



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

1 JAN 03 2025

MEMORANDUM

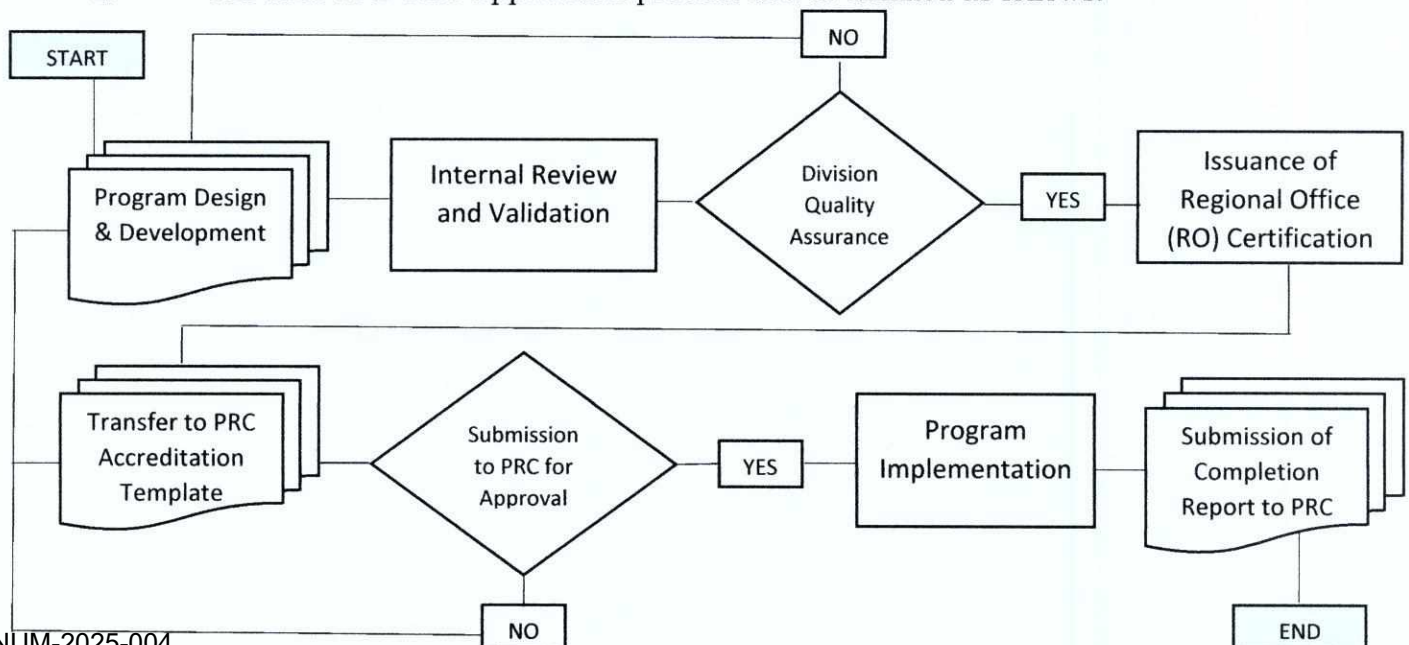
No.: 004, s. 2025

**DIVISION AND SCHOOL PROFESSIONAL DEVELOPMENT (PD) AND  
CONTINUING PROFESSIONAL DEVELOPMENT-PROFESSIONAL REGULATORY  
COMMISSION (CPD-PRC) APPLICATION PROCESS FLOW**

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

1. Aligned with the Department of Education's commitment to advancing teachers' professional development in accordance with the Philippine Professional Standards for Teachers (PPST), and in support of the DepEd National Capital Region's Priority 4 – Capacitating Teachers and School Leaders, as well as the Professional Regulation Commission's (PRC) recognition of this Division as an Accredited CPD Provider, all Division Program Managers and School Heads are hereby directed to adhere to the contextualized process for applying for Professional Development (PD) and CPD-PRC units. This directive aligns with DepEd Order No. 44, s. 2023, Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs, and DM-OUHROD-2024-1576, Guidelines on the Conduct of RO-, SDO-, and School-Based Professional Development Programs for FY 2024.

2. The said CPD-PRC Application process flow is detailed as follows:



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**Program Design and Development**

- School Heads and Division Program Owners shall collaboratively design the L&D program, ensuring alignment with teachers' needs, DepEd goals, and relevant professional standards.
- Program content, strategies, and resource requirements must be established during this stage.

**Internal Review and Validation**

- The initial design shall undergo a thorough review by the School Heads and Division Program Owners.
- Inputs and recommendations must be gathered from the Public Schools District Supervisor to refine and enhance the program framework.

**Division Quality Assurance (QA)**

- The program shall be submitted to the Division QA Team for an in-depth evaluation.
- The QA Team will assess the program's objectives, methodology, and compliance with established standards, providing necessary adjustments to ensure high quality.

**Issuance of Regional Office (RO) Certification**

- Upon successful QA validation, the program shall be forwarded to the Regional Office for Professional Development (PD) approval.
- The RO will issue a certification affirming the program's adherence to DepEd's PD standards.
- While the program can be implemented as a duly approved PD, the Program Owner may opt to submit the program to the PRC through the HRD Section for CPD accreditation.

**Transfer to PRC Accreditation Template**

- Program details must then be transposed into the Professional Regulation Commission (PRC) accreditation template, following PRC's specific format and guidelines.

**Submission to PRC and Approval Wait Time**

- The completed template, along with required documents, shall be submitted to PRC for evaluation and accreditation approval.
- The program team shall await the PRC's response and address any feedback or recommendations as necessary.





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**Program Implementation**

- Once PRC accreditation is granted, the program shall be rolled out for implementation.
- Teachers shall participate in the approved L&D sessions, ensuring alignment with professional development goals.

2. Likewise, attached here is the list of the members of the Division Quality Assurance Team who are tasked to quality assure the PD proposal for recommendation for approval to the region.

Name	Position
Ms. Ma. Regaele A. Olarte	OIC-Chief Education Supervisor, SGOD
Dr. Florante C. Marmeto	Chief Education Supervisor, CID
Dr. John Albert B. Colle (Filipino)	Concerned Learning Area Supervisors
Dr. Marissa M. Andanza (Kindergarten)	
Dr. Ma. Carmen D. Solayao (English)	
Mr. Lambert Quezada (Mathematics)	
Dr. Armida S. Oblinada (Science)	
Dr. Leonaida Gutierrez (EPP)	
Mr. Edison Enerlas (MAPEH)	
Ms. Mariel Eugene L. Luna (AP)	
Dr. Liliosa B. Palce (EsP)	
Ms. Ivy M. Romano	Senior Education Program Specialist
<b>Secretariat</b>	
Mr. Andres F. Sicam Jr.	Education Program Specialist

3. The entire process for PD and PRC Accreditation shall adhere to the following timelines:

15 days from the date of submission for Division Quality Assurance  
15 days from the date of submission for RO/CO Quality Assurance  
30 days from the date of submission for PRC Approval

4. Immediate and wide dissemination of, and strict compliance with this Memorandum are desired.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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NUM-2025-004



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Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects

**EVALUATION**

**TRAINING**

**TEACHERS**

IMR/PD & CPD Process Flow and QA Flow

004 January 2, 2025

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