



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUN 05 2026

OFFICE MEMORANDUM

HRDD – 2026 - 008

To: Functional Division Chiefs of FD, QAD, PPRD, and HRDD
Unit Head of PAU
All Others Concerned

REQUEST FOR REVIEW AND CONCURRENCE ON THE DRAFT DEPED ORDER TITLED “REVISED GUIDELINES ON NEAP AUTHORIZATION OF LEARNING SERVICE PROVIDERS AND RECOGNITION OF PROFESSIONAL DEVELOPMENT PROGRAMS FOR TEACHERS, SCHOOL LEADERS, AND TEACHING-RELATED PERSONNEL”

1. Attached is DM-OULS-2026-209 dated May 25, 2026 titled Request for Review and Concurrence on the draft DepEd Order titled “Revised Guidelines on NEAP Authorization of Learning Service Providers and Recognition of Professional Development Programs for Teachers, School Leaders, and Teaching-Related Personnel”.
2. For further queries, contact Katherine Y. Sedillo, Chief Education Supervisor at 09156195574 or Alan D. Bautista, Education Program Supervisor at 09159325633 of the Human Resource Development Division.
3. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

ADB/HRDD-OM- Request for Review and Concurrence on the draft DepEd Order titled “Revised Guidelines on NEAP Authorization of Learning Service Providers and Recognition of Professional Development Programs for Teachers, School Leaders, and Teaching-Related Personnel”.
009/June 4, 2026



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website: depednir.net



Outlook

[DM-OU-2026-209] REQUEST FOR REVIEW AND CONCURRENCE ON THE DRAFT DEPED ORDER TITLED "REVISED GUIDELINES ON NEAP AUTHORIZATION OF LEARNING SERVICE PROVIDERS AND RECOGNITION OF PROFESSIONAL DEVELOPMENT PROGRAMS FOR TEACHERS, SCHOOL LEADERS, AND TEACHIN..."

From National Educators Academy of the Philippines Office of the Director <neap.od@deped.gov.ph>

Date Tue 6/2/2026 5:11 PM

To Office of the Undersecretary for Strategic Management (OUSM) <ousm@deped.gov.ph>; Asec Finance <asec.finance@deped.gov.ph>; Office of the Assistant Secretary for Public Affairs and External Partnerships <oaspaep@deped.gov.ph>; Public Affairs Service - Office of the Director <pas.od@deped.gov.ph>; Monitoring and Evaluation Office <meo.od@deped.gov.ph>; Planning Service Office of the Director <ps.od@deped.gov.ph>; PS <ps.prd@deped.gov.ph>; DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>

Cc Office of the Undersecretary for Curriculum and Teaching (OUCT) <ouct@deped.gov.ph>; Joseph Gallano Dela Cruz <joseph.delacruz001@deped.gov.ph>; Jane Cacacho <jane.cacacho@deped.gov.ph>; MICHAEL JOSEPH CABAUATAN <michael.cabauatan@deped.gov.ph>; Lee Macalisang <lee.macalisang@deped.gov.ph>; John Rey Abellano <johnrey.abellano@deped.gov.ph>; Reymark Quintana <reymark.quintana@deped.gov.ph>

2 attachments (8 MB)

_DM-OU~1.PDF; DRAFT DO ON NEAP AUTHORIZATION AND RECOGNITION PROCESSES.pdf;

Dear All,

Greetings from NEAP!

1. In line with the Department's commitment to providing quality professional development (PD) programs for teachers, school leaders, and teaching-related personnel, the National Educators Academy of the Philippines (NEAP) is finalizing the proposed Department Order (DO) titled **Revised Guidelines on NEAP Authorization of Learning Service Providers and Recognition of Professional Development Programs for Teachers, School Leaders, and Teaching-Related Personnel**, a revision of the previous issuance, DO 1, s. 2020.

2. This proposed policy supersedes DO 1, s. 2020 and its moratorium established under DM 012, s. 2023, providing updated and streamlined mechanisms for program recognition across all governance levels.

3. In view of prevailing guidelines and the collaborative nature of policy development and clearances, this Office respectfully requests the **technical review, feedback, and concurrence** on the draft policy as part of the formal validation process from the following Offices:

- Finance Strand
- Public Affairs Service
- Monitoring and Evaluation Office
- Planning Service – Policy Research and Development Division (PRDD)
- Regional Human Resource and Development Division (through RO HRDD Chiefs/NEAP R Focals)

4. You may access the folder containing the following pertinent documents for your review through this link: tinyurl.com/RevisedNEAPGuidelinesonLSPsPD.

- a. Draft Revised Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers, School Leaders, and Teaching-Related Personnel
- b. Annexes to the Draft DO
- c. Review Template (also enclosed herein)

5. Kindly submit your comments on, or concurrence with, the draft policy on or before **Wednesday, June 10, 2026**, to the NEAP Office of the Director (OD). An advance signed copy may also be sent via the email address provided below

6. Non-submission by the specified deadline shall be interpreted as concurrence with the draft as presented.

7. Should there be questions or clarifications, kindly contact NEAP OD via email at neap.od@deped.gov.ph.


Thank you and regards.



Office of the Director
National Educators Academy of the Philippines
Tel. No. (02) 8638-8638
Website: www.deped.gov.ph/national-educators-academy-of-the-philippines/
Department of Education
DepEd Complex, Meralco Avenue, Pasig City
www.deped.gov.ph

CLIENT SATISFACTION FORM

Please help us in improving our service by answering our feedback form.
<https://tinyurl.com/NEAPCSurvey>
Your response will be truly appreciated.
Thank you!





Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026-209

FOR : **RONALD U. MENDOZA**
Undersecretary for Strategic Management

ATTY. EDSON BYRON K. SY
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Finance

CILETTE LIBORO CO
Assistant Secretary for Public Affairs and External Partnerships

Regional Directors
HRDD Chiefs/NEAP-R Focals
All Others Concerned

FROM : *Carmela Oracion*
CARMELA C. ORACION
Undersecretary for Learning Systems

SUBJECT : **REQUEST FOR REVIEW AND CONCURRENCE ON THE DRAFT
DEPED ORDER TITLED "REVISED GUIDELINES ON NEAP
AUTHORIZATION OF LEARNING SERVICE PROVIDERS AND
RECOGNITION OF PROFESSIONAL DEVELOPMENT PROGRAMS
FOR TEACHERS, SCHOOL LEADERS, AND TEACHING-RELATED
PERSONNEL"**

DATE : 25 May 2026

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 5. Kindly submit your comments on, or concurrence with, the draft policy on or before **Wednesday, June 10, 2026**, to the NEAP – Office of the Director (OD). An advance signed copy may also be sent via the email address provided below.
 6. Non-submission by the specified deadline shall be interpreted as concurrence with the draft as presented.
 7. Should there be questions or clarifications, kindly contact NEAP OD via email at neap.od@deped.gov.ph.



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

REVIEW TEMPLATE

**Revised Guidelines on NEAP Authorization of Learning Service Providers and
Recognition of Professional Development Programs for Teachers,
School Leaders, and Teaching-Related Personnel**

Name of Office : _____
Email Address : _____
Contact Person : _____

Specific Section/Provision	Comments	Recommendations

Add rows as necessary

Other Comments/recommendations:

Submitted by : _____
Signature over Printed Name (Head of Office)
Designation

Reviewed on : _____



Republic of the Philippines
Department of Education

DepEd O R D E R

No. , s. 2026

**Revised Guidelines on NEAP Authorization of Learning Service Providers
and Recognition of Professional Development Programs for Teachers,
School Leaders, and Teaching-Related Personnel**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Minister, Basic, Higher, and Technical Education - BARMM
Regional Directors
Schools Division Superintendents
All Others Concerned

1. Pursuant to Republic Act (RA) No. 11713, otherwise known as the Excellence in Teacher Education Act, the Department of Education issues the **Revised Guidelines on NEAP Authorization of Learning Service Providers and Recognition of Professional Development Programs for Teachers, School Leaders, and Teaching-Related Personnel**. This policy aims to strengthen the quality of professional development programs through a Recognition System that requires alignment, integration, and consistency with the wider NEAP Professional Development (PD) Framework.
2. Requirements, procedures, and processes stipulated in this DepEd Order shall guide all Bureaus, Services, Units, Regional, Schools Division Offices, Schools and Learning Centers including external Learning Service Providers in the application of their professional development programs for NEAP Recognition.
3. Henceforth, only recognized PD programs, regardless of funding source, shall be implemented as official components of the professional development portfolio for teachers, school leaders, and teaching-related personnel.
4. All Orders, Memorandums, rules and regulations, and other related issuances, to include but not limited to the following, and/or provisions therein, which are inconsistent with this Order and its provisions, are repealed, rescinded, or amended accordingly:
 1. **DO 8, s. 2013**, Policy Guidelines on Regulating the Issuance of DepEd Advisories;



2. **DO 001, s. 2020**, Guidelines for NEAP Recognition of Professional Development Programs for Teachers and School Leaders;
 3. **DO 20, s. 2020**, Adoption and Implementation of NEAP Professional Development Credit Unit Banking Mechanism for Participation of Teachers and School Leaders in NEAP-Recognized Professional Development Programs;
 4. **DM 82, s. 2020**, Guidelines on the Registration of Teachers and School Leaders for NEAP-Recognized Professional Development Programs and Courses
 5. **DM 12, s. 2023**, Moratorium on the Implementation of DepEd Order No. 001, s. 2020; and
 6. **DM 44, s. 2023**, Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs.
5. This Order shall take effect immediately after its approval and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
 6. For inquiries, please contact the National Educators Academy of the Philippines—Office of the Director, 2nd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at neap.od@deped.gov.ph or the telephone number (02) 8638-8638.
 7. Immediate dissemination of and strict compliance with this Order is directed.

SONNY ANGARA
Secretary

Enclosure:
As stated

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

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
AUTHORIZATION
LEARNING SERVICE PROVIDERS
RECOGNITION
PD PROGRAMS



(Enclosure to DepEd Order No. , s. 2026)

**Revised Guidelines on NEAP Authorization of Learning Service Providers
and Recognition of Professional Development Program for Teachers,
School Leaders, and Teaching-Related Personnel**

I. Rationale

1. Pursuant to the State mandate to enhance the right of teachers to professional advancement and to protect and promote the right of all citizens to quality education, the Excellence in Teacher Education Act (RA 11713) institutionalized the National Educators Academy of the Philippines (NEAP) to provide quality professional development (PD) programs on teacher education to in-service teachers, school leaders, and other teaching-related personnel in all public and private basic education institutions.
2. The transformation of NEAP, through the issuance of DepEd Order No. 11, series of 2019 (Implementation of NEAP Transformation), requires the provision of standards-based professional development programs to ensure that interventions systematically contribute to the professional growth and advancement of teachers, school leaders, and teaching-related.
3. Through the NEAP transformation, professional development for teachers, school leaders, and teaching-related personnel in DepEd shall be more strategic, integrated and programmatic. Strengthening high-performing teachers delivering quality education, identified in the DepEd 5 Point Agenda and Quality Basic Education Development Plan (QBEDP) 2025–2035 as a key reform priority, requires ensuring that teachers have access to high quality, relevant, and responsive professional development opportunities that support their growth, reduce their burdens, and enhance their capacity to deliver quality instruction. By embedding professional development within a unified governance system that promotes coherence, accountability, and equitable access, NEAP directly contributes to advancing teacher welfare, alongside broader goals of enabling learning environments, efficient learning delivery, and preparing a future ready education workforce.
4. To ensure that all programs, whether internally or externally provided, are aligned and integrated in the wider NEAP PD program, a quality assurance process should be put in place. This operationalizes NEAP's mandates under RA 11713 particularly in strengthening collaboration with learning service providers and other stakeholders, and in working with Teacher Education Institutions (TEIs) in the delivery of PD programs, recognizing non-DepEd Learning Service Providers as strategic partners, while ensuring alignment and adherence to priorities and standards.

5. This Guidelines provides the requirements and the processes for the Authorization of Learning Service Providers and Recognition of PD programs by NEAP, and consequent inclusion in DepEd's overall PD program for its teachers, school leaders, and teaching-related personnel, of the different PD programs offered by NEAP itself, DepEd Bureaus, Services, Units, Regional Offices, Schools Division Offices, and non-DepEd Learning Service Providers (LSPs).

II. Scope

6. This set of guidelines shall apply to all in-service professional development programs, regardless of funding source and modality, intended for DepEd teachers, school leaders, and teaching-related personnel.
7. These guidelines apply to all professional development programs proposed by DepEd Central Office Bureaus, Services, and Units; Regional Offices (ROs); Schools Division Offices (SDOs); and Schools and Learning Centers, as well as non-DepEd LSPs. All such programs shall be submitted for Recognition and subsequent inclusion in the DepEd Roster of Professional Development Programs.
8. All non-DepEd Learning Service Providers, **with the exemption of NEAP-identified organizations**, defined in this guidelines, intending to offer a PD program for teachers, school leaders, or teaching-related personnel, as part of technical assistance, partnership, or individual paid enrollment basis, shall first be authorized by NEAP prior to the submission of such programs for NEAP Recognition.

III. Definition of Terms

9. For the purposes of this Guidelines, the following terms shall be defined and understood as:
 - a. **Authorization** – NEAP accreditation process for non-DepEd LSPs applying to become a provider of recognized PD programs for teachers, school leaders, and teaching-related personnel.
 - b. **Authorization Approving Authority (AAA)** – the committee responsible for the approval of the Authorization applications endorsed by the Authorization Evaluation Committee.
 - c. **Authorization Evaluation Committee (AEC)** – the committee responsible for the evaluation of Authorization applications endorsed by the Secretariat.
 - d. **Authorized Learning Service Providers** – non-DepEd LSPs that have been awarded formal and fixed-term Authorization by NEAP to provide recognized PD programs to teachers, school leaders, and teaching-related personnel within DepEd.

- e. **Monitoring and Evaluation (M&E)** – an integrated process of continuous collection and review of data on the relevance, effectiveness, efficiency, and impact of NEAP-recognized PD programs to promote sustainability and continuous improvement of the systems and the PD programs.
- f. **Philippine Professional Standards for School Heads (PPSSH)** - the official document that articulates what constitutes school head quality. The PPSSH describes the increasing levels of knowledge, practice, and professional engagement expected of school heads.
- g. **Philippine Professional Standards for Supervisors (PPSS)** - the official document that articulates what constitutes supervisor quality. The PPSS describes the increasing levels of knowledge, practice, and professional engagement expected of supervisors.
- h. **Philippine Professional Standards for Teachers (PPST)** - the official document that articulates what constitutes teacher quality. The PPST describes the increasing levels of knowledge, practice, and professional engagement expected of teachers.
- i. **Professional Development Needs Assessment (PDNA)** – the process of determining professional development needs of teachers, school leaders, and teaching-related personnel in key performance areas and identifying competency gaps that affect individual and organizational performance.
- j. **Professional Development (PD) Programs** – are programmatic, competency-based, and purposely planned and designed set of learning and development interventions, implemented within a defined timeline, aimed at building and enhancing the professional knowledge, skills, and values of teachers, school leaders, and teaching-related personnel, for sustained quality teaching and career progression.
- k. **Professional Standards** - the professional practice articulated in the PPST, PPSSH, and PPSS.
- l. **Recognition** – NEAP accreditation process for PD programs to uphold the learning and development standards.
- m. **Recognition Approving Authority (RAA)** – the committee responsible for the approval of the professional development programs endorsed by the Recognition Evaluation Committee.

- n. **Recognition Evaluation Committee (REC)** – the committee responsible for reviewing and evaluating the accuracy, depth, and appropriateness of the content of all the proposed PD programs based on the Recognition Criteria and Standards.
- o. **Secretariat** – the committee responsible for screening the completeness of the documentary requirements of applications and facilitating the authorization and recognition process of proposed PD programs.
- p. **School Leaders** – as defined under Republic Act (RA) 11713, or the Excellence in Teacher Education Act, refer to officials in the public school system who perform managerial and supervisory roles in their respective levels of governance, such as school principal, public school district supervisors, education program supervisors, and chief education supervisors at the schools division and regional offices, schools division superintendents, regional directors and assistant regional directors.
- q. **Teacher** – as defined under Republic Act (RA) 11713, or the Excellence in Teacher Education Act, refers to a person qualified to practice teaching under the law and engaged in the teaching of any subject, including technical-vocational (Tech-Voc), at the basic education level in all private or public basic education institutions. This may include teachers who may not actually be employed as such.
- r. **Teaching-Related Personnel** – as defined under Republic Act (RA) 11713, or the Excellence in Teacher Education Act, refer to those who perform teaching-related functions such as guidance counselors and librarians, and other personnel to be determined by the Teacher Education Council.
- s. **Training Hours** – refer to the number of hours of participants' actual engagement in structured learning activities recognized by NEAP.

IV. Policy Statement

- 10. DepEd is committed to the professional growth and lifelong learning of its teachers, school leaders, and teaching-related personnel as a critical foundation for improving the quality of basic education. Hence, appropriate PD programs that address their development needs using various delivery platforms and modalities shall be made available at all levels.
- 11. The quality of PD programs shall be assured through a Recognition System that requires alignment with the professional standards for teachers, school leaders, and teaching-related personnel, responsiveness to identified priority professional development needs, promotion of dynamism, innovation, workplace application, transparency, and consistency.
- 12. Only Recognized programs shall be implemented in DepEd as official part of the DepEd PD program.

V. NEAP Professional Development Framework

13. The NEAP Professional Development Framework shown in Figure 1 is a standards-aligned, evidence-informed professional learning ecosystem that integrates system drivers, professional learning design, implementation modalities, learning pathways, and monitoring, evaluation, and learning (MEL) processes within a continuous improvement cycle to strengthen professional practice, support career progression, and improve learner outcomes, in alignment with DepEd's strategic directions.

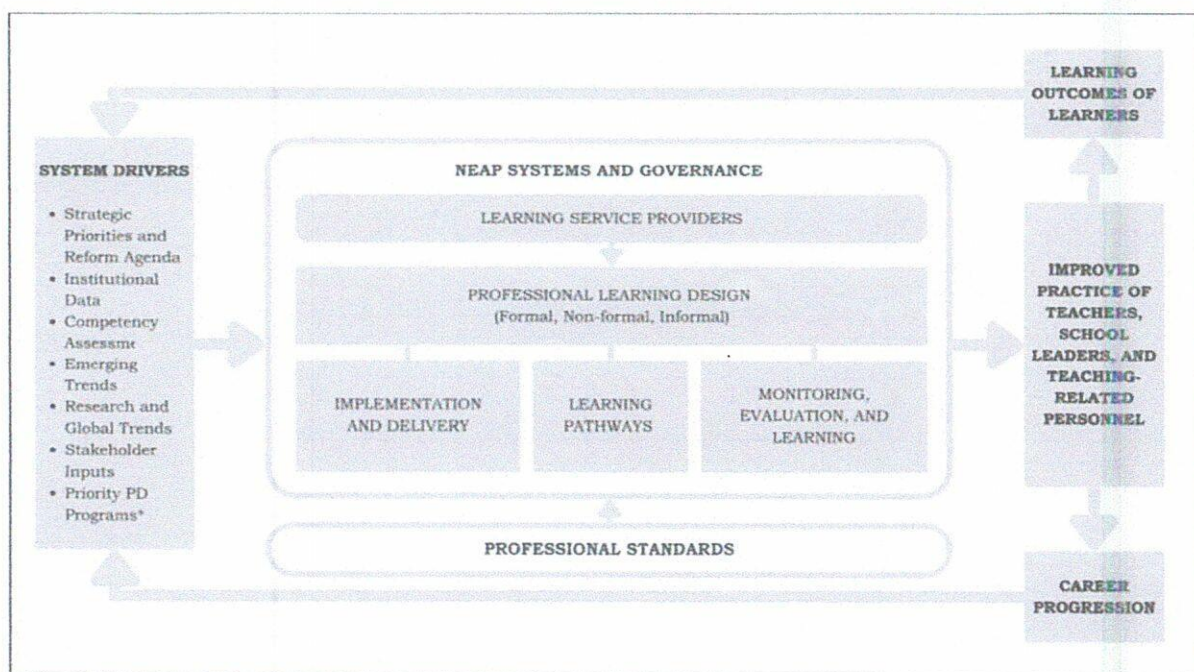


Figure 1. NEAP Professional Development Framework

14. The Framework adopts a 'professional learning ecosystem' approach that values the shared and complementary contributions of all stakeholders involved in professional learning. It is designed to:

- a. support teachers, school leaders, and teaching-related personnel across their career stages, particularly in relation to DepEd's strategic priorities and reform agenda;
- b. ensure that high-quality professional development programs are aligned with the Professional Standards for Teachers (PPST), Professional Standards for School Heads (PPSSH), and Professional Standards for Supervisors (PPSS);
- c. adopt a continuum of professional development modalities encompassing formal, non-formal, and informal learning, including job-embedded and collaborative approaches such as Job-Embedded Learning (JEL), Learning Action Cells (LACs), coaching, mentoring and other relationship and inquiry-based learning approaches;

- d. promote a wide range of implementation and delivery platforms, including online, face-to-face, and blended learning delivery, to ensure accessibility, flexibility and responsiveness to diverse learning needs;
- e. recognize and value prior learning, existing competencies, and professional experiences as foundations for continued growth;
- f. encourage professional agency and collective responsibility for professional growth, fostering a culture of lifelong learning and continuous improvement among teachers, school leaders and teaching-related personnel;
- g. ensure the immediate and effective translation of professional development into professional practice through Workplace Application in classroom instruction, leadership actions, and innovations that contribute to improved teaching quality and learner outcomes;
- h. institutionalize comprehensive monitoring, evaluation, and learning (MEL) that assesses:
 - a. Compliance of Professional Development programs and Learning Service Providers
 - b. Quality and relevance of professional learning
 - c. Learning outcomes of participants
 - d. Changes in professional practice
 - e. Impact on learner outcomes

and uses evidence to inform continuous improvement, decision-making, and quality assurance processes.
- i. uphold transparency, consistency, credibility and fairness in the authorization of Learning Service Providers (LSPs) and recognition of their professional learning programs, consistent with NEAP's quality assurance mandate.

VI. Priority Professional Development Programs

14. The NEAP, in coordination with the DepEd Central Office Bureaus and Services, and Regional Offices, shall identify and issue Priority Professional Development Programs through a DepEd Memorandum as system-level interventions within the professional learning ecosystem to support the continuing professional growth of teachers, school leaders, and teaching-related personnel during the prescribed period. These programs are intended to guide and support system-wide priorities while allowing flexibility, innovation, and the development of diverse, context-responsive professional learning initiatives across levels.
15. Priority Professional Development Programs shall be identified based on multi-level data and evidence, including institutional and learner data, competency assessments, research and evidence on professional practice, monitoring and evaluation findings, strategic alignment, emerging developments, and stakeholder inputs.
16. All Priority Professional Development Programs shall be aligned and mapped to the relevant domains, strands, and indicators of the Philippine Professional Standards

for Teachers (PPST), Philippine Professional Standards for School Heads (PPSSH), and/or Philippine Professional Standards for Supervisors (PPSS), as applicable.

17. Priority Professional Development Programs recommended by NEAP shall be subject to appropriate internal governance processes and, where applicable, approval by DepEd authorities, in accordance with existing rules and issuances.
18. The implementation of Priority Professional Development Programs shall ensure a balance between national priorities and local contexts, where national priorities provide direction and regional, division, and school contexts inform the adaptation, contextualization, and implementation of programs based on specific local needs, contextual priorities, and emerging developments, consistent with the NEAP Professional Development Framework and applicable standards.

VII. Procedure

A. Authorization of non-DepEd Learning Service Providers

19. All DepEd Central Office Bureaus, Services and Units, Regional Offices, and Schools Division Offices are automatically Authorized as LSPs and may submit proposed PD programs for teachers, school leaders, and teaching-related personnel to NEAP for evaluation and Recognition.
20. All non-DepEd LSPs, exempt the Civil Service Commission and other NEAP-identified organizations, seeking to offer PD programs shall first secure Authorization from NEAP Central Office before submitting any proposed program for Recognition.
21. Officials and personnel of the Department of Education are disqualified as an individual LSP, or as an incorporator, partner, director, or officer of a firm/partnership/corporation offering PD programs during their incumbency. This prohibition extends to members of their families and relatives within the second (2nd) civil degree of consanguinity or affinity. Further, this disqualification extends for one (1) year from their separation from the service.
22. To ensure alignment with Department standards, applicants for authorization shall:
 - a. familiarize themselves with PPST, PPSSH, and PPSS, as well as the current Professional Development Priorities of DepEd; and
 - b. attend a face-to-face or an online orientation to be facilitated by NEAP.
23. A Certificate of Attendance, duly signed by the head of NEAP, shall be given to non-DepEd LSPs upon completion of the orientation.
24. Interested non-DepEd LSPs may submit applications for Authorization on working days of the year.
25. All interested non-DepEd LSPs shall provide adequate information to establish their company profile, legal personality, and capacity to implement high-quality and needs-responsive PD programs by submitting the accomplished LSP Authorization Application Form (**Annex A**), Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the

documents (**Annex B**), and its required attachments.

26. To ensure a standardized and rigorous evaluation of interested non-DepEd LSPs, Authorization committees shall be established at the NEAP Central Office. These committees shall be responsible for evaluating the capacity of interested non-DepEd LSPs to offer PD programs for teachers, school leaders, and teaching-related personnel.

27. The committees and their composition shall be as follows:

Secretariat	1. Senior Education Program Specialist, NEAP 2. Education Program Specialist II or Project Development Officer II, NEAP
Authorization Evaluation Committee (AEC)	1. Project Development Officer V, NEAP 2. Project Development Officer IV, NEAP 3. Senior Education Program Specialist, NEAP 4. Representatives from NEAP in the Region and SDO-HRDS
Authorization Approving Authority (AAA)	1. Director IV, NEAP 2. Director III, NEAP

28. All applications submitted for Authorization shall undergo an initial screening by the Secretariat to verify the completeness of the required documentary submissions. LSPs with incomplete submissions shall be notified by the Secretariat and requested to submit the missing documentary requirements within ten (10) working days from receipt of the notice.

29. Failure to comply within the prescribed period, or repeated submission of incomplete applications, may result in the return of the application without further processing and may affect the prioritization of subsequent applications, in accordance with NEAP guidelines.

30. Applications that pass the initial screening shall be forwarded to the AEC for evaluation in accordance with the established criteria (**Annex C**).

31. Notice of Denial shall be issued to applicants who fail to meet the established criteria. The decision of denial shall be final and unappealable. LSPs whose applications are denied may submit a new application only after six (6) months from receipt of the Notice of Denial. Applicants whose applications have been denied shall be provided with feedback on the reasons for disapproval.

32. A Certificate of Authorization (**Annex D**), duly signed by the AAA and bearing a unique Authorization number, shall be awarded to LSPs that successfully pass the process. An Affidavit of Undertaking (**Annex E**) shall be submitted to NEAP prior to the issuance of the certificate. A unique Authorization number shall be assigned to all authorized LSPs according to the following format:

AUTHORIZATION CERTIFICATE				
LSP Category	Year of Approval	Application Number	Date of Approval of the Certificate	LSP Authorization Number

External LSP	2026	0005	March 05	LSP-2026-0005-0305
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33. NEAP shall notify the applicant of evaluation results on the Authorization application within **20 working days** from receipt of the application. The application process for Authorization, which shall be posted in the DepEd's Citizens' Charter, shall also be streamlined to modernize bureaucratic processes.
34. In cases where the prescribed processing period cannot be met due to volume of applications or other valid considerations, NEAP shall inform the applicant of the status of the application, the reason for the delay, and the expected timeline for completion, in accordance with applicable service standards and transparency requirements.
35. Authorization of LSPs is valid for three (3) years. The renewal of authorization as an LSP shall be filed within ninety (90) days prior to the expiration of the authorization.
36. NEAP shall maintain an official and updated Registry of Authorized Learning Service Providers, which shall also include the exempted non-DepEd LSPs. This registry shall be made available to the public through the DepEd website and/or the NEAP Portal to serve as a reference for teachers, school leaders, and teaching-related personnel, as well as schools and learning centers, divisions, and regions for professional development.

B. Authorization for exempted non-DepEd Learning Service Providers

37. To maintain quality assurance, exemptions shall be granted only to non-DepEd LSPs with established standards of credibility and a proven track record in delivering quality, evidence-based PD programs.
38. The following non-DepEd LSPs may be exempted from the NEAP Authorization process:
 - a. **Agencies and Government Training Institutions (GTIs):** Official training arms of the government mandated to provide capacity-building programs;
 - b. **Higher Education Institutions (HEIs):** Institutions currently recognized by TEC and CHED as Centers of Excellence (COE) or Centers of Development (COD), or HEIs with graduate-level programs related to education accredited by a CHED-recognized accrediting body (e.g., PAASCU, PACUCOA, AACCUP);
 - c. **Civil Service Commission and Its Accredited Providers:** CSC and the non-government providers identified in its current List of Accredited Learning and Development Institutions (ALDIs);
 - d. **Intergovernmental Organizations (IGOs):** Development or training organizations wherein the government of the Republic of the Philippines is a party or signatory;
 - e. **Internationally Accredited Institutions:** Non-government, foreign-based organizations or training providers whose PD programs have been formally reviewed and accredited by reputable international certifying bodies recognized for setting rigorous standards of practice, quality assurance, and organizational competency;
 - f. **DepEd Partners:** Entities with a valid and existing Memorandum of Agreement

- (MOA) or Memorandum of Understanding (MOU) with the DepEd Central Office specifically covering training for teachers, school leaders, and teaching-related personnel; and
- g. **DepEd Associations and Organizations:** Existing employees' organizations, including associations, cooperatives, and unions for teachers, school leaders, and teaching-related personnel, that were formally or informally recognized under the defunct DepEd Employees' Associations Coordinating Office (DEACO).
39. Qualified entities seeking exemption as non-DepEd LSPs shall signify their interest by submitting a Letter of Intent to NEAP, together with proof of accreditation or recognition, or a copy of a valid MOA or MOU. Notwithstanding the foregoing, NEAP may directly engage reputable entities with a proven track record and expertise in specialized knowledge, skills, and abilities to assist in the provision of PD programs. Such entities shall be deemed exempt from the authorization process for the duration of the engagement.
40. Upon validation by the Secretariat, the exempted non-DepEd LSP shall also be issued the Certificate of Authorization and may thereafter submit PD programs for Recognition. An Affidavit of Undertaking shall also be submitted to NEAP prior to the issuance of the certificate.
41. Exempted non-DepEd LSPs, particularly those under Item 34(e), shall be required to submit proof of international recognition or accreditation. NEAP shall validate and cross-check these credentials against NEAP's Professional Development Standards. Providers whose existing accreditation is found to be not fully aligned with NEAP standards shall be required to submit supplementary documents. Until such requirements are met, their exemption status shall be considered Conditional and shall be ineligible to apply for new PD program recognition.
42. The Authorization for exempted non-DepEd LSP is coterminous with the validity of the underlying accreditation, recognition or MOA/MOU. Upon expiration of said credentials, the exemption is automatically revoked without the need for formal notice from the NEAP Secretariat.
43. To maintain continuous exemption, entities must submit a certified true copy of their renewed accreditation or a valid proof of Application for Renewal to the NEAP Secretariat on or before the expiration date. Submission of valid proof of application for renewal shall grant the entity Provisional Exemption for a period not exceeding ninety (90) calendar days. During this period, the entity may continue to offer previously recognized PD programs and apply for new PD program recognition. Failure to submit the final certificate within the 90-day window shall result in the automatic revocation of the exemption and, consequently, the revocation of recognition for all existing PD program offerings. The entity must undergo the regular authorization process.

C. Recognition of PD Programs

44. All proposed PD programs shall be submitted for Recognition and subsequent inclusion in the DepEd Professional Development Program.

45. To ensure standardized governance, applications shall be submitted to the following recognizing authorities:

Learning Service Providers	Recognizing Authority
DepEd Central Office Bureaus, Services, Units and Regional Offices, including Authorized Learning Service Providers	NEAP Central Office
Schools Division Offices	NEAP in the Regions
Schools and Learning Centers	Schools Division Offices

46. All DepEd Central Office Bureaus, Services and Units, Regional Offices, Schools Division Offices, Schools and Learning Centers shall submit PD program applications for Recognition on working days during the year.

47. Authorized non-DepEd LSPs shall submit PD program applications for Recognition once DepEd, through the NEAP CO, announces the Call for Submission of Applications through a DepEd Memorandum.

- a. PD program applications shall be submitted by the LSPs no less than fifty (50) working days before its scheduled conduct. This allows sufficient time for the NEAP PD Program recognition process and PRC CPD accreditation, before its actual conduct. LSPs that are not yet PRC-accredited may submit their PD program applications within a shorter timeline, subject to NEAP review and approval.
- b. Only applications with complete documentary requirements shall be accepted.

48. Applications shall be organized and submitted following the attached Recognition Application Form (**Annex F**), PD Program Risk Assessment Form (**Annex G**), and Checklist of Requirements (**Annex H**).

49. To ensure that all professional development offerings meet the quality standards, Recognition committees shall be established across governance levels. The committees may be composed of any of the following:

- a. Secretariat

Governance Level	Office	Personnel Involved
NEAP Central Office	NEAP	Senior Education Program Specialist Project Development Officer III Education Program Specialist II Project Development Officer II
Regional Office	HRDD – NEAP-R	NEAP-R Senior Education Program Specialist NEAP-R Education Program Specialist II
Schools Division Office	SGOD-HRDS	HRDS Senior Education Program Specialist HRDS Education Program Specialist II

- b. Recognition Evaluation Committee (REC)

- i. For the review and evaluation of PD program applications, REC shall be composed of three (3) evaluators.
- ii. REC members shall come from the pool of evaluators who have completed quality assurance orientation and training and have qualified learning area/content expertise and relevant training and experience as required by the PD program applications.

Governance Level	Office	Personnel Involved
NEAP Central Office	A pool of evaluators is formed through NEAP	NEAP PDO V NEAP PDO IV NEAP SEPS NEAP Accredited Learning Facilitators and Assessors Learning area specialists and content/subject-matter experts from across governance levels and non-DepEd partners capacitated in PD program evaluation
Regional Office	A pool of evaluators is formed through the HRDD-NEAP-R	Chief Education Supervisors Education Program Supervisors NEAP-R SEPS and EPS II NEAP Accredited Learning Facilitators and Assessors Other learning area specialists and content/subject-matter experts capacitated in PD program evaluation
Schools Division Office	A pool of evaluators is formed through the SGOD-HRDS	SGOD and CID Chief Education Supervisors Education Program Supervisors Public Schools District Supervisors Senior Education Program Specialists Education Program Specialists II NEAP Accredited Learning Facilitators and Assessors Other learning area specialists and content/subject-matter experts capacitated in PD program evaluation

c. Recognition Approving Authority (RAA)

Governance Level	Approving Authority
NEAP Central Office	Director IV, NEAP Director III, NEAP
Regional Office	Regional Director Assistant Regional Director
Schools Division Office	Schools Division Superintendent Assistant Schools Division Superintendent

50. All PD Program applications submitted for Recognition shall undergo an initial screening by the Secretariat to verify the completeness of the required documentary submissions. LSPs with incomplete submissions shall be notified by the Secretariat and requested to submit the missing documentary requirements within ten (10) working days from receipt of the notice.
51. PD Program applications that pass the initial screening shall be forwarded to the REC for review and evaluation. These applications shall be evaluated following the PD Program Design Quality Standards (**Annex I**) and PD LR Materials Quality Standards (**Annex J**).
52. The results of the review and evaluation of the REC shall be endorsed to the RAC for approval. PD Program applications whose evaluation results indicate the need for compliance with the REC's PD program evaluation recommendations shall be notified to comply accordingly.
53. Resubmission shall be made within ten (10) working days from receipt of the PD Program evaluation recommendations. Failure to resubmit within the prescribed timeframe shall result in the automatic deferment of the application. For authorized LSPs, new applications shall be submitted in the next call for applications. If deemed necessary, NEAP may conduct a technical assistance meeting with proponents. Only one resubmission shall be accepted.
54. A Notice of Deferment shall be issued to applications that fail to meet the set quality standards after resubmission. PD Program applications that have been deferred shall be provided with feedback on the reasons for deferment. The decision stated in the Notice of Deferment shall be final and unappealable, without prejudice to the resubmission of deferred applications that have been modified to address the identified deficiencies.
55. Certificate of Recognition (**Annex K**) duly signed by the RAA shall be awarded to PD programs that successfully pass the process. Unique recognition number shall be assigned according to the following format:

RECOGNITION CERTIFICATE				
Category	Year of Application	Application Number	Date of Approval of the Certificate	PD Program Recognition Number
Authorized LSP's PD Program	2026	0025	July 05	LSP-PD-2026-0025-0705
CO and RO-developed PD programs recognized by NEAP CO	2026	0034	August 19	DSP-PD-2026-0034-0819
SDO-developed PD programs recognized by ROs (i.e., Region 8)	2026	0045	June 14	R8-PD-2026-0045-0614

School and Learning Center-developed PD programs recognized by SDOs	2026	0016	March 16	R8-SDO-PD-2026-0016-0316
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56. NEAP shall notify applicants of Recognition evaluation results within **20 working days** from the date of receipt of the application. The application process for Recognition shall also be posted in the DepEd's Citizens' Charter.
57. The REC shall determine the official number of training hours for recognized professional development programs based on the sessions that meet NEAP quality assurance requirements, including alignment with professional standards, approved learning design, and verified implementation time allotment. Only sessions that have undergone NEAP review and are determined to meet established quality standards shall be considered for inclusion in the Certificate of Recognition.
58. All Recognized PD programs are valid for three (3) years. Renewal of Recognition of PD Program shall be filed within ninety (90) days prior to the expiration of the recognition. A Monitoring and Evaluation Report shall be submitted as the basis for the renewal.
59. An official roster of Recognized Professional Development Programs for teachers, school leaders, and teaching-related personnel shall be released and published through a Memorandum and on the NEAP website by the NEAP Central Office and the Regional Offices.
60. DepEd across governance levels shall no longer endorse or issue an advisory on training programs. The roster shall be the only basis for official DepEd PD program offerings.

D. Accreditation of PD Programs with the Professional Regulation Commission

61. Only NEAP-Recognized PD programs developed by Central Office Bureaus, Services, Units, Regional Offices, Schools Division Offices, Schools and Learning Centers, shall be processed for PRC accreditation. Authorized LSPs shall coordinate with the PRC for the accreditation of their NEAP-Recognized PD programs.

E. Registration to NEAP-Recognized PD Programs

62. Attendance of interested teachers, school leaders, and teaching-related personnel shall be voluntary and will not hamper instructional time in compliance with policies on time-on-task, guidelines on school calendar and activities, and other existing policies. The registration fee may be charged to HRD Fund, MOOE, or other local funds, subject to the approval of the respective authorities, upon the availability, and adherence to the usual accounting rules and regulations.
63. For NEAP and DepEd-developed PD programs, attendance of teachers, school leaders, and teaching-related personnel shall be through nomination and/or a voluntary process, in accordance with existing policies.

F. Issuance of Certificate of Completion or Participation

64. A Certificate of Completion shall be awarded to a teacher, school leader, or teaching-related personnel who has successfully completed and obtained a passing mark in a full PD program, indicating the corresponding training hours for the program.
65. A Certificate of Participation shall also be awarded to participants in specific training activities within a full program.
66. The Certificate of Completion and Certificate of Participation shall indicate, as applicable, the following:
 - a. Title of the Program, Recognition Number;
 - b. Date and venue of the training activity if face-to-face learning;
 - c. Number of training hours;
 - d. PRC Credit Units; and
 - e. The specific Domains, Strands and/or Indicators covered by the Program/Course.

G. Professional Development Programs Developed and Implemented in Schools and Learning Centers

67. The quality assurance process and requirements for school-based professional development programs including LAC and INSET shall adhere to the guidelines set by this Order and other relevant policies.

VIII. PROCUREMENT OF CONSULTING SERVICES FOR THE DEVELOPMENT AND/OR IMPLEMENTATION OF PROFESSIONAL DEVELOPMENT PROGRAMS

68. When the National Educators Academy of the Philippines (NEAP), in coordination with the relevant DepEd Central Office units and Regional Offices, determines that Priority Professional Development Programs are insufficient or unavailable to address identified system-level professional development needs, NEAP may undertake the procurement of consulting services for the development and/or implementation of the required Priority Professional Development Programs.
69. Such procurement shall be undertaken only after due determination that the needed program cannot be adequately addressed through existing or proposed recognized professional development programs, and shall be conducted in accordance with applicable procurement, budget, and accounting laws, rules, and regulations.

IX. SUSPENSION, CANCELLATION, OR NON-RENEWAL OF RECOGNIZED PD PROGRAM AND/OR AUTHORIZED LEARNING SERVICE PROVIDER

70. Any of the following shall constitute grounds or causes for Suspension, Cancellation or Non-Renewal of Recognized PD Program and/or Authorization of Learning Service Provider:

- a. non-compliance with any of the prescribed requirements;
- b. substantial deviations such as changes in the target participants, target professional standards, objectives, and course design made without informing NEAP.
- c. unauthorized charging of additional fees borne by participants;
- d. misrepresentation, such as but not limited to, submission of false completion and impact assessment reports, issuance of false statement/s including qualification/s as an LSP or recognition of PD programs, unauthorized use of the DepEd and NEAP's related branding;
- e. failure to comply with the undertakings stipulated in the Affidavit of Undertaking submitted to NEAP; and
- f. analogous violations.

X. MONITORING AND EVALUATION

- 71. NEAP, including the Learning Service Providers, shall conduct Monitoring and Evaluation (M&E) activities to gather, validate, and analyze data on the relevance, quality, effectiveness, and impact of recognized Professional Development (PD) Programs, in coordination with relevant offices and stakeholders.
- 72. NEAP in the Regions and Schools Division Offices (SDOs) through the Human Resource Development Section shall submit semi-annual consolidated reports to NEAP- Central Office (CO) on the implementation and monitoring of recognized PD Programs, following the timelines, formats, and minimum data requirements prescribed by NEAP-CO.
- 73. As part of the M and E process, proponents of recognized PD Programs shall submit the required PD Program Completion Report (Annex L) to the concerned governance level within thirty (30) days after the conduct of the recognized PD program.
- 74. The results of the M and E shall inform decisions on policy review and improvement, program renewal, continuation, suspension, cancellation or non-renewal, and shall be reported to the Secretary.

XI. FORMS

- 75. Forms and other relevant documents on Authorization and Recognition may be accessed online through the DepEd website and/or the NEAP portal.
- 76. The forms and templates shall be subject to periodic review for possible adjustments and revision.

XII. EFFECTIVITY

- 77. This Guidelines shall take effect upon signing by the Secretary.

XIII. REFERENCES

Civil Service Commission. (2021). Memorandum Circular No. 07: Accreditation of learning and development institutions.

Department of Education. (2019). DepEd Order No. 11, s. 2019: Revised guidelines on the accreditation of learning service providers (LSPs) and approval of professional development (PD) programs.

Department of Education. (2025). Quality Basic Education Development Plan (QBEDP) 2025–2035.

Professional Regulation Commission. (2025). Resolution No. 1948: Revised guidelines on the processing of applications for accreditation of continuing professional development providers and their CPD programs.

Republic Act No. 11713. (2022). An Act further strengthening teacher education in the Philippines by enhancing the Teacher Education Council, establishing a scholarship program for students in the teacher education program, institutionalizing the National Educators' Academy of the Philippines, and appropriating funds therefor, amending for the purpose Republic Act No. 7784. Philippines.