



Republic of the Philippines  
**Department of Education**  
REGION III  
**TARLAC CITY SCHOOLS DIVISION**

000373

07 January 2025

DIVISION MEMORANDUM  
No. **11**, s. 2025

**UPDATED GUIDELINES IN THE CONDUCT OF PROFESSIONAL  
DEVELOPMENT ACTIVITIES IN TARLAC CITY SCHOOLS DIVISION**

To: Asst. Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order 001, s. 2020, DepEd Memorandum No. 050, s. 2020, Division Memorandum No. 12, s. 2022, DepEd Memorandum No. 44, s. 2023 titled Interim Guidelines for Quality Assurance and Monitoring and Evaluation of NEAP Core Programs, and in compliance with PRIME HRM standards, this Office hereby releases the Updated Guidelines in the Conduct of Professional Development Activities spearheaded by Tarlac City Schools Division.
2. In addition, school-led Professional Development Programs such as INSET and LAC sessions/plans are requested to be submitted to the HRD Section of the Division for Quality Assurance. Once quality-assured by the Division, all proposals may be subjected to PRC- CPD accreditation.
3. As training and upskilling have become an imperative in strengthening continuing education and professional development of personnel, these guidelines generally aim to standardize the procedures and requirements of the Division to ensure quality delivery of professional development services.
4. To conduct the professional development activity successfully and in an orderly manner the following are to be observed:

**a. Pre-Conduct of the Professional Development Activity**

- i. Activity Proposals must adhere to the set format and template. There are four different templates for the following: NEAP proposal template for trainings/PDPs, NEAP template for school-led INSET, NEAP template for LAC plan, and the PRC CPD template. These may be accessed through this link:  
<https://bit.ly/TCSDProposalTemplates>
- ii. Proposals must be submitted to the head of the implementation unit concerned for checking. Technical assistance on the format and the like may be requested from the HRD section. Evaluation and finalization of the proposals shall be done by the Division Chiefs/Functional Division head. Only the proposals approved by the SDS shall be implemented.
- iii. Emerging activities coming from RO or CO and those which are not included in the quarterly calendar of activities of the division must be reported to the HRD for posting of schedule. The division calendar may be viewed thru: <https://bit.ly/TCSDCalendar>.
- iv. Planning meetings with the Program Management Team (proponent, HRD, SMME, TWG, and TOP Management) shall be conducted at least weeks before the conduct of the activity to identify duties and responsibilities of each involved personnel.



- v. If the PDP shall be applied for PRC CPD accreditation, it is highly recommended that the proposal be submitted at least 30 days before its tentative date of conduct. The PRC CPDAS portal determines the availability of schedule.
- vi. All workshop/training materials shall be sent to the HRD unit at least 2 days prior to the conduct of the activity.
- vii. Should the assistance of the HRD in facilitating the activity is needed, the proponent must request for it thru <https://bit.ly/TCSDDHRDFacilitationRequest> at least one week before the conduct of the activity to ensure the availability of the HRD staff.

**b. During the Conduct of the Professional Development Activity**

- i. Attendance sheets must be originally signed especially for activities with provision of food. For PRC accredited activities, it is recommended that the PRC attendance template be used. Data encoded must be strictly checked and monitored by the PMT to avoid unnecessary problems during the submission of completion reports. Templates may be accessed thru: <https://bit.ly/TCSDDProposalTemplates>.
- ii. The Program Management Team and participants are advised to pay full attention to the activity, especially during discussions. Gadgets are requested to be turned off or silent mode to avoid interruptions.
- iii. Participants must be dressed appropriately and decently.
- iv. The Program Owner shall coordinate to the HRD section all assistance needed such as production of certificates.
- v. Certificate of Appreciation/Recognition will only be given to the speakers and members of the Technical Working Group once explicitly stipulated in the Memorandum of the activity.
- vi. It is the responsibility of the program owner to ensure the correctness of the following: spelling of the names of speakers and participants and their current position held.
- vii. To ensure that certificates needed are reproduced and signed by the ASDS and SDS on time, the proponent or program owner must request from the HRD section at least one week prior to the conduct of the activity; otherwise, they will be given after the conduct of the activity or on a later date.
- viii. Program owners are requested to provide an EXCEL FILE containing the names of the certificate recipients for faster production; likewise, certificate papers must be given to the HRD unit for certificate production.

**c. Post-Conduct of the Professional Development Activity**

- i. Program Completion Reports (PCR) of the Professional Development Activities conducted must be automatically submitted to the HRD unit at least five days after the conduct of the activity. **IT IS EXPECTED THAT PROGRAM OWNERS SUBMIT THIS REPORT AUTOMATICALLY.**
- ii. PCRs must comply with the standard template of the division. There are two templates: 1. For Non-CPD Accredited Activities, and 2. PRC CPD Accredited Activities. PCR templates may be downloaded thru: <https://bit.ly/TCSDDHRDCompletionReportsDrive>. Likewise, PCRs are submitted in the same link.
- iii. After submitting the Program Completion Reports, program owners are directed to encode the needed data in the **Division Training Log**. Additional important data needed are: summary of attendance according to sex and summary of attendance according to positions of the participants. The division training log may be accessed thru: <https://bit.ly/TCSDD2025TrainingLog>.
- iv. Post conference shall be conducted within the week following the conduct of the activity.

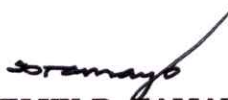
v. The HRD Unit reserves the right to withhold the certificate of participation to any participant who does not fully comply to the requirements set by the Program Management Team:

- (1) Attendance
- (2) Pretest and Posttest
- (3) Output/s
- (4) Evaluation
- (5) Workplace Application Project

4. All Division Unit heads, Division Program Owners, and School-led PDP proponents are hereby required to follow the above enumerated guidelines. Should the assistance of the HRD section is needed, do not hesitate to reach out and set an appointment.

5. For any clarification or inquiry, contact Stephen Tracy E. Tabamo, PhD, SEPS of the Human Resource and Development Unit through email at [stephentracy.tabamo@deped.gov.ph](mailto:stephentracy.tabamo@deped.gov.ph) or at telephone number (045) 982-4514.

6. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**MA. IRELYN P. TAMAYO, PhD, CESO V**  
Schools Division Superintendent.

000373

Encl: N O N E  
References: N O N E  
To be indicated in the Perpetual Index  
under the following subjects:  
RULES AND REGULATIONS  
SGOD-HRD/STT/January 07, 2025



000373