



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

January 05, 2026

**DIVISION MEMORANDUM**

No. 007, s. 2026

**WORKSHOP ON THE APPLICATION FOR CPD ACCREDITATION OF QUALITY-  
ASSURED SCHOOL-LED PROFESSIONAL DEVELOPMENT PROGRAMS**

To: Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
District HRD Focal Persons  
All Others Concerned

1. This Schools Division, through the Human Resource Development Section (HRDS), shall conduct the "Workshop on the Application for CPD Accreditation of Quality-Assured School-led Professional Development Programs" on January 12-13, 2026 (live-in) at a venue to be announced later.
2. The workshop is a two-day hands-on technical assistance designed to assist District HRD Focal Persons in packaging and submitting applications for Continuing Professional Development (CPD) units for school-led and district-led learning and development programs. It focuses on converting Quality-Assured (QA) Learning and Development proposals (e.g., INSET and LAC) into CPD-compliant application portfolios for submission to the Professional Regulation Commission (PRC) Council.
3. Participants to this workshop are the forty-six (46) District HRD Focal Persons (plus the Program Management Team). District/School Learning and Development Programs to be packaged must have passed the initial Quality Assurance (QA) evaluation.
4. By the end of the activity, participants are expected to:
  - a.) Review PRC Guidelines on the accreditation of CPD Programs and the documentary requirements for SDO-led and School-led activities;
  - b.) Evaluate existing school-led Program Designs (INSET/LAC) for CPD compliance;
  - c.) Draft the complete CPD Application Portfolio (Instructional Design, specific course objectives, evaluation tools, and budget breakdown); and

d.) Package at least one (1) ready-to-submit CPD application per district.

5. Expected Results/Success Indicators include: (a) forty-six (46) drafted CPD Application Portfolios (one per district); and (b) District HRD Focal Persons capacitated on the CPD Accreditation System (CPDAS).

6. To ensure the smooth conduct of the activity, all Districts must adhere to the following process, as indicated in DM No. 493, s. 2025 dated December 15, 2025:

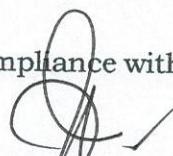
- Preparation of Accreditation Documents:** Prior to the capacity building activity, the INSET Proponent, Master Teacher, or School Head must complete the required CPD Accreditation files.
  - Access the required forms here: <https://tinyurl.com/NSCPDFFiles>.
  - All documents for the CPD accreditation application must have been submitted to the District HRD Focal Person by January 6, 2026. These documents shall be brought to the activity by the HRD Focal Person as resources for the workshop.
- Compilation and Quality Assurance:** The printed INSET Program Designs previously submitted to the HRD Office shall be returned to the District HRD Focal Persons during the workshop for review and potential enhancements (e.g., updates to implementation schedules or resource persons) prior to the issuance of Certificate of Quality Assurance.

7. Attached as Annexes are the following: Annex A – Indicative Workshop Matrix; and Annex B – Program Management Team.

8. This Memorandum serves as the Authority to Travel of all involved.

9. Expenses relative to the conduct of this activity such as meals and accommodation shall be charged against 2025 HRTD Fund, while travel expenses of the school-based participants shall be charged against their respective local funds/MOOE.

10. Immediate dissemination of and strict compliance with this Memorandum are desired.

**GAUDENCIO C. ALJIBE JR. PhD, CESO V**

/ Schools Division Superintendent

Enclosures: As stated

References: As stated

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

HUMAN RESOURCE DEVELOPMENT CAPABILITY BUILDING CPD  
ACCREDITATION

*DepEd Northern Samar*  
*RELEASED*

*10*  
*Date: 07 JAN 2026*

**Annex A**

**INDICATIVE WORKSHOP MATRIX**

**WORKSHOP ON THE CPD ACCREDITATION OF QUALITY-ASSURED SCHOOL-LED PROFESSIONAL DEVELOPMENT PROGRAMS**

January 12-13, 2026 | Venue: TBA

<b>Time</b>	<b>Day 1: CPD Guidelines &amp; Instructional Design</b>	<b>Day 2: Packaging &amp; Technical Review</b>
7:30 – 8:00	Arrival & Bilingting	Breakfast
8:00 – 8:30	Opening Program	Management of Learning (MOL)
8:30 – 10:00	Session 1: Review and Refinement of INSET Program Designs for Issuance of Certificate of Quality Assurance	Workshop 3: Supporting Documents - Technical drafting of the Resume of Resource Persons and Breakdown of Expenses.
10:00 – 10:15	Health Break (AM Snacks)	Health Break (AM Snacks)
10:15 – 12:00	Continuation...  Session 1: Review and Refinement of INSET Program Designs for Issuance of Certificate of Quality Assurance	Workshop 4: Evaluation Tools - Aligning QAME tools (Level 1 & 2) with the specific objectives of the training.
12:00 – 1:00	Lunch Break	Lunch Break
1:00 – 2:00	Session 2: The CPD Landscape - Understanding RA 10912 and the process flow for Accredited Providers (DepEd SDO).	Session 4: The Completion Report - Orientation on post-activity requirements (attendance, monitor's report) for issuance of certificates.
2:00 – 3:00	Session 3: The Instructional Design (ID) - Aligning terminal and	

	enabling objectives with PRC standards.	
3:00 – 3:15	Health Break (PM Snacks)	Health Break (PM Snacks)
3:15 – 4:30	Workshop 1: Drafting the ID - Hands-on conversion of School Program Designs into CPD Instructional Design format.	Presentation of Output - Peer review of the packaged CPD Portfolios for submission to the SDO.
4:30 – 5:00	Workshop 2: Review of Resource Persons - Assessing the qualifications of proposed Resource Speakers against the topic.	
5:00 – 6:00	Dinner	Closing Program & Checkout

**Annex B**

**PROGRAM MANAGEMENT TEAM**

<b>Role</b>	<b>Name</b>
Activity Manager	Dr. Gaudencio C. Aljibe Jr., CESO V
Co-Activity Manager	Dr. Rey F. Bulawan
Onsite Manager	Noe M. Hermosilla
Co-Onsite Manager	Dr. Elna D. Enano
Finance Manager	Deah A. Gamao
QAME Manager	Merlita B. Fajardo
Resource Persons	Peter R. Bobiles Pepito E. Saldo Jr.
HRDS Staff	April D. Ballicud Temothy Clutartio Wilkins Wong