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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

16 FEB 2023

## DIVISION MEMORANDUM

No. 067 s. 2023**TIMELINE OF ACTIVITIES FOR DIVISION-WIDE COURSES FOR NEAP  
RECOGNITION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant to DepEd Order No. 1, s. 2020 entitled Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders, this office commits itself to the professional growth and lifelong learning of its teachers and school leaders as a key foundation to the upgrading of the quality of basic education.
2. In light of the above, this office informs all concerned of the Timeline of Activities, to ensure that the Professional Development Programs and Courses, indicated therein, shall have been approved by RO-NEAP.
3. Attached is Enclosure 1 - Indicative Timeline of Activities for NEAP Recognition.
4. Widest dissemination and strict compliance of this Memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent

Encl.:

As stated

Reference:

DepEd Order No. 1, s. 2020

To be indicated in the Perpetual Index under the following subjects:  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES  
PROGRAMS AND COURSES  
RECOGNITION



Brgy. Poto, Tayabas City



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Enclosure 1

**INDICATIVE TIMELINE OF ACTIVITIES FOR NEAP-RECOGNITION**

Activities/Responsible Persons	Training Title/ Proponent/Team Mates Timeline				
	#WeRiseByLiftingEachOther: Building Professional Learning Community in Science Through Lesson Study	Capacity-Building for Cultural Education	Training-Workshop on Hard-to-teach Competencies and Most Fit Teaching Strategies for Content	Capacity Building for Teachers on the Use of Phenomenon-based Learning Approach	Capacity-Building of School Heads on Managing Schools Effectively
Lead Proponent: Michael Leonard D. Lubiano	Lead Proponent: Sancho C. Calatrava	Lead Proponent: Jerome A. Chavez	Lead Proponent: Sancho C. Calatrava	Lead Proponent: Maria Corazon A. Borbon	Lead Proponent: Christian J. Bables, Richelle F. Quintero
Team Mates: Louie L. Fulleo Generosa F. Zubieta	Team Mates: Mildred Z. Galleno Louie L. Fulleo Sherwin C. Quesea	Team Mates: Generosa F. Zubieta Joseph Jay U. Aureada Christian J. Bables	Team Mates: Mildred Z. Galleno Louie L. Fulleo Sherwin C. Quesea Joseph Jay U. Aureada	Team Mates: Jean Rose A. Rabano Joan Kathleen T. Brizuela Luzviminda E. Saldares	Team Mates: Michael Leonard D. Lubiano, Jerome A. Chavez





Submission of Program Design (Proponent)	January 18	January 18	January 18	January 18	January 18	January 18
Refinement of ABC, PMP (HRTD/ Medical Team/Inspectorate Team)	February 6-10	February 6-10	February 13-17	February 13-17	February 20-24	February 20-24
Preparation of NEAP Budget Matrix (HRTD)	February 6-10	February 13	February 14	February 15	February 16	February 17
Submission of Curriculum Vitae of Resource Speaker (Proponent/HRTD)	February 6-10	February 20-24	February 20-24	March 6-10	March 1-3	March 1-3
Preparation of Form R.1 (Proponent and Team Mates)	February 6-10	March 6-10	March 6-10	April 10-14	April 10-14	April 24-28
Preparation of Session Guide (Proponent and Team Mates)	February 13-17	March 13-17	March 13-17	April 17-21	April 17-21	May 2-5
Preparation of Session Learning Episodes (SLEs) (Proponent and Team Mates)	February 20-24	March 20-24	March 20-24	April 24-28	April 24-28	May 8-12
Preparation of Slide Decks (Proponent and Team Mates)	Feb 27-28, March 1-3	March 27-31	March 27-31	May 2-5	May 2-5	May 15-19
Submission of Complete Package to HRTD (Proponent)	March 6	April 3	April 3	May 8	May 8	May 22



Sharing of package to concerned CID and SGOD personnel for evaluation (HRTD)	March 7	April 4	April 4	May 9	May 9	May 23
Individual Evaluation of Package (CID and SGOD Evaluators)	March 8-14	April 10-14	April 10-14	May 9-12	May 9-12	May 24-29
Submission of individual evaluation with remarks (CID and SGOD Evaluators)	March 15	April 17	April 17	May 15	May 15	May 30
Consolidation of remarks/inputs (HRTD)	March 16-17	April 18-19	April 18-19	May 16-17	May 16-17	June 1-2
Provision of Technical Assistance to the proponent (HRTD)	March 20-21	April 20-21	April 20-21	May 18-19	May 18-19	June 5-6
Submission of Refined Package (Proponent)	March 22-24	April 24-26	April 24-26	May 22-24	May 22-24	June 7-9
Submission of Training Package to the Regional Office (HRTD)	March 27	May 2	May 2	May 25	May 25	June 13
***Commencement of Procurement Activities (BAC)	March 27	May 2	May 2	May 25	May 25	June 13
Refinement of Training Package as per RO Evaluation	*one-month allowance for RO	*one-month allowance for RO	*one-month allowance for RO	*one-month allowance for RO	*one-month allowance for RO	*one-month allowance for RO





(Proponent and Team Mates)	May 2-5	June 2-9	June 2-9	June 26-30	June 26-30	July 17-21
Submission of refined package to HRTD (Proponent)	May 8	June 13	June 13	July 3	July 3	July 24
Re-submission of package to RO (HRTD)	May 11	June 16	June 16	July 7	July 7	July 28
Finalization of Training Package (Proponent and Team Mates)	*one-month allowance for RO June 13	*one-month allowance for RO July 14	*one-month allowance for RO July 14	*one-month allowance for RO August 7	*one-month allowance for RO August 7	*one-month allowance for RO August 28
Conduct of Training (Proponent, Team Mates, TWG)	June 19-21, 2023	July 18-20, 2023	July 26-28	August 16-18, 2023	September 13-15, 2023	November 13-15, 2023



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