Division Memorandum
No. 50, S. 2018

To: Chief, Curriculum Implementation Division &
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Elementary and Secondary School Heads
All Others Concerned

From: SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Subject: Accreditation of the SDO Catanduanes and DepED Regional
Office V as Continuing Professional Development (CPD)
Providers

Date: February 23, 2018

1. In preparation for the Accreditation of the SDO Catanduanes and DepEd ROV
as CPD Providers, School Heads and Supervisors are hereby advised to submit
the following documents to the SGOD HRD Unit not later than
February 26, 2018:

   • Template for Instructional Design of Proposed CPD Program (INSET, LAC
     Sessions etc. for SY 2018-2019) (See attached file)
   • Copy of Part IV of IPRCF (SY 2016) of all employees (Collated per school)

2. Failure to submit the said documents might lead to disapproval of
accreditation of this Office and DepEd ROV as CPD Providers; hence, renewal
of license will be at the expense of teachers.

3. For information, guidance and compliance.
Professional Regulation Commission

TEMPLATE FOR INSTRUCTIONAL DESIGN OF PROPOSED CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

CPD Council for PROFESSIONAL TEACHERS

I. Course/Program Title:
II. Course/Program Brief Description:
III. Proposed PQF level:
IV. Particular Continuing Professional Competency/ies:
V. Content Details:

<table>
<thead>
<tr>
<th>Sub-Topics and Time Allotment for every topic (in hours)</th>
<th>Area of CPD Activity (Ethics = 5 CUs Professional Development = 40 CUs in a compliance period)</th>
<th>Expected Learning Outcomes</th>
<th>Activities to Achieve Learning Outcomes</th>
<th>Assessment Strategies including, Assessment Tools</th>
<th>Requirements/Outputs</th>
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<td>VI. Financial Projection:</td>
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<td>A. Expected Number of Participants:</td>
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<td>B. Proposed Charge per Participant:</td>
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<td>C. Relevant Details in Support of the Financial Viability of the Program</td>
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Printed Name and Signature of Official Proponent

Position

Proposing Agency/Association