



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

APR 21 2026

REGIONAL MEMORANDUM

No. 389 s. 2026

**ACCEPTANCE OF SDO-INITIATED PROFESSIONAL DEVELOPMENT
PROGRAMS FOR QUALITY ASSURANCE**

To: OIC – Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), hereby informs the Schools Division Offices (SDOs) that the Regional Office is now accepting **SDO-Initiated Professional Development Programs (PDPs) for Quality Assurance (QA)**. This is in adherence to **DM-2023-044** titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs*.
2. This QA process establishes the NEAP standards and procedures in the design, development, delivery, and evaluation of all SDO-Initiated PDPs in the region.
3. All submitted SDO-Initiated PDPs shall be processed at the Regional Office within 15 working days as the timeline. Only proposals that are compliant with the set quality standards shall be issued a Certificate of Quality Assurance for consideration as official DepEd professional development programs.
4. The proposed PDP will be evaluated using the Quality Assurance Criteria:
 - a. Strength of Research Base;
 - b. Alignment to the Professional Standards;
 - c. Target Participants Profile;
 - d. Articulation of Learning Objectives;
 - e. Soundness of Methodology;
 - f. Assessment Strategies and Tools;
 - g. Expected Outputs;
 - h. Workplace Application;
 - i. Time Requirement;
 - j. Credentials/Expertise of Resource Speaker;



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- j. Credentials/Expertise of Resource Speaker;
- k. Gender Equality, Disability and Social Inclusion;
- l. Monitoring and Evaluation; and
- m. Budget and Costing.

5. For further queries, contact Katherine Y. Sedillo, Chief Education Supervisor at 09156195574 or Dr. Alan D. Bautista, Education Program Supervisor at 09159325633 of the Human Resource Development Division (HRDD).

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

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: DM-2023-044
To be indicated in the Perpetual Index
under the following subjects:

MONITORING AND EVALUATION

PROGRAMS

RECOGNITION

ADB/HRDD-RM- ACCEPTANCE OF SDO-LED PROFESSIONAL DEVELOPMENT PROGRAMS FOR QUALITY ASSURANCE
076/April 20, 2026



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Flow of Quality Assurance Process

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits proposed PD Program with the endorsement from SDS	1.1 Receives and acknowledges receipt of application of the endorsed PDP from ORD.	10 Minutes	ADAS/Clerk of HRDD
	1.2 Checks PDP as to the completeness of required attachments (if necessary). If deficiencies have been found in the plan, the PD Program Owner receives advice for completion and repeats Step 1. <i>*If the PD program owner repeats Step 1 due to deficiencies in their application or failed evaluation results, the processing time of the application for Quality Assurance shall also cease. The new processing time shall begin once the PD program owner resubmits the PD program proposal for quality assurance.</i>	3 days	HRDD/ NEAP-R
	3. Selects and assigns a maximum of evaluators per PDP. 4. Receives proposed PDP for resubmission. <i>*Only 1 resubmission is allowed.</i>	2 days	HRDD/ NEAP-R



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2. Waits for the evaluation of the PDP.	Evaluates PDP using the PD Program Design QA Tool If resubmission, evaluate the compliance with the recommendations.	4 days	HRDD/ NEAP-R Program Evaluators
	Deliberates and consolidates recommendations using the Quality Assurance Recommendation Form. 1. Accomplishes the decision column of the Quality Assurance Recommendation Form for resubmitted proposals.	2 days	PD Program Evaluators
	2. Receives from the Program Evaluators the Quality Assurance Recommendation Forms	1 day	HRDD/ NEAP-R
	3. Prepares Quality Assurance Approval Form and QA Certificate if the PD program proposal passed. 3.1. Sends the Quality Assurance Recommendation Form from PD Program Evaluators if the application is for return to PD program owner.	2 hours	HRDD/ NEAP-R
	3.2 Endorses the Quality Assurance Approval Form and QA Certificate if the PD program passed.	1 day	HRDD/NEAP-R



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3. Waits for the quality assurance approval	3.1 Validates and recommends the Quality Assurance Approval Form and Quality Assurance Certificate	1 day	CES-HRDD
	3.2 Approves and signs the Quality Assurance Approval Form and Quality Assurance Certificate for successful PD program proposals.	1 day	RD
4. Receives the Quality Assurance Certification	4.1 Sends signed Quality Assurance Certificate if successful. Notice of Compliance to QA Recommendations if unsuccessful to PDP Owner	1 hour	HRDD/NEAP-R
TOTAL	15 days, 3 hours, and 10 minutes		



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