



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF AKLAN**

October 8, 2024

**DIVISION MEMORANDUM**

No. **468** s. 2024

**WORKSHOP ON THE PRC ACCREDITATION PROCESS FOR SCHOOLS DIVISION  
OFFICES AS CPD PROVIDERS AND ON THE DESIGN AND DEVELOPMENT OF  
SCHOOL-BASED PROFESSIONAL DEVELOPMENT PROGRAMS**

To: **OIC Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**OIC/Education Program Supervisors**  
**Senior/Education Program Specialist**  
**Public Schools District Supervisors of Numancia and New Washington District**  
**All Others Concerned**


1. Relative to Regional Memorandum No. 918 s. 2024, titled Workshop on the PRC Accreditation Process for Schools Division Offices as CPD Providers and on the Design and Development of School-Based Professional Development Programs, the School Head representatives are:

NAME	POSITION	DISTRICT	SCHOOL
Dr. Melany S. Nazareta	SP II	New Washington	New Washington National Comprehensive High School
Dr. Rovie C. Abello	SP II	Numancia	Laguinbanua Integrated School

2. Travel and incidental expenses of the participants shall be charged against the Division HRD PSF fund/local funds subject to usual auditing and accounting rules and regulations.

3. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**ROLAND F. DEMOCRITO**  
Administrative Officer V  
General Services  
In-charge of the Division

Encl.: As stated  
Reference: DM-OUHROD-2024-1931  
To be indicated in the Perpetual Index  
under the following subjects:

**WORKSHOPS**

LLP/jrgm



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Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

No. 918 s. 2024

OCT 04 2024

To: Schools Division Superintendents  
All Others Concerned

**WORKSHOP ON THE PRC ACCREDITATION PROCESS FOR SCHOOLS DIVISION  
OFFICES AS CPD PROVIDERS AND ON THE DESIGN AND DEVELOPMENT OF  
SCHOOL-BASED PROFESSIONAL  
DEVELOPMENT PROGRAMS**

1. Pursuant to the Memorandum from the Office of the Undersecretary for Human Resource and Organizational Development dated August 14, 2024 titled Capacity Building for Field Implementers on the Design, Development and Quality Assurance School-Based Professional Development Programs, this Office will conduct the **Workshop on the PRC Accreditation Process for Schools Division Offices as CPD Providers and on the Design and Development of School-Based Professional Development Programs** on **October 8 -11, 2024** at **J7 Hotel, Mandurriao, Iloilo City**.
2. The following are the objectives of the activity:
  - a. equip participants with a clear understanding of the policies, guidelines and documentation required by the Professional Regulation Commission (PRC) for accrediting SDOs as Continuing Professional Development (CPD) providers.
  - b. guide participants through the step-by-step procedure of submitting an application for PRC accreditation, including the preparation of necessary forms, supporting documents, and submission timelines;
  - c. review results of PD needs assessment conducted across governance levels; and
  - d. craft a needs-based professional development plan and school-based In-Service Training (INSET) plan
3. To attend this 4-day training are the Division PD Program Evaluation Committees composed of the ASDSs, CID Chief, SGOD Chief, Secondary or Elementary School Heads who have expertise in crafting PD program, and HRD specialists as Secretariat.
4. Participants are advised on the following pre-work requirements:
  - a. Submit a copy of training design of existing SDOs and school-developed PD programs.
  - b. Submit a copy of results of PD needs assessment conducted across governance levels.
  - c. The documents mentioned above shall be uploaded to this link <https://tinyurl.com/WVPdP6> on or before October 7, 2024.



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Department of Education  
REGION VI – WESTERN VISAYAS

5. Board and lodging, training supplies, and materials of participants and regional team shall be charged against the 2024 HRD Funds while travel, per diem, and other incidental expenses to Division HRD PSF fund/local funds subject to usual auditing and accounting rules and regulations.
6. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination of and compliance with this Memorandum are desired.

  
RAMIR B. UYTICO EdD, CESO III  
Regional Director

Encl.: None

Reference: As stated

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

WORKSHOPS

JMM/HRDD/RM- Workshop on the PRC Accreditation Process for SDOs as CPD Providers and on the Design and Development of School-Based PD Programs  
72/October 3, 2024



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