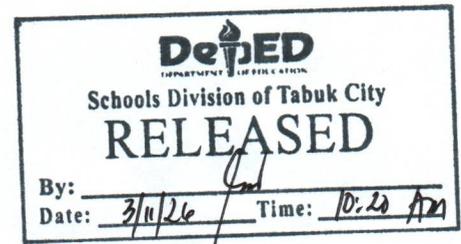




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Schools Division of Tabuk City



Office of the Schools Division Superintendent

4 March 2026

**DIVISION MEMORANDUM**

No. 116 s. 2026

**TO :** Assistant Schools Division Superintendent  
SGOD Chief and CID Chief  
All District Supervisors and Education Program Supervisors  
All School Heads and Teachers  
All Others Concerned

**GUIDELINES ON THE CONDUCT OF SCHOOL DIVISION DEVELOPED PROFESSIONAL DEVELOPMENT PROGRAMS**

1. Anchored on DepEd Memorandum No. 44, s. 2023 titled Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs and DM-OUHROD-2024-1576, this office, through SGOD- Human Resource Development (HDD) Section announces the Guidelines on the Conduct of School Division Developed Professional Development Programs.
2. All Professional Development Programs at the SDO and school levels shall be designed, developed, quality-assured, delivered, monitored and evaluated in compliance with the standards and processes set by the relevant Memorandums and NEAP standards
3. All duly prepared PD program proposals shall be submitted to the SDO-SGOD-HRDS for quality assurance and 45 working days for school-level programs. PD proposals shall undergo quality assurance by the Schools Division Evaluation Committee within the first 5 working days, followed by submission to the Regional Office for an additional 45 working days of quality assurance.
4. Proponents are advised to thoroughly review all required documents and ensure they are properly signed before submission. Only **PDF files** will be accepted.
5. Only PD program proposals compliant with the set quality standards shall be issued a Division Evaluation Committee Certificate to be forwarded to the Regional Office for issuance of Certificate of Quality Assurance and be implemented as an Official DepEd Professional Development Program.
6. Program Owner/Proponent with the Program Management Team shall prepare and submit the accomplished Program Completion Report (both NEAP and PRC documents for PRC accredited activities) to the Schools Division Office 10 working days after the conduct of the program.
7. Schools Management Monitoring and Evaluation (SMME) Section shall facilitate the monitoring of the school-Based PD Programs consistent with the quality-assured M&E plan.



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**Email:** tabuk.city@deped.gov.ph  
**Website:** <https://www.depedtabukcity.com>

8. The following is the composition of Division Review Committee on PD Designs:

<b>School Division Evaluation Committee</b>		
<b>ROLE</b>	<b>NAME</b>	<b>ALTERNATE</b>
<b>Adviser</b>	Schools Division Superintendent	
<b>Chairman</b>	Assistant Schools Division Superintendent	
<b>Member</b>	Chief Education Supervisor – SGOD	Education Program Supervisor - SGOD
	Chief Education Supervisor – CID	Education Program Supervisor – Values
	Senior Education Program Specialist – HRD Focal	Senior Education Program Specialist – P&R
	Senior Education Program Specialist – SMME Focal	Education Program Specialist II – SMME
	Learning Area Expert	Education Program Supervisor - Mathematics
<b>Secretariat</b>	Education Program Specialist – HRTD Human Resource Officer Administrative Aide VI of CID	

9. The requirement checklist for Professional Development Program (PDP) Design can be accessed via Google Drive: <https://tinyurl.com/PDPDesignsTemplate> or via the QR Code:



9. Wide dissemination of this Memorandum is earnestly desired.

 **BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent  
*KOV*



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