



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

No.: 070, s. 2026

**CONTEXTUALIZED ACCREDITATION PROCESS OF NEAP PROFESSIONAL
DEVELOPMENT (PD) PROGRAMS AND ISSUANCE OF CERTIFICATE OF
QUALITY ASSURANCE FOR DIVISION AND SCHOOLS PD PROGRAMS**

To: 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
 Administrative Officer V
 All Others Concerned

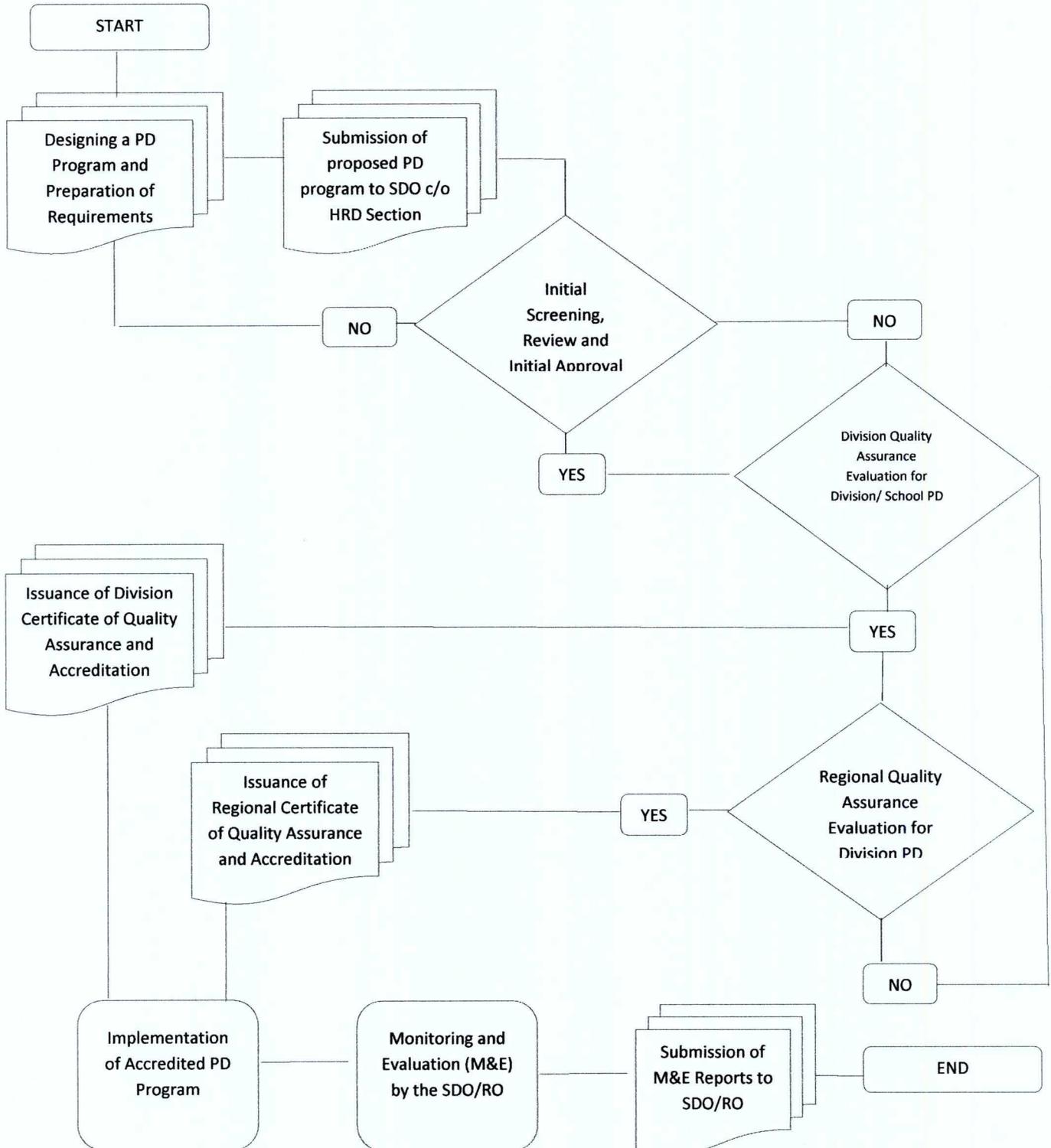
1. In reference to **DepEd Memorandum No. 44, s. 2023 – Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of NEAP Core Programs**, this Office announces the official accreditation process for NEAP Professional Development (PD) Programs and the issuance of the corresponding Certificate of Quality Assurance, for the guidance of all concerned Division and school L&D program owners.
2. This aims to ensure that all PD programs within the division are aligned with NEAP Core Programs, PPST, PPSSH, and PPSS standards; standardize the process for quality assurance, accreditation, monitoring, and evaluation; promote transparency, accountability, and compliance with DepEd policies.
3. The said process applies to the following:
 - All program owners/proponents in the Schools Division Office of Muntinlupa City across functional divisions (CID, SGOD, & OSDS) who initiate Professional Development (PD) Programs for teachers and school leaders
 - Public elementary and secondary schools implementing PD programs
4. The accreditation process is detailed below:



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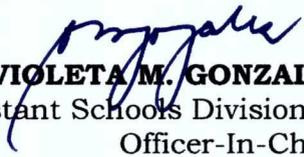


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5. Please be advised that Professional Development (PD) programs initiated at the school level shall be processed and accredited by the Schools Division Office. Meanwhile, PD programs organized at the Division level are subject to Quality Assurance review by the Regional Office, and the corresponding Certificate of Quality Assurance shall be issued by the Regional Office upon successful evaluation. Hence, the Certificate of Quality Assurance shall be issued as follows: the Division Certificate of Quality Assurance for school-level PD programs, and the Regional Certificate of Quality Assurance for division-level PD programs. Please see Enclosure 1: Sample Certificate of Quality Assurance, for reference.
6. The processing of the complete set of documents is expected to take approximately 45 to 60 working days prior to final evaluation and approval.
7. To reiterate, the following are the members of the Division PD Quality Assurance Team, for information and guidance:

Name	Designation
Dr. Florante C. Marmeto	Chief Education Supervisor, CID
Ms. Ma. Regaele A. Olarte	Chief Education Supervisor, SGOD
Dr. John Albert B. Colle	Education Program, Supervisor
Ms. Marissa M. Andanza	Education Program, Supervisor
Ms. Ivy M. Romano	Senior Education Program Specialist
Mr. Andres F. Sicam	Education Program Specialist II

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


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

TEACHERS PERFORMANCE SCHOOL PROFESSIONAL
DEVELOPMENT TRAINING

IMR/NEAP Process Fow-Contextualized
070 February 9, 2026



Republic of the Philippines
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awards this

Certificate of Quality Assurance

to

<<TITLE OF THE PD>>

Professional Development Title

of

<<PD PROGRAM OWNER>>

for having successfully complied with the standards and requirements in accordance with **DepEd Memorandum No. 44, s. 2023**, also known as **Interim Guideline for the Quality Assurance and Monitoring and Evaluation of NEAP Core Programs**.

Given this ___th day of _____ 2026, in Muntinlupa City, Philippines

VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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This is to certify that, based on the official records of the Human Resource Development (HRD) Section, the training arm and institutional counterpart of the National Educators' Academy of the Philippines (NEAP) in the Schools Division Office of Muntinlupa City, the following entries are duly recorded:

PD Program Owner	<<INSET TEXT HERE>>
PD Program Title	<<INSET TEXT HERE>>
Active Learning Hours	<<INSET TEXT HERE>>
NEAP Core Program Category	<<INSET TEXT HERE>>
Professional Standards Covered	<<INSET TEXT HERE>>
	<<INSET TEXT HERE>>
	<<INSET TEXT HERE>>

This certification for the above-stated professional development program, however, is subject to revocation if herein PD Program Provider fails to maintain the quality standards set by DM No. 44. s. 2023


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