



2023-86648

Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM 2023-10-540  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 12/14/23 TIME: 10:21  
BY: [Signature]

**DIVISION MEMORANDUM**  
NO. 540 S.2023

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
This Division

From:  **CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

Date: December 13, 2023

Subject: **ORIENTATION ON THE GUIDELINES FOR NEAP RECOGNITION OF PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES FOR PROGRAM HOLDERS**

1. In line with DepEd Order No. 001, s. of 2020 entitled "**Guidelines for NEAP Recognition of Professional Development Programs and Courses for Program Holders and School Leaders**". This Office will conduct a **Two-Day Orientation and Workshop on the Guidelines for Neap Recognition of Professional Development Programs and Courses for Program Holders** on December 14-15, 2023, 8:00 am to 5:00 pm at Hotel Criselda, Veranda Admin Office, Small Function Room, Casisang, Malaybalay City.
2. The participants of the activity are as follows:
  - a. Education Program Supervisors
  - b. Public Schools District Supervisors
  - c. SGOD Program Holders
  - d. OSDS Program Holders
3. Enclosed is the indicative matrix including the topics of the said activity.
4. Should there be queries contact, **Mr. Rex C. Dacanay**, Education Program Specialist II, Human Resource & Development at 09177055496.

Copy furnished:  
Records Unit, HRD



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
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Enclosure # 1. of Division Memorandum No. 540, series of 2023.

**Indicative Matrix**

**Orientation and Workshop on the Guidelines for Neap Recognition of Professional Development Programs and Courses for Program Holders**

TIME	ACTIVITY	FOCAL PERSON
<b>Day 1 - December 14, 2023</b>		
7:30 – 8:00	Registration	Secretariat
8:00 – 8:30	Preliminaries	Video Presentation
	Checking of Attendance	EDELINA M. EBORA SEPS, SMME
8:30 – 9:00	Opening Remarks	LORENZO O. CAPACIO Chief, SGOD
9:00 – 9:15	Statement of Purpose	WOODROW WILSON B. MERIDA Senior Education Program Specialist
9:15 – 9:25	Message	CHERRY MAE L. JIMBACO-REYES Schools Division Superintendent
Session Proper		
9:25-10:00	E-Certificate Generator	REX C. DACANAY EPS-II,HRDS
10:00 – 11:00	* How to Accomplish the Post Activity Summary	WOODROW WILSON B. MERIDA Senior Education Program Specialist
11:00-12:00	Session Guide	Jovy B. Molina Public Schools District Supervisor
Lunch		
1:00 – 5:00	PMIS Actual Application and Workshop-Jimdandy Lucine, PDO II and Sibyl L. Maputi, Budget Officer	
<b>Day 2 – December 15, 2023</b>		
8:00 – 8:30	Makabayan Song /Prayer	Video Presentation
	Prayer	
8:30 – 12:00	Continuation of PMIS Application and finalization Accomplishment Report	
<b>LUNCH</b>		
1:00 – 4:00	Presentation of Output	
4:00 – 5:00	Distribution of Certificates	Secretariat
	Closing Program	

**Note:** Pls. bring laptop for the workshop.



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