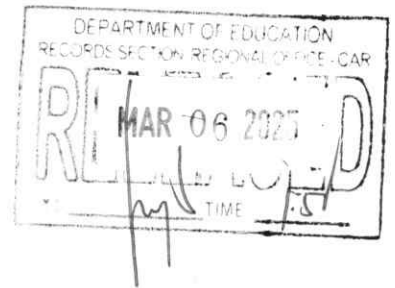




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



04 March 2025

**REGIONAL MEMORANDUM**

No. 169.2025

**CALL FOR THE SUBMISSION OF PROFESSIONAL DEVELOPMENT (PD)  
PROGRAMS DEVELOPED BY THE SCHOOLS DIVISION OFFICES (SDO)  
FOR QUALITY ASSURANCE (QA)**

To: All Schools Division Superintendents  
All Others Concerned

1. In line with DepEd Memorandum No. 044, s. 2023, "Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs," this Office calls for the submission of PD program designs for quality assurance.
2. SDOs are encouraged to submit capacity-building proposals that address the most pressing and commonly identified needs of teachers and school leaders, ensuring equitable access to responsive, data-driven, and targeted PD programs.
3. For the process, documentary requirements, timeline, and personnel-in-charge, please refer to Enclosure 1. Templates are accessible from <https://tinyurl.com/DM044templates>
4. Submissions for FY 2025 shall follow a quarterly schedule, with deadlines on March 31, June 30, and September 30, 2025. Proposals must be submitted via <https://tinyurl.com/depecarPDQA>
5. The SDO-HRDS shall ensure that PD packages are rated compliant by the Division PD Program Evaluators before forwarding approved proposals to the Regional Office.
6. Should there be queries and/or clarifications, please contact Rosita C. Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at [car.hrdd@deped.gov.ph](mailto:car.hrdd@deped.gov.ph).
7. Immediate and widest dissemination of this Memorandum is directed.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director

HRDD/RCA/LbL: RM - Submission of PDs for QA  
March 4, 2025



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)



DepEd Tayo Cordillera



<https://depedcar.ph>



Enclosure 1 to RM No. **169.2025**

**PD Proposal Quality Assurance Process and Documentary Requirements**

<b>SOURCE</b>	<b>INPUT</b>	<b>PROCESS</b>	<b>OUTPUT</b>	<b>CUSTOMER</b>
RO HRDD	RM Call for submission of PD Proposals	1. Downloads templates from the folder "1 Proposal Templates" accessible from this link: <b><a href="https://tinyurl.com/PDqaCAR">https://tinyurl.com/PDqaCAR</a></b>	PD Proposal Package templates	PD Proponent
PD Proponent	PD Proposal Package template i. Detailed Program Design and M&E Plan Form (E4) ii. CVs of Primary, Secondary, or Alternate Resource Persons (E7); iii. Complete Learning Resources (Slide Decks, Modules, Worksheets, etc.); iv. Sample Session Guides (E6); v. Sample Assessment Tools; vi. Budget Estimate Form; vii. PD Program Design Quality Standards Checklist – signed by the SDO PDP evaluators viii. PD LR Material Quality Standards Checklist - signed by the SDO PDP evaluators	2. Accomplishes complete documentary requirements as enumerated.	<ul style="list-style-type: none"> <li>Accomplished PD Proposal Package</li> </ul>	Participants
PD Proponent	PD Proposal Package	3. Secures endorsement from the Chief and SDS and submits the package to the SDO-HRDS	<ul style="list-style-type: none"> <li>Endorsed PD Proposal Package</li> <li>Signed Endorsement letter with Title of PD and Target Dates of Implementation</li> </ul>	Chief and SDS
Chief and SDS	i. Endorsed PD Proposal Package	4. Adds the details to the Summary of PDPs	<ul style="list-style-type: none"> <li>Signed DM-OUHROD-2024-</li> </ul>	SDO HRD

SOURCE	INPUT	PROCESS	OUTPUT	CUSTOMER
	ii. Signed Endorsement letter with Title of PD and Target Dates of Implementation		0427 Enclosure 3 from the SDO HRD	
PD Proponent in coordination with the HRD	i. Editable files of the PD Proposal Package (Complete Step 2 documentary requirements) ii. Signed Endorsement letter with Title of PD and Target Dates of Implementation	5. Uploads complete supporting documents for the PD Proposal at this link: <b><a href="https://tinyurl.com/depecarPDQA">https://tinyurl.com/depecarPDQA</a></b>	<ul style="list-style-type: none"> <li>Uploaded editable files</li> </ul>	SDO HRD
SDO HRD	Signed endorsement Signed Detailed Program Design and M&E Form	6. Submits to the Records Section via <a href="mailto:car@deped.gov.ph">car@deped.gov.ph</a> <b>INCOMPLETE UPLOADS SHALL NOT BE ISSUED AN ACKNOWLEDGMENT RECEIPT FOR EVALUATION</b>	Acknowledgment Receipt from the RO-HRDD	RO Records Section
RO Records Section	Signed endorsement Signed Detailed Program Design and M&E Form	7. Routes the received endorsement to the HRDD	DTS Tracking Sheet from the Records Section	RO HRDD
RO HRDD	PD Proposal Package	8. Reviews the proposal's content and checks the completeness of the documents. Informs the PD Proponent if there are deficiencies. Schedules the review of the PD Proposal.	Checklist of submitted documents	RO PD Evaluation Committee
RO PD Evaluation Committee <b>(OM-HRDD-2024-055)</b>	PD Proposal Package	9. Evaluates/ deliberates on the PD Proposal received	Enclosures 8, 9 and 10: PD Design Quality Checklist, LR Materials QS Checklist, PD Delivery QS Checklist	RO HRDD
RO HRDD	PD Proposal Package	10. Informs the SDO and PD Proponent concerned.	Quality Assurance Certificate (Approved PDs)	SDO HRD

SOURCE	INPUT	PROCESS	OUTPUT	CUSTOMER
SDO HRD  PD Proponent	CPD Documentary Requirement Templates i. Application for Accreditation of CPD Program ii. Certificate template iii. Instructional Design iv. M&E Plan and Tools v. Curriculum Vitae vi. PRC IDs vii. Financial/ Budgetary Requirements viii. Promotional tarpaulin (JPEG)	11. Prepares the CPD Documentary Requirements downloadable from the folder "2 CPD Templates" accessible from this link: <b><a href="https://tinyurl.com/PDqaCAR">https://tinyurl.com/PDqaCAR</a></b>  <b>IMPORTANT NOTE: The CPD documents (for SDOs without PRC accreditation) must reach the RO at least 50 days prior its target date of implementation in compliance to PRC-CPDAS guidelines.</b>  SDOs with PRC Accreditation shall upload the documentary requirements on their CPDAS accounts.	CPD Proposal Package	PD Proponent
PD Proponent	PD Proposal Package	12. Implementation of the PD Program	Enclosure 12, 15, 18: End of day evaluation tool; Inception Plan; PMT Terms of Reference	Participants
PD Proponent  SDO HRD	i. End of day evaluation tool (E12) ii. Inception Plan (E15) iii. PMT Terms of Reference (E18)	13. Preparation of PD Completion Reports	Enclosures 11, 13, 14, 16, 17: PD Documentation Form; PD Completion Report; Actual Participants Profile; Level 3 Evaluation report; M&E Visit Checklist	RO HRDD
PD Proponent	i. Completion Report (Form "CPDD-05") ii. Registration Sheet and Attendance Sheet	14. Preparation of CPD Reports, in one PDF File, downloadable from the folder	Completion Report Package	RO HRDD

SOURCE	INPUT	PROCESS	OUTPUT	CUSTOMER
SDO HRD	<ul style="list-style-type: none"> <li>iii. Actual program of activities with the list and profile of lecturers/resource persons and information about any deviation from the approved program</li> <li>iv. Lecture materials of the resource persons/speakers/facilitators, etc.</li> <li>v. Summary of evaluation of resource persons in tabular form</li> <li>vi. Summary of evaluation of learning of the participants (Exam/Test Results)</li> <li>vii. Financial Report/Actual Breakdown of Expenses (using the prescribed template pursuant to Commission Resolution No. 1520 S. 2022)</li> <li>iii. Relevant photographs / screenshots of training / event proper</li> <li>ix. Souvenir magazine, if available</li> <li>x. Others that may support the evaluation of your performance.</li> </ul> <p>NOTE: Excel Attendance Sheet for CPDAS shall be accomplished properly (prescribed format/template is available from "Downloadables" of your CPDAS account) and upload in the system to reflect this program to the individual dashboards of the participants.</p>	<p>"2 CPD Templates" accessible from this link: <a href="https://tinyurl.com/PDqaCAR">https://tinyurl.com/PDqaCAR</a></p> <p>SDOs with PRC Accreditation shall upload the documentary requirements on their CPDAS accounts.</p>		