



E. National Educators Academy of the Philippines – Regional Office

1. Recognition of Professional Development Programs/Courses

All DepEd Central Office Bureaus, Services and Units, Regional Offices, Schools Division Offices, and Authorized Learning Service Providers (LSPs) may submit proposals for professional development programs or courses for Recognition during the period of call for submission as announced by NEAP.

Proposals of DepEd Central Office Bureaus, Services, and Units, Regional Offices, Schools Division Offices, and Authorized Learning Service Providers (LSPs) shall be submitted to the NEAP-CO. Proposals by Schools Division Offices shall be submitted to their respective NEAP-RO. Note: Pursuant to DepEd Order no.1, s. 2020 dated January 23, 2020

Office or Division:	National Educators Academy of the Philippines – Regional Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)			
Who may avail:	Learning Service Providers (LSP)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Scanned Form R.1 PD Course Recognition Application		NEAP-RO Drive		
2. Soft copy of Learning Resources (Modules, Worksheets, Slide Deck)		Client (LSP)		
3. Soft copy of Evaluation tools to measure the learning of the participants (Kirk Patrick's Model - Level 2)		Client (LSP)		
4. Soft copy of Feedback Form or end of the day evaluation (Kirk Patrick's Model - Level 1)		Client (LSP)		
5. Scanned copy of CV/Resume of Resource Speakers or Learning Facilitator		Client (LSP)		
6. Soft copy of Budget Estimate		Client (LSP)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Form R.1 with the complete required attachments	1.1 Provide acknowledgement Letter to LSP that Form R.1 and requirements are being checked for completeness. EPS II for NEAP RO Helpdesk will email within 2 days if the application has deficiencies. LSP repeats step 1. If complete, the application is forwarded to Recognition Evaluation Committee (REC)	None	10 minutes	EPS II for NEAP RO Helpdesk
	1.2 Check if Form R.1 and attachments have deficiencies	None	3 days	EPS II for Recognition



	1.3 Select and assign specific content/program design expert as members of REC	None	1 day	EPS II for Recognition
2. Wait for the evaluation of the application	2.1 Evaluate Form R.1 with the complete attachments using Form R.2 Evaluation Form for Recognition	None	5 days	REC
	2.2 Deliberate Form R.2	None	2 days	REC
	2.3 Consolidate Form R.2 using Consolidation Form for Recognition	None		REC Head
	2.4 Forward Form R.4 to EPS II for Recognition	None		REC Head
	2.5 Prepare Memo with Form R.4 as an attachment	None	2 hours	EPS II for Recognition
	2.6 Check and validate the Memo with Form A.3	None	6 hours	SEPS for Program Recognition
	2.7 Validate and endorse Memo with Form R.4 as an attachment to Recognition Approval Committee (RAC)	None	5 hours	NEAP/HRDD Chief
3. Wait for the approval of the evaluation results for the Application for Recognition.	3.1 Decide the evaluation results for the Application for Recognition. If unsuccessful on the first submission, repeat Step <i>Note: Only 2 resubmissions of an application shall be entertained.</i>	None	4 days	ARD RD
	3.2 Prepare Certificate of Recognition (for successful applicants) or Notice (for unsuccessful applicants).	None	1 hour	EPS II for Recognition
	3.3 Sign Certificate of Recognition/Notice.	None	4 hours	ARD, RD NEAP/HRDD Chief
4. Receive the Certificate of Recognition / Notice. If Notice received, wait for next Call for Recognition.	4.1 Send signed Certificate of Recognition/Notice.	None	10 minutes	EPS II for NEAP RO Helpdesk
Total:		None	18 days, 2 hours, 20 minutes	