



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

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December 23, 2020

REGION MEMORANDUM  
HRDD No. 57, s. 2020

**GUIDELINES ON THE REGISTRATION OF TEACHERS AND SCHOOL LEADERS  
FOR NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS AND  
COURSES**

TO: Schools Division Superintendents

1. This has reference to unnumbered memorandum from the office of DepEd Secretary Leonor Magtolis-Briones, sent as an advanced copy through the National Educators Academy of the Philippines *re* **Guidelines on the Registration of Teachers and School Leaders for NEAP-Recognized Professional Development Programs and Courses**.

2. The Department of Education through the NEAP issues these guidelines in full support to the in-service professional development of teachers and school leaders to ensure quality basic education for all.

3. Anent the issuance of this set of guidelines, all Schools Division Offices, through the SGOD Human Resource Development Section- Senior Education Program Specialist (SEPS), are required to submit an *electronic copy* of the **List of Qualified Public School Teachers and School Leaders** (see Enclosure C) to Human Resource Development Division (HRDD) **on or before December 26, 2020** following the number of slots allocated per SDO through the link:

<https://tinyurl.com/NEAP-PDP>. ROXII HRDD shall monitor submission to this link.

4. For your reference, please see attached enclosures:

Enclosure 1: Guidelines on the Registration of Teachers and School Leaders for  
NEAP-Recognized Professional Development Programs and Courses.

Enclosure A: List of LSPs with Programs

Enclosure B: Letter of Intent



Regional Center, Brgy. Carpenter Hill, City of Koronadal  
Telefax No.: (083) 2288825/ (083) 2281893  
Website: depedroxii.org Email: region12@deped.gov.ph





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Enclosure C: List of Qualified Public School Teachers and School Leaders  
Enclosure D: Confirmation of Registration (HRDD)  
Enclosure E: Acceptance Letter  
Enclosure F: Confirmation of Registration (from NEAP)  
Enclosure G: Final Rating  
Enclosure H: NEAP- Recognized Professional Development Program  
Enclosure I: Slot Allocation List per SDO  
Enclosure K: NEAP-PDP Action Plan

Attached enclosures can also be accessed through  
<https://bit.ly/EnclosureNEAPPrograms>

5. For more information and guidance, please contact Mervie Yap-Seblos, Chief, Human Resource Development Division through contact nos. **09473198618** or email at [mervie.seblos@deped.gov.ph](mailto:mervie.seblos@deped.gov.ph).
6. Immediate dissemination of this Memorandum is desired.

  
**ALLAN G. FARNAZO**  
Director IV

Encl.:  
Reference:  
To be included in the Perpetual Index under the following Subjects:

TRAINING PROGRAMS

MYS/HRDD/RM- guidelines on the registration of teachers and school leaders for neap-recognized professional development programs and courses/053/December 23, 2020



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