



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

JUN 07 2022

MEMORANDUM

No. 116, s. 2022

**NEAP PROFESSIONAL DEVELOPMENT PROGRAM BATCH 2
(SEAMEO INNOTECH)**

TO: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), in partnership with Southeast Asian Ministers of Education Organization – Regional Center of Educational Innovation and Technology (SEAMEO-INNOTECH) will conduct Batch 2 Professional Development Programs and courses for FY 2022.

2. These programs and courses are integrated and aligned with the Philippine Professional Standards for Teachers and the strategic program of DepEd for upskilling and reskilling public school teachers and school leaders towards career progression. The Course Brochures may be accessed at <https://bit.ly/NEAPSEAMEOInnotechBatch2PDPs>.

3. School Heads, Department Heads, Master Teachers, and Teachers are invited to participate in the Batch 2 NEAP and SEAMEO INNOTECH Courses.

4. All those who are interested are advised to submit the following requirements to CID not later than June 13, 2022 – Print Copy.

- a. Letter of Intent and NEAP PDP Contract. The Templates may be downloaded, <https://bit.ly/NEAPPDPLetterofIntentAndContractTemplates>
- b. NEAP-RPPD Programs and Course Action Plan – to be submitted upon advice.





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

5. The Chief - CID, Public Schools District Supervisors, and School Heads are requested to provide Technical Assistance or relevant support to the interested participant to enable their compliance and submission of the requirements and ensure as well the completion of the course/s to which they belong.

6. For information, guidance, and compliance.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education

Enclosure J

NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAM
CONTRACT

I, _____ (NAME) Filipino, of legal age and with residence at _____
(HOME ADDRESS), _____ (POSITION) of _____ (SCHOOL / OFFICE / STATION) for
and in consideration of the NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAM (NEAP - PDP)
entitled _____ (TITLE OF THE PROGRAM OR COURSE) facilitated by _____ (NAME OF THE LEARNING
SERVICE PROVIDER OR NEAP PARTNER INSTITUTION) for the period _____ (INCLUSIVE DATES OF THE COURSE)
do hereby agree to observe the following terms and conditions:

DepEd shall:

- a. designate mentor/supervisor who shall support and help the teacher-participant / school leader-participant implement the NEAP-PDP Action Plan of the scholar;
- b. ensure that the NEAP-PDP Action Plan shall benefit first and foremost the students and the school community during its implementation;
- c. see to it that his/her work is an genuine product of his/her learning and enhanced skills and capabilities;
- d. ensure that system, procedures and mechanisms are in place to help the scholar implement his/her NEAP-PDP Action Plan;
- e. provide various support to ensure implementation of the teacher-participant's / school leader-participant's NEAP-PDP Action Plan;
- f. monitor the implementation of the NEAP-PDP Action Plan; and
- g. get a final report of the effects of the NEAP-PDP Action Plan's implementation after three to five years.

DepEd Participant shall:

- a. maintain the academic standards and other course requirements set for by the program of the institution and Department of Education (DepEd) and that failure to do so would be sufficient grounds for disqualification and termination the participation to the program;

Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600 □ Telefax No. 8638-8638 □ email add: neapdo.depedco@gmail.com

Grow. Empower. Transform.



To authenticate this document



- b. conduct himself/herself in such manner that will uphold the moral integrity and professionalism of DepEd public servant;
- c. submit to the head of office and the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) a copy of the NEAP-PDP Action Plan containing lessons for the conduct of echo seminars to share new learnings, teaching innovations, and strategies to their co-workers and administrators, various trainings, program highlights and general impressions constituting a general evaluation of the program at the end of the program or course;
- d. implement the echo seminars / LAC Sessions and submit reports to the **QUALITY ASSURANCE DIVISION**, National Educators Academy of the Philippines at Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City;
- e. teach the subject / conduct echo seminars / LAC Sessions on the course in which they participation in continue to serve their school / division / region for **at least three years** which is the service obligation equivalent for a year of scholarship or a fraction thereof;
- f. fulfill the service obligation as required under Sections 17 and 19 Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292;
- g. **refund in full** to DepEd such sums of money as may have been defrayed by the Philippine government for expenses incidental for having attended the program or course, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control. For reasons beyond the control of the teacher-participant, the conditions do not apply, provided that all documentary requirements including doctor's certification are met and are acceptable to DepEd.

IN WITNESS WHEREOF, I set my hand this _____ day of _____ at _____.

NEAP-PDP Participant
(signature over printed name)

Direct Supervisor of NEAP-PDP
Participant
(signature over printed name)

Witness:

Regional HRDD Chief
(signature over printed name)

Regional Director*
(signature over
printed name)

JOHN ARNOLD S. SIENA
Director IV, NEAP
(signature over printed name)

REPUBLIC OF THE PHILIPPINES
CITY OF

)
) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	ID	Date/Place Issued
------	----	-------------------

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free and voluntary act and deed.

This instrument consists of three (3) pages including the page wherein this acknowledgement is written and is signed by parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____, at Pasig City, Philippines.

Notary Public

Doc No. : _____
Page No. : _____
Book No. : _____
Series of : _____



Republic of the Philippines
Department of Education

NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS
AND COURSES ACTION PLAN

PLEASE PRINT ALL INFORMATION REQUESTED

NAME	POSITION TITLE / DESIGNATION	
WORK STATION (School / Office Unit)	SCHOOLS DIVISION OFFICE	REGION
SERVICE PROVIDER (Name of DSP/LSP)	PROGRAM / COURSE TITLE	COURSE DATE

Workplace Development Objective	Situationer <i>Describe current situation problem or opportunity in your workplace that you need to address through your REAP.</i>	Date Implementation	Expected Output	Expected Beneficiaries	Success Indicators: <i>What will serve as evidence of success of the REAP?</i>	Remarks

Prepared By:

Approved By:

Signature of Scholar / Date

Name and Signature of Immediate Supervisor of Scholar / Date

Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600 ☐ Telefax No. 8638-8638 ☐ email add: neapdo.depedco@gmail.com

Grow. Empower. Transform.



To authenticate this document,
please scan the QR code



DEPED-OSEC-438423

6 November 2020

<Name of Schools Division Superintendent>

Schools Division Superintendent

DepEd SDO of _____

<Address Line 1>

<Address Line 2>

**NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES
LETTER OF INTENT**

Superintendent <Name>:

Greetings!

This is _____ (NAME), _____ (POSITION), in _____ (SCHOOL).

I am writing to you to signify my intent to register for the _____ (PROGRAM OR COURSE TITLE) offered by _____ (NAME OF SERVICE PROVIDER) under the NEAP-Recognized Professional Development Programs and Courses.

If accepted, please be rest assured that I intend to:

- Maintain the academic standards and other course requirements set under the program
- Fulfill the required service obligation required under Sections 17 and 19 Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292
- Submit and implement my Re-Entry Action Plan
- Sign the NEAP-Recognized Professional Development Program Contract
- Refund in full to the Department of Education such sums of money as may have been defrayed by the Philippine government for expenses incidental for having attended the program or course, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control

Thank you.

Regards,

<Name of Teacher or School Leader>

<Position>

<School>



To authenticate this document,
please scan the QR code



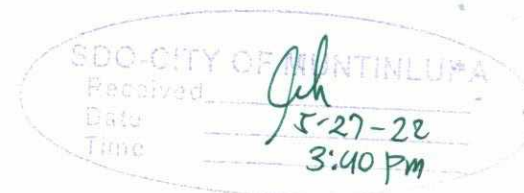
DEPED-OSEC-438423



DEPARTMENT OF EDUCATION
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES



Batch 2 NEAP and SEAMEO INNOTECH Courses



GROW . EMPOWER . TRANSFORM .

05270915



For Teachers: MOOCs

Course	Target Participants	Implementation Dates		Type and Platform
1. TEACH ON: Keeping the Passion Alive	All Teachers	Batch 2A Confirmed/Nominated pax from all regions listed on the Batch 2 spreadsheet: July to December 2022	Batch 2B January to June 2023	Type: MOOC (Self paced and Asynchronous; Assessors will check final outputs) Platform/LMS: INNOTECH Flexible Learning Management System (iFLEX)
2. Early Literacy Education for K-3 Teachers	K - 3 Teachers	Batch 2A Confirmed/Nominated pax from all regions listed on the Batch 2 spreadsheet: July to December 2022	Batch 2B January to June 2023	



For Teachers: MOOCs

Course	Target Participants	Implementation Dates			Type and Platform
3. Becoming a Better Teacher Everyday	All Teachers	Batch 2A Confirmed/Nominated pax listed on the Batch 2 spreadsheet from Regions I, II, III, IV (A&B), V, and NCR: June - August 2022 (We will be sending further instructions in the upcoming weeks.)	Batch 2B Confirmed/Nominated pax listed on the Batch 2 spreadsheet from Regions VI, VII, VIII, IX, X, XI, XII, CAR, CARAGA September - November 2022	Batch 2C January to March 2023	Type: MOOC (Self paced and Asynchronous; Assessors will check final outputs) Platform/LMS: INNOTECH Flexible Learning Management System (iFLEX)



For School Leaders: STI

Course	Target Participants	Implementation Dates		Type and Platform
Strategic Thinking and Innovation for Educators	School Leaders (Head Teachers, Master Teachers, Principals, Asst. Principals, Teacher-in-Charge)	Batch 2A Confirmed/Nominated pax from all regions listed on the Batch 2 spreadsheet: July to December 2022	Batch 2B January to June 2023	Flexible Learning Course Bichronous (with synchronous and asynchronous sessions)

As of May 15, 2022, slots for all Batch 2 courses are still not filled out. The team is currently working on the official documents to open the online registration for additional participants not listed on the official Batch 2 spreadsheet.



Batch 2 Tracker of LOI and Contracts for Focal Persons:

<https://bit.ly/SEAMEOInnotechBatch2Tracker>

Course Brochures:

<https://bit.ly/NEAPSEAMEOInnotechBatch2PDPs>



DOWNLOAD
the templates of the
Letter of Intent and NEAP PDP
Contract here:

<https://bit.ly/NEAPPDPLetterofIntentAndContractTemplates>