



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

October 30, 2024

REGIONAL MEMORANDUM
 HRDD-2024- **1374**

**URGENT CALL ON THE SUBMISSION OF REQUIRED COMPLIANCE TO
 POST-CONDUCT REQUIREMENTS OF ACCREDITED CONTINUING
 PROFESSIONAL DEVELOPMENT (CPD) PROGRAMS OF
 SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents } Biliran Division
 } Borongan City Division
 } Catbalogan City Division
 } Eastern Samar Division
 } Maasin City Division
 } Southern Leyte Division

Regional Office Division Chiefs
 All Others Concerned

- Under the conferment of the Professional Regulation Commission- Council of Professional Teachers of this Office as Continuing Professional Development (CPD) Provider, with Accreditation No. PTR-2022-386, this Office, through the Human Resource Development Division (HRDD), announces the Urgent Call on the Submission of Required Compliance to Post-Conduct Requirements of Accredited CPD Programs of Schools Division Offices (SDOs).
- The following SDOs shall submit the required post-conduct reports not later than November 22, 2024, to **hrdd.region8@deped.gov.ph**. Failure to comply will result in cancelled programs through the Office's submission of the List of CPD Programs Requested for Cancellation to the PRC.
- The concerned SDOs are reminded that cancelled programs will never be reconsidered or reverted and will be removed from the Continuing Professional Development Accreditation System (CPDAS).

No.	SDO	Title of Accredited CPD Program	Implementation Date/s
1	Biliran	Division Rollout on Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy	Mar. 23-26, 2024
2	Borongan City	Division Rollout on Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy	Mar. 19-22, 2024



3		Division Training of Trainers (DTOT) on the MATATAG Curriculum for Teachers and School Leaders	May 13-17, 2024
4	Catbalogan City	U2nTraDe: Understanding and Utilizing Andragogy in the Training Delivery	Feb. 15-17, 2024
5		Division Training of Trainers (DTOT) on the MATATAG Curriculum for Teachers and School Leaders	Jul. 6-10, 2024
6		Division Rollout on Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy	Mar. 5-8, 2024
7	Eastern Samar	Division-Based Training on Designing Assessment Activities for Blended Learning in Science	Sept. 10-11, 2024
8		Division Rollout on Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy	Apr. 15-18 & 22-25, 2024
9		Division Seminar-Workshop on the Crafting of Parents-Teaching Guide in Science	May 13-15, 2024
10		District Enhancement Training Program on Writing Research Cum Research Proposal Presentation	May 2-4, 8-10, 2024
11		District-Based Training on the Contextualized Reward & Recognition Policy	May 6-7, 2024
12		Division Training of Trainers (DTOT) on the MATATAG Curriculum for Teachers and School Leaders	May 13-17 & 20-24, 2024
13	Maasin City	RACE AGAINST SUICIDE: A Gatekeepers' Training for Suicide Prevention in Schools and Communities	Apr. 29-30 & May 2-3, 2024
14		Division Training of Trainers (DTOT) on the MATATAG Curriculum for Teachers and School Leaders	May 16-20, 2024
15	Southern Leyte	Training-Orientation and Simulation Activities of the New Agency Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines	Mar. 25-27, 2024

4. In the case of unimplemented accredited CPD programs, the concerned SDO shall accomplish the attached template, "List of CPD Programs Requested for

Cancellation”, and email this to **hrdd.region8@deped.gov.ph** on or before November 22, 2024.

5. The table below shows the prescribed submission period of the post-conduct reports per PRC Resolution No. 1553, s. 2020, titled “New Prescriptive Periods for CPD Transactions.”

REQUIRED SUBMISSION	MODE OF CONDUCT		
	Face-to-Face (in-person)	Online	Video-on-Demand (VOD)
Completion Report and Required Attachments	30 calendar days	30 calendar days	3 rd day of the succeeding month
Attendance Sheet for Uploading using the prescribed excel template	10 calendar days	10 calendar days	3 rd day of the succeeding month

6. For inquiries or concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through **hrdd.region8@deped.gov.ph**.

7. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director

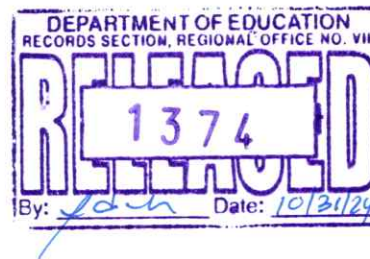
Enclosure: As stated
 Reference: As stated

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

ACCREDITED CPD PROGRAMS

POST-CONDUCT REPORTS

HRDD-DSS



LIST OF CPD PROGRAMS REQUESTED FOR CANCELLATION

(Temporary Form for CPDAS Cleansing Project)

In compliance with the *CPDAS Cleansing Project* of the Continuing Professional Development (CPD) Division, may we request for the **cancellation** of the accreditation granted to the following programs which were not actually conducted for various reasons:

APPLICATION NO.	TITLE OF THE PROGRAM	ACCREDITATION NO.	ACCREDITING CPD COUNCIL	REASON FOR CANCELLATION
-NOTHING FOLLOWS-				

It is fully understood that the Professional Regulatory Boards, the CPD Councils, and the Professional Regulation Commission including its offices will not be held liable for any damages arising from these cancelled programs and the undersigned takes note of the following:

1. Cancelled programs will never be reconsidered or reverted
2. Cancelled programs will be removed from the CPDAS and if there are participants uploaded therein, the same will be removed from their respective CPDAS accounts
3. Uncancelled programs which are found to be with deviation or not in line with the approval of the concerned CPD Council will be dealt with accordingly

Further, any complaints arising from this action as a result of the CPDAS cleansing project of the CPD Division shall be solely answerable by the undersigned, notwithstanding any legal actions to be taken by any affected stakeholders.

Lastly, the undersigned assures the full compliance to the existing rules and regulations pertaining to implementation of the CPD Act of 2016 such as but not limited to:

[Professional Regulation Commission \(Commission\) Resolution No. 1553, Series of 2020¹](#), which requires the submission of post-conduct compliance for each of the accredited programs within the following prescribed period:

REQUIRED SUBMISSION	MODE OF CONDUCT		
	Face-to-Face (in-person)	Online	Video-on-Demand (VOD)
Completion Report and Required Attachments	30 calendar days	30 calendar days	3 rd day of the succeeding month
Attendance Sheet for Uploading using the prescribed excel template	10 calendar days	10 calendar days	3 rd day of the succeeding month

I. SUBMISSION OF THE COMPLETION REPORT AND REQUIRED ATTACHMENTS

1. Prepare, accomplish and save in **one (1) PDF** file the following documents:
 - a. [Completion Report \(Form "CPDD-05"\)](#)
 - b. [Registration Sheet](#) and [Attendance Sheet](#)
 - c. Actual program of activities with the list and profile of lecturer/resource persons and information about any deviation from the approved program
 - d. Lecture materials of the resource persons/speakers/facilitators, etc.
 - e. Summary of evaluation of resource persons in tabular form
 - f. Summary of evaluation of learning of the participants (Exam/Test Results)
 - g. [Financial Report/Actual Breakdown of Expenses](#) (using the prescribed template pursuant to [Commission Resolution No. 1520, Series of 2022²](#))
 - h. Relevant photographs / screenshots of training / event proper
 - i. Souvenir magazine, if available
 - j. Others that may support the evaluation of your performance
2. Submit the consolidated PDF file to the appropriate CPD program by uploading through your CPDAS account

II. UPLOADING THE ATTENDANCE SHEET USING THE PRESCRIBED EXCEL TEMPLATE

1. Prepare the details of attending/participating professionals:
 - a. First Name
 - b. Middle Name/Initial
 - c. Last Name
 - d. Profession Code (refer to template as attached)
 - e. Professional Identification Card (PIC)/License Number
2. Transfer the details to the *Excel* Attendance Sheet Template
3. Submit the accomplished *Excel* Attendance Sheet Template to the appropriate CPD program by uploading through your CPDAS account

Thank you,

JUAN DELA CRUZ

Signature

Authorized Representative for CPD

Date: