



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 4, 2023

REGIONAL MEMORANDUM

No. **1067** s.2023

**SUBMISSION OF PROFESSIONAL DEVELOPMENT PROGRAM
IMPLEMENTATION COMPLETION REPORT**

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is DepEd Memorandum dated September 28, 2023 requiring the submission of the Professional Development Program Completion Report within 30 working days after the field implementation.
2. The template of the PD Program Completion Report and its attachments can be accessed at [https://bit.ly/PDProgramCompletion Report](https://bit.ly/PDProgramCompletionReport).
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: As stated

References: None

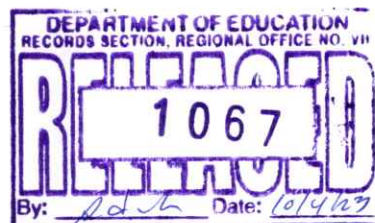
To be indicated in the Perpetual Index under the following subjects:

COMPLETION REPORT

NEAP

PROFESSIONAL DEVELOPMENT

HRRD-NEAP-R-MCAM





Republika ng Pilipinas

Department of Education

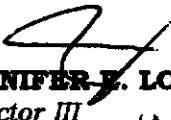
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Office of the Director

MEMORANDUM

OM-OUHROD-NEAP-2023-_____

TO : Regional Directors
HRDD Chiefs
NEAP – R Focal Persons
All Others Concerned

FROM : 
JENNIFER E. LOPEZ
Director III
OIC, Office of the Director IV

SUBJECT : **SUBMISSION OF PROFESSIONAL DEVELOPMENT PROGRAM IMPLEMENTATION COMPLETION REPORT**

DATE : September 28, 2023

1. The National Educators Academy of the Philippines – Quality Assurance Division enjoins all Program Managers of all implemented Professional Development (PD) Activities that were implemented this year to submit their Program Completion Reports.

2. Following the Department of Education (DepEd) Memorandum No. 44, s. 2023 or the Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs, the PD Program Completion Report shall be submitted within 30 working days after its field implementation.

3. The PD Program Completion Report contains the following:

- a. The executive summary which includes the program description and its objectives, and the daily proceedings of the conduct of the program.
- b. The M&E Analysis includes a summary of:
 1. Level 1: participants' evaluation of the program (daily overall rating, summary of comments and suggestions, and overall strengths and areas for improvement);
 2. Level 2: participants' learning (summary of results of pre-test and post-test and/or other summative assessments).
- c. General comments and issues encountered in relation to program delivery and management.

- d. Recommendations for improvement of future programs and policy action.
- e. Photo Documentation (five pictures per day with descriptions).
- f. Attachment includes:
 - i. Actual Participants Profile Sheet
 - ii. Financial Report

4. The template of the PD Program Completion Report and its attachments can be accessed at: <https://bit.ly/PDProgramCompletionReport> or through the attached QR below.



5. Submit the accomplished PD Program Completion Report template (not converted to PDF file) at neap.qad@deped.gov.ph with the subject following the format: [Region]_[Title of the PD Program]_[Date of Implementation].

Example: Region 1_Capacity Building for the Regional Training of Trainers on Higher Order Thinking Skills Professional Learning Packages_September 1-5, 2023

6. For more information, please contact Mr. Edmer Constantino of NEAP-QAD, Department of Education, Room 216, 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at (02) 633-7207/635-4796 or email at edmer.constantino01@deped.gov.ph or neap.qad@deped.gov.ph.

[NEAP-QAD/M&E]



Republic of the Philippines
Department of Education

National Educators Academy of the Philippines
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PROGRAM COMPLETION REPORT

Learning Service Provider:		
LSP Authorization No.:	Expiry Date:	
Contact Person:	Designation:	
Contact No.:	Email Adress:	
Program/Course Title:		
PD Recognition No.:	Date of Recognition:	
Date/s of Conduct:		
Venue:		
Total No. of Participants:	Male:	Female:
Executive Summary: <i>May include the program description and its objectives, and the daily proceedings of the conduct of the program.</i>		
M and E Analysis <i>Analysis should include:</i> <ul style="list-style-type: none">• <i>Summary of results from the participants' evaluation of the program (level 1)</i>• <i>Summary of Results from the participants' learning of the program (pre/post-test)</i> <i>Strengths and areas for improvement should be identified in this section</i> <i>*Use separate page if necessary</i>		
General Comments and Issues Encountered <i>In this section make any general comments about the program and identify any issues encountered in relation to:</i> <ul style="list-style-type: none">• <i>its delivery</i><ul style="list-style-type: none">- <i>resource persons/learning facilitators</i>- <i>participants</i>- <i>content of program</i>- <i>delivery strategies</i>- <i>training materials</i>• <i>its management</i><ul style="list-style-type: none">- <i>prior to delivery</i>- <i>during the training proper</i> <i>Other issues</i>		





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Photo Documentation

- *Must be PDF File*
- *5 pictures per day only*
- *Each day should contain descriptions*

Recommendations

In this section discuss any recommendations you may have to improve future programs and for policy actions. Suggestions may cover program management, facilitation, session guides, resource materials, other concerns)

I hereby declare the information provided in this program completion report is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made. I further allow DepEd-NEAP to investigate the authenticity of all the documents submitted.

I agree that DepEd-NEAP to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Sign off by the Program/Course Manager or its equivalent

P/C Manager:

Signature:

Date:

