



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

February 8, 2024

OFFICE MEMORANDUM
HRDD-2024- 90

**CAPACITY BUILDING ON THE APPLICATION OF PROFESSIONAL
DEVELOPMENT PROGRAMS FOR THE CONTINUING
PROFESSIONAL DEVELOPMENT
ACCREDITATION**

To: Regional Functional Division Chiefs
Unit and Section Heads
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), shall conduct a **Capacity Building on the Application of Professional Development (PD) Programs for the Continuing Professional Development (CPD) Accreditation** on April 3 - 4, 2024, at the Regional Educational Learning Center – National Educators Academy of the Philippines (RELC-NEAP), Training Hall IV.
2. The activity aims to (a) orient the participants on the CPD accreditation process, (b) recognize the documentary requirements to be submitted through the Continuing Professional Development Accreditation System (CPDAS), (c) prepare and apply a PD program for CPD accreditation, and (d) realize the importance of CPD accredited PD programs in the professional development and career advancement of teachers and school leaders.
3. The participants in this activity are listed below.

Office / Participants	No. of Participants
Administrative Division	2
Curriculum & Learning Management Division	8
Education Support Services Division	2
Field Technical Assistance Division	2
Finance Division	2
Policy, Planning & Research Division	2
Quality Assurance Division	2
Program Management Team	5
Total	25

4. For inquiries, contact Dr. Harvie D. Villamor, Chief of HRDD, at hrdd.region8@deped.gov.ph.

5. Expenses for the meals of the participants and venue rental shall be charged against HRDD Local Funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director &

HRDD-DSS





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Capacity Building on the Application of Professional Development (PD) Programs for the Continuing Professional Development (CPD) Accreditation
RELCC – NEAP, Training Hall IV
April 3 – 4, 2024

Time	Date
8:00 a.m. – 8:30 a.m.	April 3, 2024
8:30 a.m. – 9:00 a.m.	Opening Program
9:00 a.m. – 9:30 a.m.	Pre-test
9:30 a.m. – 10:30 a.m.	Health Break
10:30 a.m. – 12:00 p.m.	Overview of Continuing Professional Development (CPD) Accreditation
12:00 p.m. – 1:00 p.m.	Forms Used in the Application of PD Programs for CPD Accreditation
1:00 p.m. – 2:30 p.m.	Lunch
2:30 p.m. – 3:00 p.m.	The Completion Report and its Attachments
3:00 p.m. – 4:00 p.m.	Health Break
4:00 p.m. – 5:00 p.m.	Presentation of a Sample Application for CPD Accreditation
	Presentation of a Sample Completion Report with its Attachments
	Workshop: Preparation of a CPD Application
	Preliminaries
	Professional Account in the CPDAS
	Output Presentation
	Open Forum
	Post-test
	Closing Program

Prepared by:

Noted by:


DINA S. SUPERABLE
EPS, HRDD


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