



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**MEMORANDUM**

**TO :** BUREAU and SERVICE DIRECTORS  
REGIONAL DIRECTORS  
Minister, Ministry of Education BARMM  
ALL CONCERNED OFFICES

**FROM :** *Nepomuceno A. Malaluan*  
ATTY. NEPOMUCENO A. MALALUAN  
Undersecretary / Chief of Staff

**SUBJECT :** CONTINUING PROFESSIONAL DEVELOPMENT (CPD) APPLICATION  
PROCESS FOR DEPED CENTRAL OFFICE AND DEPED REGIONAL  
OFFICE TO THE PROFESSIONAL REGULATION COMMISSION (PRC)

**DATE :** June 28, 2021

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1. This is to *announce* that the application for accreditation as Continuing Professional Development (CPD) Provider of NEAP Central Office has been approved by the Professional Regulation Commission (PRC) last 28 December 2020 and will expire in December 2023.
2. All Central Office Bureaus and Services CPD program applications will be facilitated through NEAP-CO:
  - a. A kiosk will be provided in the NEAP - Quality Assurance Division (QAD) Office to accommodate all applications to the Continuing Professional Development Accreditation System (CPDAS) account.
  - b. Bureaus and Services will personally apply, encode, and input their programs to the kiosk provided in NEAP-QAD Office.
3. In the interim, NEAP will facilitate even non-Recognized Professional Development (PD) programs for CPD applications. However, as part of the on-going collaboration with PRC and after the transitory period, our direction is to move towards making NEAP Recognized PD programs a pre-requisite to the application for CPD units.
4. Coordination between NEAP-CO and PRC is ongoing to ensure alignment of the NEAP Recognition System under DO 001, s.2020 and PRC CPD Program accreditation.
5. As part of the agreement between NEAP-CO and CPD Council of Professional Teachers last 25 March 2021, there will be **no deputization** of DepEd Regional Offices as NEAP's Extension CPD Providers in their regions. Instead, the Regional Offices through NEAP in the Region are directed to apply as accredited CPD Provider. This is to facilitate accreditation of CPD Programs/Activities in the field.
6. To ease the process of application of Programs/Activities to PRC, the **NEAP in the Region will have to apply for a separate account** in the Continuing Professional Development Accreditation System (CPDAS).
7. The program applications from School Divisions Offices (SDOs) should be submitted to the DepEd-ROs (NEAP-R) for PRC accreditation.

8. Attached in this Memorandum is the PRC Manual which contains the details for Application as CPD Provider (pages 2 to 20). Included in the Manual is the checklist of the General Requirements for Government Institution/Agency in the accreditation such as:
  - Three-Year Annual Plan of proposed CPD Programs (you can also submit your Professional Development Plan);
  - Copy of Charter of Republic Act establishing the Agency;
  - Instructional Design for the first program;
  - Office Order or its equivalent from the Head of Agency appointing its Officer to manage the CPD Programs and Activities.
9. It is highly recommended that NEAP-Rs create their separate email account solely for the purpose of CPD Applications.
10. Application as CPD Provider must be done through this link:  
<https://cpdas.prc.gov.ph/public/main-page.aspx>.
11. NEAP will provide an Orientation to the NEAP-Rs tentatively on the third week of August 2021 as technical assistance to its application as CPD Provider to PRC.
12. For further queries and concerns, send us an email at **neap.cpdas@deped.gov.ph**.
13. For your information and immediate compliance.