



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

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# HUMAN RESOURCE DEVELOPMENT DIVISION

## OPERATIONS MANUAL



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Regional Director



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## INTRODUCTION

*Effective as of September 28, 2023*

Human Resource Development Division (HRDD), as one of the functional divisions of DepEd Region IV-A, has the accountability to ensure competent personnel in the regional office and schools division offices through the implementation and management of an efficient and effective training and development system toward improved professional competencies and organizational performance in the delivery of basic education services.

The aforementioned mandate is given due importance in the Governance of Basic Education Act of 2001, known as Republic Act 9155 in which one of its provisions focuses on the professional development of Regional Office (RO) and Schools Division Offices' personnel.

Accordingly, based on the Rationalization structure, the National Educators Academy of the Philippines in the Region (NEAP-R) is under the management of HRDD which focuses on the implementation of programs for the professional development of all teachers and school leaders in the Region. It is considered the training arm of the Region which is responsible for the general operationalization of Training and Development System as indicated in DepEd Order (DO) No. 30, s. 2009 also known as National Adoption and Implementation of the Training and Development (T&D) System.

The transformation of the NEAP mandated through the issuance of DO 11, s. 2019 shall ensure that professional development for teachers and school leaders to be more strategic, integrated and programmatic, within a unified governance system where there will be greater accountability in the programs. It also mandates the commencement of the organizational restructuring to reflect the central, regions, and other field components of the NEAP transformation agenda.

HRDD adopts the interim structure to ensure that the new functions can be carried out seamlessly, efficiently, and effectively, while the final organization structure of the transformed NEAP is under development.

This document covers two (2) processes of HRDD identified as core and support processes. The core process is **Learning/Professional Development and Management for Teachers and School Leaders**, and the support process is **Human Resource Management and Development**. Each process has its sub-processes.

### A. Learning/Professional Development and Management for Teachers and School Leaders



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This process involves five (5) sub-processes:

- a) *Design and Development of L&D/PD Programs and Courses.* This sub-process covers the designing and development of PD programs/courses which are based on the needs-based Learning and Development Plan (LDP) and are anchored on the Philippine Professional Standards across job groups;
- b) *Management of L&D/PD Programs.* This sub-process covers the implementation or delivery of the competency-based PD programs/courses.
- c) *Quality Assurance of L&D/PD Programs.* This process covers the evaluation of PD program proposals submitted by the Schools Division Offices (SDOs) to NEAP-R for recognition process and issuance of certificate of recognition.
- d) *M&E of L&D/PD Programs.* This covers the conduct of monitoring and evaluation activities of the programs/courses implemented in the Region such as NEAP-Regional initiated programs and SDO-initiated programs.
- e) *Management of Scholarship Programs.* This sub-process covers the management and implementation of scholarship programs considering the Equal Employment Opportunity Policy (EEOP) for both local and international. This sub-process is divided into two (2) sections namely, scholarships offered by External Scholarship providers through NEAP Central Office and by Office of the Undersecretary for Curriculum and Teaching.

**B. Human Resource Management and Development**

This support process involves five (5) sub-processes:

- a) *Recruitment, Selection, Placement, and Induction.* In this process, HRDD is mandated to provide technical assistance to RO and SDOs in ensuring the implementation of induction programs.
- b) *Employee Welfare.* This process involves the implementation of succession program, health and wellness program, and program for RO personnel prior to retirement.
- c) *Performance Management.* This process involves the periodic monitoring and evaluation of Office/staff performance for the provision of relevant learning and development programs.
- d) *Rewards and Recognition (R&R).* This process involves the designing and localization of R&R system for rewarding and recognizing deserving RO and SDO employees.
- e) *Regional NEAP Management and Operation.* The process involves NEAP facilities maintenance and management such as improvement and use of facilities that support the implementation of professional development programs.



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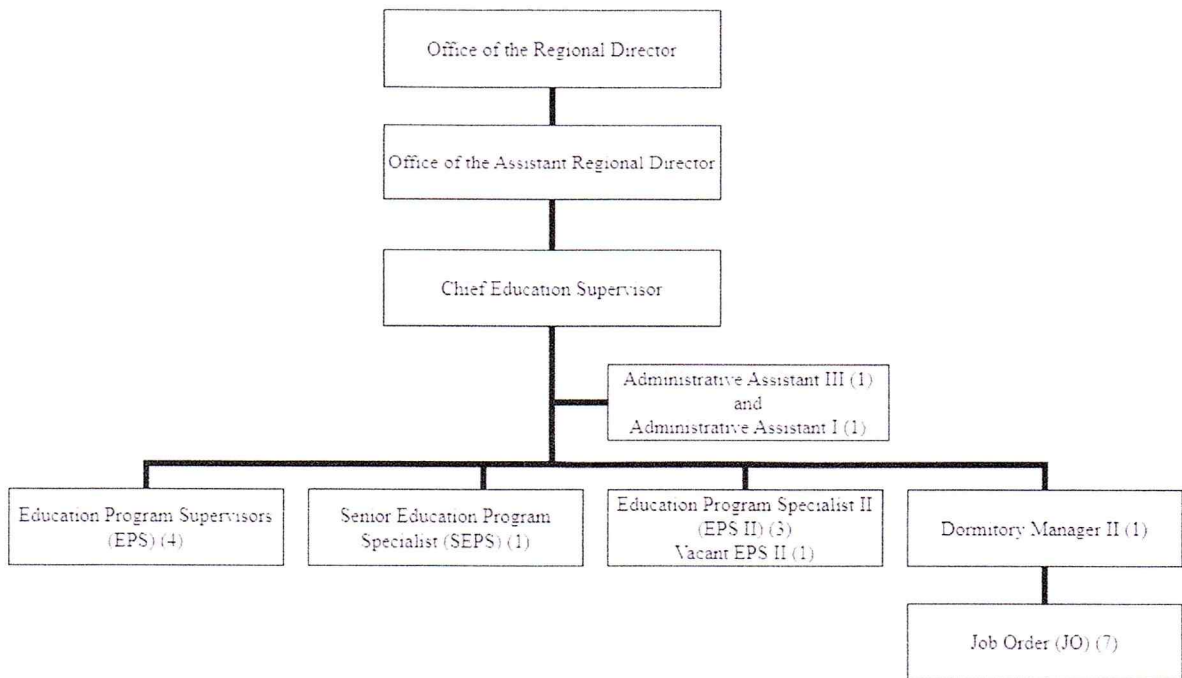


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**ORGANIZATIONAL STRUCTURE, OFFICE FUNCTIONS,  
AND JOB SUMMARY**

*Effective as of April 27, 2023*

**ORGANIZATIONAL CHART (Human Resource Development Division)**







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**OFFICE FUNCTION**

Name of Office/Division: Human Resource Development Division  
 Strand/Governance Level: Regional Office

Statement of Purpose:

The Human Resource Development Division (HRDD) supports Regional Office (RO) and Schools Division Office (SDO) teaching, teaching-related, non-teaching personnel, and school leaders to become effective and efficient in the delivery of Basic Education Services by addressing their needs through the development and implementation of strategic Human Resource (HR) systems towards improved personal and professional competencies.

Outcomes	Outcomes Indicators
<ul style="list-style-type: none"> <li>RO implements Localized HRD Plans and Policies for an effective and efficient strategic Human Resource Development System in the SDOs</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of the HRD Plan approved and implemented</li> <li>Number of localized HRD Plans, and policies implemented.</li> </ul>
<ul style="list-style-type: none"> <li>RO and SDOs have implement induction programs for newly hired RO and SDO personnel and with provision of strategic technical assistance</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of Induction Programs implemented</li> <li>Percentage of newly hired RO and SDO personnel benefited from the induction program.</li> </ul>
<ul style="list-style-type: none"> <li>Regional, Schools Division Offices and School Personnel have improved competencies in the performance of their functions</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of RO, SDO, and school personnel with improved competencies</li> </ul>
<ul style="list-style-type: none"> <li>RO and SDOs implement responsive employees' welfare programs.</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of employees benefitted from the employee's welfare program</li> </ul>



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<ul style="list-style-type: none"> <li>RO and SDOs implement a responsive Performance Management System (PMS)</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of employees with improved performance</li> </ul>
<ul style="list-style-type: none"> <li>RO and SDOs have established and institutionalized systems and processes towards administrative effectiveness and efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of HRD systems and processes established and institutionalized</li> </ul>

Key Result/s Area	Objectives	Outputs	Output Indicators
<b>HRD Policies/ Guidelines and Plans</b>	To recommend policy through policy review for the improvement of the HR system	<ul style="list-style-type: none"> <li>Policy recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Number of policy recommendations submitted to CO</li> </ul>
	To develop localized HRD plans	<ul style="list-style-type: none"> <li>HRD Plans</li> <li>Localized HRD Plan</li> </ul>	<ul style="list-style-type: none"> <li>Updated and implemented HRD plans</li> <li>Number of localized HRD plans approved</li> <li>Developed an updated localized HRD Plan</li> </ul>
	To prepare an Implementation Plan of National Policies on HRD	<ul style="list-style-type: none"> <li>Policy Implementation Plan</li> </ul>	<ul style="list-style-type: none"> <li>Approved policy implementation plan</li> </ul>



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Key Result/s Area	Objectives	Outputs	Output Indicators
<b>Induction Program</b>	To design a program for the newly hired of RO Personnel and provide technical assistance to the implemented programs to SDOs	<ul style="list-style-type: none"> <li>Consolidated Report on the Induction Program conducted</li> </ul>	<ul style="list-style-type: none"> <li>Number of SDOs that conducted their Induction Program</li> </ul>
		<ul style="list-style-type: none"> <li>Designed Program</li> <li>TA Report</li> </ul>	<ul style="list-style-type: none"> <li>Number of designed programs implemented.</li> <li>Number of SDOs provided with technical assistance on the implementation of Induction Program</li> <li>Number of newly hired RO &amp; SDO personnel benefited from the induction program.</li> </ul>
<b>Professional Learning and Development</b>	To establish an HRD profiling system of the Regional and Schools Division Offices' personnel for upskilling and reskilling	<ul style="list-style-type: none"> <li>Profile of RO and SDOs personnel</li> </ul>	<ul style="list-style-type: none"> <li>Updated profile of RO and SDOs personnel</li> </ul>
	To design, develop and implement quality assured Competency-based	<ul style="list-style-type: none"> <li>Competency-based Learning and Development Intervention Programs</li> </ul>	<ul style="list-style-type: none"> <li>Number of Competency-based Learning and Development Intervention Programs implemented</li> </ul>



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Key Result/s Area	Objectives	Outputs	Output Indicators
	Learning and Development Intervention Programs	<ul style="list-style-type: none"> <li>Consolidated Learning and Development Plan (LDP) of RO and SDOs</li> </ul>	<ul style="list-style-type: none"> <li>Number of RO and SDOs with updated and implemented LDP</li> </ul>
		<ul style="list-style-type: none"> <li>Activity Completion Report on PDPs conducted</li> </ul>	<ul style="list-style-type: none"> <li>Number of Activity Completion Reports</li> </ul>
		<ul style="list-style-type: none"> <li>Reviewed QAME Reports on implemented LDPs</li> </ul>	<ul style="list-style-type: none"> <li>Number of QAME Reports reviewed and utilized for improving L &amp; D delivery</li> </ul>
	To manage and implement scholarship programs compliant with the Equal Employment Opportunity Policy (EEOP)	<ul style="list-style-type: none"> <li>Database of Candidates/ Pool of Scholars</li> </ul>	<ul style="list-style-type: none"> <li>Updated database of scholars and scholarship providers</li> </ul>
		<ul style="list-style-type: none"> <li>Localized / Adapted Guidelines for Scholarship Programs compliant with EEOP</li> </ul>	<ul style="list-style-type: none"> <li>Approved Localized / Adapted Guidelines for Scholarship Programs compliant with EEOP</li> </ul>
		<ul style="list-style-type: none"> <li>Approved Re-Entry Projects</li> </ul>	<ul style="list-style-type: none"> <li>Number of Re-Entry/ Application Projects approved and implemented</li> <li>Number of scholars recommended within the year</li> </ul>
	To establish and localize succession and exit plan	<ul style="list-style-type: none"> <li>Succession and Exit Plan</li> <li>List of potential personnel/ successors</li> </ul>	<ul style="list-style-type: none"> <li>Approved Succession/Exit Plan</li> </ul>



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Key Result/s Area	Objectives	Outputs	Output Indicators
		<ul style="list-style-type: none"> <li>Pre-retirement Program</li> </ul>	<ul style="list-style-type: none"> <li>Number of Programs designed for personnel prior to their retirement</li> <li>Number of programs approved</li> </ul>
<b>Employee Welfare</b>	To develop and implement various Employee Welfare Program	<ul style="list-style-type: none"> <li>Employee Welfare Program, e.g.: Health &amp; Wellness, Occupational Safety, Financial etc.</li> </ul>	<ul style="list-style-type: none"> <li>Number of Personnel benefitted from the Employee Welfare Program</li> <li>Number of Employee Welfare activities/programs</li> </ul>
<b>Rewards and Recognition</b>	To design and localize a system for rewarding and recognizing deserving RO and SDO employees	<ul style="list-style-type: none"> <li>Established localize Rewards and Recognition System</li> <li>Approved Rewards and Recognition Program</li> </ul>	<ul style="list-style-type: none"> <li>Number of approved/localized policies on rewarding and recognizing employees</li> <li>Number of recognized/awarded employees</li> <li>Number of SDOs with localized policy on rewarding and recognizing employees</li> </ul>
	To manage the implementation of the rewards and recognition programs	<ul style="list-style-type: none"> <li>Conducted Rewards and Recognition Program</li> </ul>	
	To monitor and evaluate the implementation of the rewards and recognition programs	<ul style="list-style-type: none"> <li>M &amp; E Report</li> </ul>	<ul style="list-style-type: none"> <li>Number of SDOs implementing localized policy on rewarding and recognizing employees</li> </ul>



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Key Result/s Area	Objectives	Outputs	Output Indicators
<b>Performance Management</b>	To manage the conduct of periodic monitoring and evaluation in four cycles for the provision of relevant & timely learning and development intervention programs.	<ul style="list-style-type: none"> <li>Segmented data of the IPCRF rating of employees by functional division</li> <li>Report on the Mid-Term and Year-End Review of IPCRF accomplishments</li> <li>Consolidated Ratings of RO Personnel</li> </ul>	<ul style="list-style-type: none"> <li>Number of staff subjected to Mid-Term and Year-End Review of their IPCRF</li> <li>Consolidated Mid-Term &amp; Year-End Reports</li> <li>Percentage of validated IPCRF rating of the employees</li> </ul>
		<ul style="list-style-type: none"> <li>Coaching and mentoring plan</li> </ul>	<ul style="list-style-type: none"> <li>Coaching and mentoring plan implemented</li> <li>Number of personnel coached and mentored</li> </ul>
		<ul style="list-style-type: none"> <li>Consolidated Professional Development Needs</li> </ul>	<ul style="list-style-type: none"> <li>Consolidated Professional Development Needs analyzed</li> <li>Number of proposed Interventions identified</li> </ul>
<b>Regional NEAP Management and Operations</b>	To develop policies and procedures for the utilization and operations of the National Educators Academy of the Philippines in the Region	<ul style="list-style-type: none"> <li>Regional NEAP (RNEAP) Operational guideline</li> </ul>	<ul style="list-style-type: none"> <li>Approved (and Updated) Regional NEAP (RNEAP) Operational Guidelines.</li> </ul>



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Key Result/s Area	Objectives	Outputs	Output Indicators
	To ensure quality service, financial viability, and sustainable operation of the Regional NEAP facilities	<ul style="list-style-type: none"> <li>RNEAP Marketing Plan</li> <li>RNEAP Quality Service Manual</li> </ul>	<ul style="list-style-type: none"> <li>Approved RNEAP Marketing Plan</li> <li>Approved and updated RNEAP Quality Service Manual</li> </ul>
<b>Office Administration and Performance Management</b>	To establish/maintain systems and processes towards administrative effectiveness and efficiency	<ul style="list-style-type: none"> <li>Operations Manual and/or Citizens Charter</li> <li>Document Tracking System</li> </ul>	<ul style="list-style-type: none"> <li>Streamlined Processes/Services and Procedures as declared in the Operations Manual and Citizen Charter</li> <li>Operational document tracking system</li> </ul>
		<ul style="list-style-type: none"> <li>Administrative and Financial Reports</li> </ul>	<ul style="list-style-type: none"> <li>Number of pertinent forms and documents accomplished and submitted on time (e.g. WFP, PPMP)</li> </ul>
	To promote a culture of excellence, innovation, and collaboration	<ul style="list-style-type: none"> <li>List of employees given rewards and recognition</li> <li>Citizen/Client Satisfaction Survey (CCSS) Results and Analysis</li> <li>Report on Actions taken relative to the CCSS results (if there's any)</li> </ul>	<ul style="list-style-type: none"> <li>Number of recognition initiatives conducted.</li> <li>CCSS rating received.</li> <li>Number of satisfied clients/customers based on feedback received</li> </ul>



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Key Result/s Area	Objectives	Outputs	Output Indicators
	To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs	<ul style="list-style-type: none"><li>• IPCRF/OPCRF Accomplishments</li><li>• Capacitated staff</li><li>• Training Completion/Terminal Reports</li></ul>	<ul style="list-style-type: none"><li>• Percentage of achievement of IPCRF/OPCRF</li><li>• Number of personnel who attended learning and development programs</li></ul>
		<ul style="list-style-type: none"><li>• Report on performance coaching</li></ul>	<ul style="list-style-type: none"><li>• Number of performance coaching activity conducted.</li><li>• Number of Performance reviews conducted</li></ul>



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**JOB SUMMARY**

Bureau/Service	<b>Regional Office</b>	Division/Unit:	<b>Human Resource Development Division</b>
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Office Key Result Area:	<ol style="list-style-type: none"> <li>1. Localized HR Policies and Plans</li> <li>2. Induction Program</li> <li>3. Professional Learning and Development</li> <li>4. NEAP/RELC facility Management</li> <li>5. Employee Welfare</li> <li>6. Rewards and Recognition</li> <li>7. Performance Management</li> </ol>
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JD Number	Position	Job Summary	Key Results Area	Report to	Position Supervised
	Chief Education Program Supervisor	Facilitate, coordinate, and provide technical inputs in the crafting of regional policies and directions towards ensuring the acquisition, maintenance, and development of competent personnel for the region, through the implementation of a strategic	<ul style="list-style-type: none"> <li>• HR Strategic Plan and Policies</li> <li>• Induction</li> <li>• Professional and Career Development</li> <li>• Succession and Exit</li> <li>• Performance Management</li> </ul>	Regional Director	Education Program Supervisor Education Program Specialist II Dormitory Manager II Administrative Assistant I



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JD Number	Position	Job Summary	Key Results Area	Report to	Position Supervised
		HRD framework, plans, programs and the delivery of quality and sustainable HRD services.			
		To lead and manage the work of the HRD team that will help ensure acquisition, maintenance, and development of competent personnel in the region.	<ul style="list-style-type: none"> <li>• Employees Welfare</li> <li>• Regional Education Learning Center (RELC)</li> <li>• Unit Performance</li> </ul>		
	Education Program Supervisor	Provides technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the	<ul style="list-style-type: none"> <li>• HR Strategic Plan and Policies</li> <li>• Search, Recruitment, Selection and Placement</li> <li>• Professional and Career Development</li> </ul>	Chief Education Supervisor	None



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JD Number	Position	Job Summary	Key Results Area	Report to	Position Supervised
		schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region.	<ul style="list-style-type: none"> <li>• Succession</li> <li>• Performance Management</li> </ul>		
	Senior Education Program Specialist	<ul style="list-style-type: none"> <li>• responsible for assisting the Human Resources Development Division (HRDD) Chief in the development, implementation and monitoring and evaluation of Professional Development programs in the region based on their context. The position also leads in the collaboration with NEAP CO, other internal and external stakeholders for strategic provision of relevant and</li> </ul>	<ul style="list-style-type: none"> <li>• Employees Welfare</li> <li>• Technical Assistance</li> <li>• Program Development and Delivery</li> <li>• Program Evaluation</li> <li>• Liaison</li> <li>• Secondary Duties</li> </ul>	Chief Education Supervisor	None



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JD Number	Position	Job Summary	Key Results Area	Report to	Position Supervised
		responsive professional development for teachers and school leaders in the region.			
	Education Program Specialist II	<ul style="list-style-type: none"> <li>Assists the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services.</li> <li>Assisting the Human Resources Development Division (HRDD) Chief and Senior Education Program Specialist in the development, implementation and monitoring and evaluation of</li> </ul>	<ul style="list-style-type: none"> <li>HR Strategic Plan and Policies</li> <li>Search, Recruitment, Selection and Placement</li> <li>Professional and Career Development</li> <li>Performance Management</li> <li>Program Development and Delivery</li> <li>Program Evaluation</li> <li>Liaison Secondary Duties</li> </ul>	Chief Education Supervisor	None



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JD Number	Position	Job Summary	Key Results Area	Report to	Position Supervised
		Professional Development programs in the region based on their context. <ul style="list-style-type: none"> <li>Assists in the collaboration with NEAP CO, other internal and external stakeholders for strategic provision of relevant and responsive professional development for teachers and school leaders in the region.</li> </ul>			
	Administrative Assistant I	<ul style="list-style-type: none"> <li>Assist the HRD management and staff and provide administrative support in the effective and efficient operation of the Human Resource Development Division</li> </ul>	<ul style="list-style-type: none"> <li>Pilot/Schedules HRDD Activities</li> <li>Record Keeping</li> <li>Administrative Support</li> <li>Secretariat/ Frontline</li> </ul>	Chief Education Supervisor	None



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JD Number	Position	Job Summary	Key Results Area	Report to	Position Supervised
	Dormitory Manager II	<ul style="list-style-type: none"><li>Manage the Regional Education Learning Center (RELC)/NEAP to ensure upkeep and maintenance of the facilities and efficient scheduling of training venue and dormitories for the Regional NEAP's operation and earn revenue to help sustain RELC operations</li></ul>	<ul style="list-style-type: none"><li>RELC Training and Conference Facilities</li><li>RELC Dormitories</li><li>RELC Grounds and Surroundings</li></ul>	Chief Education Supervisor	None

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**EDUARDA M. ZAPANTA**  
Chief Education Supervisor  
Human Resource Development Division

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## LEGAL BASES AND REFERENCES

Effective as of April 27, 2023

### 1. Learning/Professional Development and Management for Teachers, School Leaders and Non-Teaching personnel.

1. Republic Act 10912 *An act mandating and strengthening the continuing professional development program for all regulated professions, creating the continuing professional development council, and appropriating funds therefor, and for other related purposes*
2. DepEd Order No. 006, s. 2020 *Adoption of the National Educators Academy of the Philippines (NEAP) Interim Structure*
1. Design and Development of L&D/PD programs and courses
  1. DepEd Order No. 30, s. 2009 *National Adoption and Implementation of the Training and Development (T&D) System, and Designating the National Educators Academy of the Philippines (NEAP) as the Interim Agency Responsible for the Operationalization of the T&D System*
2. Management of L&D/PD Programs
  1. DepEd Memorandum No. 50, s.2020 *DepEd Professional Development Priorities for Teachers and School Leaders for School Year 2020-2023*
  2. DepEd Order No. 40, s. 2020 *Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic*
  3. D.O 18, s. 2020 *Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Continuity Plan*
  4. PRIME HRM PDC/ HRDC Manual LDNA Process Flow, L&D System Manual
  5. DepEd Order No. 32, s. 2017 *Gender Responsive Basic Education Policy*
3. M&E of L&D/PD Programs
  1. Memorandum OSEC-NEAP-OD-2021-50 *LDM Practicum Portfolio Guides and Evaluation Forms*
4. Quality Assurance of L&D/PD Programs
  1. DepEd Order No. 001, s.2020 *Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders*
  2. DepEd Memorandum No. 12, s. 2023 *Moratorium on the Implementation of DepEd Order No. 001, s. 2020(Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders)*



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5. Management of Scholarship Programs
  1. D.O. 82, s. 2020 *Guidelines on the Registration of Teachers and School Leaders for NEAP-Recognized Professional Development Programs and Courses*

**2. Human Resource Management and Development**

1. Republic Act No. 9155 *An Act Instituting A Framework Of Governance For Basic Education, Establishing Authority And Accountability, Renaming The Department Of Education, Culture And Sports As The Department Of Education, And For Other Purposes.*
2. DepEd Order No. 15, s. 2017 *Guidelines on the Allocation of Funds for Venue, Meals and Snacks. And Room Accommodation for Official Activities Organized and Conducted by the Department of Education*
3. DepEd Order NO. 009, s. 2021 *Institutionalization of a Quality Management System in the Department of Education*

**6. Induction**

1. DepEd Order No. 43, S. 2017 – Teacher Induction Program Policy

**7. Employee Welfare**

1. CSC MC 08, S. 2011 *Reiteration of the Physical Fitness Program” Great Filipino Workout”*
2. MC No. 38, S. 1992 *Physical and Mental Fitness Program for A Government Personnel*

**8. Performance Management**

1. DepEd Order No. 2, s. 2015 *Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education*
2. DepEd Order No. 24, s. 2020 *National Adoption and Implementation of the Philippine Professional Standards for School Heads*
3. DepEd Order No. 25, s. 2020 *National Adoption and Implementation of the Philippine Professional Standards for Supervisors*
4. DepEd Order No. 42, s. 2017 *National Adoption and Implementation of the Philippine Professional Standards for Teachers*



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**9. Rewards and Recognition**

1. CSC Resolution No. 010112 *Program on Awards and Incentives for Service Excellence (PRAISE) Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS)*
2. CSC MC No. 01, s. 2001 *Program On Awards And Incentives For Service Excellence (PRAISE)*
3. DepEd Order No. 9, s. 2002 *Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) in the Department of Education*

**10. NEAP Facility Management**

11. DepEd Order No. 11, s. 2019 *Implementation of the NEAP Transformation*
12. DepEd Order No. 111, s. 2009 *Establishment of the National Educators Academy of the Philippines in the Region*

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## DEFINITION OF TERMS AND ACRONYMS

*Effective as of April 27, 2023*

**Authorization.** It is a formal NEAP evaluation of non-DepEd entities applying to become a provider of recognized professional development programs and/or courses for teachers and school leaders.

**Authorized Learning Service Providers.** It refers to non-DepEd providers that have been awarded formal, fixed-term Authorization by NEAP to provide professional development to teachers and/or school leaders within DepEd.

**Award.** It is a recognition, which may be monetary or non-monetary conferred on an individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behaviours, exemplary acts or services in the public interest which contribute to the efficiency and improvement in government operations which lead to organizational productivity.

**Client.** This is a person or a group of people who is receiving the benefits and services, of NEAP - R4.

**Competencies.** These are sets of behaviours that provide a structured guide enabling identification, evaluation and development of the behaviours in individual employees.

**Completion Report.** It is a structured reporting of NEAP standard composed of identifying information, activity description, highlights, and results of the training program.

**Contract.** It is an agreement between the client and NEAP-R4 for doing things specified.

**Domain.** It is a broad conceptual sphere of school leadership practices defined by specific strands in the Philippine Professional Standards for School Heads.

**Indicator.** It is a concrete, observable and measurable school head behavior/practice covered in every strand in the Philippine Professional Standards for School Heads.

**LDNA Plan.** It refers to plan based on the results of the conducted learning and development needs assessment.



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**Professional Development Credit.** It is the units of credit that NEAP assigns to professional development programs or courses, that are recognized within DepEd processes including for career progression and promotion.

**Philippine Professional Standards for Teachers (PPSS).** It is the official document that articulates what constitutes supervisor quality. The PPSS describes the increasing levels of knowledge, practice and professional engagement expected of supervisors.

**Philippine Professional Standards for School Heads (PPSSH).** It is the official document that articulates what constitutes school head quality. The PPSSH describes the increasing levels of knowledge, practice and professional engagement expected of school heads.

**Philippine Professional Standards for Teachers (PPST).** It is the official document that articulates what constitutes teacher quality. The PPST describes the increasing levels of knowledge, practice and professional engagement expected of teachers.

**Professional Standards.** It is the professional practice articulated in the Philippine Professional Standards for Teachers (PPST), the Philippine Professional Standards for School Heads (PPSSH) and the Philippine Professional Standards for Supervisors (PPSS).

**Recognition.** It is a quality assurance process intended to uphold the learning and development standards in the development and delivery of professional development programs and courses provided to DepEd teachers and school leaders through an evaluation mechanism.

**Regional Memorandum.** It is a written communication coming from the regional office.

**Scholarship.** It is a type of financial aid, in the form of a grant that does not have to be repaid by the recipient. Scholarships are most often given to students for one of two reasons: achievement in academics or other areas, or financial need.

**Scholarship.** It is a type of financial aid, in the form of a grant that does not have to be repaid by the recipient.

**School Leaders.** It refers to Head Teachers, Department Heads, Principals and Assistant Principals, Schools District Supervisors, Education Program Supervisors and Chief Education Supervisors at the Schools Division and Regional Offices, Schools Division Superintendents, Assistant Schools Division Superintendents, Regional Directors and Assistant Regional Directors. These officials perform managerial and supervisory roles in their respective levels of governance.



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**Strand.** It is a specific dimension of practice under a domain in the Professional Standards.

**System.** It is an agency awards and incentives program for employees.

**Teachers.** It refers to a regular or permanent personnel in schools and learning centers 'engaged in the classroom teaching of any subject, including practical/vocational arts, at the elementary and secondary levels of instruction including persons performing guidance and counseling, instructional supervision in all private or public education institutions, but shall not include school nurses, school physicians, school dentists, school administrators, and other school administrative support employees" (R.A. No. 7784, 1993, Section 2(a)).

**Training Proposal/Training Package.** It is a trainer's outline of the training process that is being used in a training program.

**Walkthrough.** It is a step-by-step presentation of the different parts of the session guide to verify its readiness for its intended purpose. [06]

Acronyms

ADAS 1	Administrative Assistant 1
ADAS III	Administrative Assistant III
CARE	Caring Assistance and Resources for Employees
CO	Central Office
CPD	Continuing Professional Development
CSC	Civil Service Commission
EPS	Education Program Supervisor
EPS II	Education Program Specialist II
GAD	Gender and Development
HRDD	Human Resource Development Division
ICT	Information and Communication Technology
IEC	Information, Education, Communication Materials
IDP	Individual Development Plan
LDNA	Learning and Development Needs Analysis
LDPP	Learning and Development Program Planning



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LDPD	Learning and development Program Designing
LDRPD	Learning Resource Package Development
LRMS	Learning Resource Management System
MOA	Memorandum of Agreement
MOV	Means of Verification
NEAP	National Educators Academy of the Philippines
NEAPRCO	National Educators Academy of the Philippines – Central Office
NEAPR	National Educators Academy of the Philippines – Regional
NEAP RELC	National Educators Academy of the Philippines – Regional Education Learning Center
OPCRF	Office Performance Commitment Review Form
PRAISE	Program on Awards and Incentives for Service Excellence
PD	Professional Development
PDP	Professional Development Program
PMT	Program Management Team
REAP	Regional Employees Assistance Program
RD	Regional Director
RM	Regional Memorandum
RO	Regional Office
R&R	Rewards and Recognition
SDO	Schools Division Office
SEPS	Senior Education Specialist
SDSs	Schools Division Superintendents
TOR	Terms of Reference
TWG	Technical Working Group



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## QUALITY CONTROL PLAN

Effective as of September 28, 2023

Name of the Process:	<b>Design and Development of Learning/Professional Development Standards (PD) and Programs</b>
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Central Office, Schools Division Offices	Memorandum, Learning and Development Needs Assessment (LDNA) Report	Develop Learning and Development (L&D) Plan	EPS, SEPS, EPS II	Developed L&D Plan	HRDD Chief	DM 50, s. 2020, LDNA Report and L&D Plan Templates
HRDD Chief	Developed L&D Plan	Design L&D Program	HRDD EPS, SEPS, EPS II	L&D Program Design	HRDD Chief	L&D Program Design Template



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<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
HRDD Chief	L&D Program Design	Review and Approve L&D Design	ARD, RD	Approved L&D Design	HRDD Chief, EPS, SEPS, EPS II	L&D Program Design Template
HRDD Chief, EPS, SEPS, EPS II	Approved L&D Design	Develop Learning Resource Package (LRP)	RO/SDO Writers	Developed LRP	HRDD Chief, EPS, SEPS, EPS II	Session Guide and Slide Deck Templates
HRDD Chief, EPS, SEPS, EPS II	Developed LRP	Evaluate the developed LRP	RO/SDO evaluators	Evaluation Results, Comments and Suggestions	HRDD Chief, EPS, SEPS, EPS II	Assessment and Evaluation Tools



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<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
HRDD Chief, EPS, SEPS, EPS II	Evaluation Results, Comments and Suggestions	Finalize LRP	RO/SDO Writers	Finalized LRP	HRDD Chief, EPS, SEPS, EPS II	Session Guide and Slide Deck
HRDD Chief, EPS, SEPS, EPS II	Finalized LRP	Prepare and submit Program Recognition and/or Continuing Professional Development Accreditation System (CPDAS) documents	HRDD Chief, EPS, SEPS, EPS II	Submitted Program Recognition and/or CPDAS documents	NEAP CO, PRC	Form R.1 and CPDAS form and required attachments



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Name of the Process: **Management of Learning/Professional Development Programs**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
NEAP CO, PRC	Recognized and/or Accredited Professional Development (PD) Programs	Prepare and submit PD Proposal, Memorandum, Request for Budget Approval (RBA), Activity Request	HRDD Chief, EPS, SEPS, EPS II, CA-Finance, BAC Secretariat, ARD, RD	Approved PD proposal and RBA and disseminated Memorandum	HRDD Chief, EPS, SEPS, EPS II	Activity Proposal, Memorandum, RBA
HRDD Chief, EPS, SEPS, EPS II	Approved PD proposal and RBA and disseminated Memorandum	Conduct coordination/planning meeting	HRDD Chief, EPS, SEPS, EPS II PMT, RPs/LFs	Agreements on the Program Delivery  Accomplished Checklist of Training Readiness	HRDD Chief, EPS, SEPS, EPS II PMT, RPs/LFs	Checklist of Training Readiness Template



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
HRDD Chief, EPS, SEPS, EPS II PMT, RPs/LFs	Agreements on the Program Delivery  Accomplished Checklist of Training Readiness	Implement the PD Program	HRDD Chief, EPS, SEPS, EPS II PMT, RPs/LFs	QAME Report and Program Completion Report/Activity Documentation Report	HRDD, ORD, NEAP CO and/or PRC	QAME Tool, PCR/ADR Template

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Name of the Process:		<b>Quality Assurance of L&amp;D/PD Programs (Recognition Process)</b>				
<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/ Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
SDO, Program Proponent	Duly accomplished NEAP R.1 or the PD Program Recognition Application Form and required attachments	Check the completeness of the submitted requirements	Regional Evaluation Committee (REC) Secretariat	Checked Program Proposal (R.1) as to completeness	REC members (Selected SDS, ASDS, Chief, EPS, PSDS, School Head), REC Secretariat (EPS II)	NEAP Form R.1 Checklist of completeness of Proposal documents  ARTA – DepEd Citizens’ Charter
REC Members and Secretariat	Complete Program Proposal (R.1)	Evaluate R.1 using NEAP Form R.2 (Recognition Evaluation Tool)	REC Members	Accomplished R.2	REC Secretariat and Members	NEAP Form R.2



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REC Secretariat and Members	Accomplished R.2	Deliberate R.2 results using R.3 (Recognition Endorsement)	REC Secretariat, REC Members	Accomplished R.3	REC Secretariat and Members	NEAP Form R.3
REC Secretariat	Accomplished R.3	Validate and endorse Memo with R.4 (Recognition Recommendation Template)	REC Secretariat	Validated and endorsed R.4	RAC, HRDD Chief, RD	NEAP Form R.4
RAC, HRDD Chief, RD	Validated and endorsed R.4	Submit for approval by the Recognition Approval Committee (RAC) consists of HRDD, QAD and CLMD Chiefs, ARD and RD	REC Secretariat	Signed R.4	RD, HRDD Chief, REC Secretariat	NEAP Form R.4
REC Secretariat	Signed R.4	Prepare Certificate of Recognition and Letter of notice	REC secretariat	Signed Certificate of Recognition and letter of notice	RD, HRDD Chief, SDO	Certificate of recognition and letter of notice templates



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REC Secretariat	Signed Certificate of Recognition and letter of notice	Issue Certificate of Recognition and letter of notice	REC Secretariat and SDO Liaison Officers	Certificate of recognition and letter of notice	SDOs, REC Secretariat	Certificate of recognition and letter of notice templates
SDOs, REC Secretariat	Certificate of recognition and letter of notice	Encode the recognized program in the automated database using Google Forms and Google Sheets	REC Secretariat	Recorded recognized program in the automated database	RAC, HRDD Chief, SDOs Program proponent	Database using Google Forms and Google Sheets

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 Human Resource Development Division

Approved by:

  
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Name of the Process:	<b>Monitoring &amp; Evaluation of L&amp;D/ PD Programs (A. RO-initiated L&amp;D/ PD Programs – Levels 1 &amp; 2)</b>
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
EPS-QAD (QAME Associate)	M&E Tool	Collaborate with QAME associate on the conduct of M&E of program implementation	HRDD EPS, SEPS, EPS II  QAME Associate, QAD	M&E Result	HRDD Chief, EPS, SEPS, EPS II, PMT, LFs	M&E Template (QAME Forms)
HRDD Chief, EPS, SEPS, EPS II, PMT, LFs	M&E Result	Conduct Debriefing	HRDD Chief, EPS, SEPS, EPS II, PMT, LFs, QAME Associate	Debriefing Report	HRDD Chief, EPS, SEPS, EPS II, PMT, LFs	Debriefing Report Template



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Name of the Process:		<b>Monitoring &amp; Evaluation of L&amp;D/ PD Programs (A. RO-initiated L&amp;D/ PD Programs – Levels 3 &amp; 4)</b>				
<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
PD Participants	Workplace Application Plan (WAP)/Job-embedded Learning (JEL) Plan	Disseminate memorandum on the monitoring of WAP/JEL Plan implementation	HRDD Chief, EPS, EPS II, ADAS	Signed Memorandum	HRDD, SDOs	WAP/JEL Plan Template, Memorandum
HRDD	Signed Memorandum	Monitor the implementation of WAP/JEL Plan	HRDD Chief, EPS, EPS II, SDO SEPSs	Monitoring Report	HRDD, SDOs	Monitoring Report Template
	Monitoring Report	Disseminate memorandum	HRDD Chief, EPS, EPS II	Signed Memorandum	HRDD, SDOs	Memorandum



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HRDD, SDOs		on the submission of WAP/JEL completion reports				
HRDD	Signed Memorandum	Evaluate the implementation of WAP/JEL Plan through colloquium	HRDD Chief, EPS, EPS II, ADAS, Evaluators (ASDSs, Chiefs, PSDSs, School Heads)	WAP/JEL Ratings  List of Participants who passed the evaluation	HRDD, SDOs, Participants	WAP/JEL Evaluation Tool, Certificate of Completion Template
HRDD	WAP/JEL Ratings  List of Participants who passed the evaluation	Issue certificates of completion	ORD, HRDD Chief, EPS, EPS II, ADAS	Issued Certificates of Completion	Participants	Certificate of Completion Template



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HRDD	WAP/JEL Ratings  List of Participants who passed the evaluation	Disseminate memorandum on the submission of necessary documents (OPCRF, IPCRF, or Learner Achievement Data) for impact analysis	HRDD Chief, EPS, EPS II, ADAS, SDO SEPSs	Analyzed Impact of the Program	ORD, ARD, SDSs	Impact Analysis Tools
------	---	---	--	--------------------------------	----------------	-----------------------

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Name of the Process:		<b>Monitoring &amp; Evaluation of L&amp;D/ PD Programs (B. Recognized SDO-initiated L&amp;D/ PD Programs)</b>				
<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/ Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
SDO Program Proponent	Recognized PD Program  Letter Request for Monitor	Monitor and evaluate the conduct of the program based on the approved design	HRDD Chief, EPS, SEPS, EPS II	Monitoring Report	HRDD, SDO Program Proponent	Monitoring Report Template
HRDD	Monitoring Report	Provide technical assistance in the program delivery during debriefing	HRDD Chief, EPS, SEPS, EPS II	Technical Assistance reflected in the debriefing report	HRDD, SDO Program Proponent	Monitoring Report Template



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HRDD, SDO Program Proponent	Monitoring Report  Technical Assistance reflected in the debriefing report	Present the monitoring conducted to the top management during “kapehan”	HRDD Chief, EPS, SEPS, EPS II	Report on the Monitoring Conducted	ARD, RD	Report Presentation Template
--------------------------------------	--	---	----------------------------------	---	---------	------------------------------------

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Name of the Process: **Management of Scholarship Programs (A. Management and Implementation)**

<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/ Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Deped/ External Scholarship Providers	Memo/ Invitation from scholarship provider	Review scholarship offerings and Qualification Standards (QS)  Prepare Regional Memorandum	EPS II Focal of Scholarship, HRDD Chief	Signed Regional Memorandum	SDOs' Scholarship Focal Persons	Regional Memorandum template
SDOs' Scholarship Focal Persons	Signed Regional Memorandum	Receive and evaluate submitted documents of nominees	Scholarship Focal Person and Screening Committee	Shortlisted nominees	SDO Scholarship Focal	DepED Memo



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<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
RO Scholarship Focal Person	Shortlisted nominees	Conduct interview and select final nominees	RO Scholarship Screening Committee	List of final nominees	SDO Scholarship Focal, RD	Screening /Interview form
SDO, Nominees, RO Scholarship Focal person	List of final nominees	Endorse final nominees to the CO and provision of technical assistance on documents requirements	RO Scholarship Screening Committee, RD	Signed letter of endorsement	Central Office (CO)	Endorsement Letter



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Name of the Process: **Management of Scholarship Programs (B. Registration to PD Programs)**

<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
NEAP-CO/ORD	Issuance from re: Scholarship Program/Registration to Recognized Professional Development Program	Issue Regional Memorandum	HRDD SEPS, EPS II	Signed Regional Memorandum	Schools Division Offices – Human Resource Development Sections (SDOs-HRDSs)	Standardized registration form via Google Forms DM 82, s. 2020 Registration through Google Forms
SDOs-HRDSs	Signed Memorandum	Determine number of registrants with Letter of Intent	HRDD SEPS, EPS II	List Interested Participants	SDOs-HRDS	Standardized registration form via Google Forms DM 82, s. 2020



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<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
						Registration through Google Forms
SDOs- HRDSs	List of Interested Participants	Receive and indorse Official List of PDP Participants with complete requirements from HRDSs	HRDD-NEAPR SEPS, Chief ES and ORD	Official List of NEAP PDP Participants	NEAP Central Office and Professional Development Program (NEAP-PDP) Focal Person	Google Drive for Repository of Requirements , Forms and Templates stipulated in DM 82, s. 2020
NEAP CO and Professional Development Program	Official List/ Final List of NEAP PDP Participants	Receive and disseminate the Final List of NEAP PDP Participants	NEAP-RO SEPS, Chief ES and RD	Regional Memorandum on the Final List of NEAP PDP	SDOs	Online Templates/ Database



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<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
(NEAP-PDP) Focal Person				Participants and Confirmation of Registered NEAP PDP Participants		Group Chats/ Support Groups via Messenger, DepEd Emails

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Name of the Process:	<b>Recruitment, Selection and Placement (Induction Program for Teaching Personnel)</b>
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
NEAP -PDD CO (For Teachers)	DepEd Order and Memorandum	Issue Regional Memorandum on the Orientation on Induction Program for Teachers	EPS, EPS II, Chief, RD	Signed memorandum	SGOD Chief SDO HRDS, HRDD	Regional Memorandum
HRDD	Signed memorandum	Conduct Orientation on the Implementation of IPBT	SGOD Chief, HRD SEPS and IPBT Focal	Orientation Plan Per School	School Heads, MT, Mentors RO HRDD	Online Orientation Plan Template
School Heads, MT, Mentors	Orientation Plan Per School	Provide Technical Assistance as	EPS, EPS II	Complete data input in the	HRDD, CO-NEAP	IPBT Pilot Data Tracker



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<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
RO HRDD		needed by the SDO		tracker and TA report		
HRDD	IPBT Pilot Data Tracker	Compile the monitoring and evaluation report of SDO on the implementation of IPBT submitted to the CO	EPS, EPS II	Compiled SDO M&E report	RO-HRDD CO-NEAP	Monitoring and Eval Report Template

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Name of the Process:	<b>Recruitment, Selection and Placement (Induction Program for Regional Office Personnel)</b>
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
ASD- Personnel Section	Notice of Appointment of newly hired/promoted RO employees Uploaded in the website	Enrol in the Google Classroom for self-paced module	Chief, EPS- focal, EPSII	Class list generated from Google classroom	Chief, EPS EPS II, HRDD	Google classroom  DepEd Calabarzon Website
Chief, EPS II, HRDD	Class list generated from google classroom	Conduct virtual orientation on the use of self-paced module	Chief, EPS, focal EPS II	Activity Documentation Report (ADR)	Chief, EPS, EPS II HRDD	ADR Self-paced module

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Chief, EPS, EPS II HRDD	ADR Self-paced module	Track the inductees on the progress using the self-paced learning module	FD Chiefs, EPS-focal EPS II, EPS HRDD	Tracking report	Chief , EPS, EPS II HRDD	Output Tracker IPDP, CDP, IPCRF, Reflection journals
FD Chiefs, HRDD	Tracking Report	Endorse and recognize the Induction Program completers	FD Chiefs, EPS-focal EPS II, EPS HRDD	List of completers	RD, Inductees	Certificates

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Name of the Process: **Employees Welfare (Wellness Program- Physical, Socio-Emotional and Financial)**

<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
DepED-CO, Civil Service Commission (CSC)	DepED Issuances, CSC Circulars	Gather data on employee's welfare needs	EPS-SEPS, Focal Person HRDD	Survey results	ROP Employees, EPS-SEPS, Focal Person HRDD, Chief- HRDD	<ul style="list-style-type: none"> <li>• Online survey tool</li> <li>• Data gathering using Google Sheet</li> <li>• Survey results saved in Google Drive</li> </ul>
ROP Employees EPS-SEPS, Focal Person HRDD, Chief- HRDD	Survey results	Plan and design wellness program based on gathered data	EPS- SEPS, Focal Person HRDD Team ESSD, ASD & FD Focal Persons	Wellness Program Design	HRDD Chief, focal person team leads  Regional Director	<ul style="list-style-type: none"> <li>• Planned and Designed Template</li> <li>• Collaboration via online Online Meeting (G meet, Zoom, MS Teams and FB messenger</li> </ul>



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<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
HRDD Chief, focal person Team leads  Regional Director	Wellness Program Design	Implement the wellness activities based on program design	Regional Office Personnel  HRDD Chief, focal person Team leads  Top Management	ACR, QAME Report	Chief HRDD, and Top Management Regional Office Personnel	Template of game results virtual/F2F implementation GMeet, MS Teams, Zoom
Chief HRDD, and Top Management  Regional Office Personnel	ACR, QAME Report	Conduct program evaluation and annual review and reporting	HRDD Focal Persons and Wellness Circles	Annual Completion Report	Regional Director	Program Evaluation  ACR template QAME tool standards online monitoring tool



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Approved by:

  
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Name of the Process: **Performance Management**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/ Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
All FD Chiefs, RO Personnel	Summary of Ratings  Individual Professional Development Plan (IPDP)  Competency Assessment Results	Consolidate and Analyze Competency Assessment Result, Individual Development Plan	EPS- focal for performance management, EPS II	Consolidated and Analyzed Competency Assessment Results and IPDP	Chief	Summary of Rating template, DO 02 s, 2015
Chief	Consolidated and Analyzed Competency Assessment Results	Develop intervention plan	Chief, EPS, EPS II, HRDD	Approved intervention Plan (individual or by job group)	FD ChiefsRD  HRDD	DO 2 s. 2015



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<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/ Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
FD Chiefs	Approved intervention plan	Implement intervention plan	FD Chiefs, HRDD	Accomplished PMCF/ADR	RD, HRDD FD Chiefs	ADR , PMCF
HRDD FD Chiefs	IPCRF	Analyze IPCRF	HRDD	Consolidated IPCRF	FD Chiefs, HRDD	IPCRF Template Summary rating template

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Name of the Process:	<b>Rewards and Recognition for Regional Office Proper (ROP) and Schools Division Offices (SDOs)</b>
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
CSC, DepEd Order	Issuances	Conduct Planning Meeting	PRAISE Committee, PRAISE Secretariat/ EPS Focal Person, EPS II	Minutes of the Meeting	RO PRAISE Committee, HRDD Chief	Minutes of the Meeting template
RO PRAISE Committee, HRDD Chief	Minutes of the Meeting	Prepare, memorandum, proposal and RBA	HRDD Chief, PRAISE Secretariat, RD	Signed Memorandum, proposal and RBA	RO PRAISE Committee, HRDD Chief, SDO PRAISE	Memorandum Template, RBA, Collective Activity Proposal Template
HRDD Chief, EPS, EPS II	Signed Memorandum	Develop localized R&R guidelines and criteria	RO PRAISE Committee, PRAISE Secretariat, SDO PRAISE Committee	Developed localized R&R guidelines and criteria	RO and SDO PRAISE Committee, PRAISE Secretariat	CSC issuances and DepEd Order



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RO and SDO PRAISE Committee, PRAISE Secretariat	Developed localized R&R guidelines and criteria	Vet and finalize the developed R&R guidelines and criteria	RO and SDO PRAISE Committee, PRAISE Secretariat, RD	Approved R&R guidelines and criteria	RO PRAISE Committee, PRAISE Secretariat	Vetting guidelines
RO and SDO PRAISE Committee, PRAISE Secretariat	Approved R&R guidelines and criteria	Disseminate approved R&R guidelines and criteria through memorandum	HRDD Chief, PRAISE Secretariat, RD	Received nomination documents	RO PRAISE Secretariat	Nomination Form, Memorandum Template, Guidelines, criteria
RO Evaluation/ Validation Committee	Received nomination documents	Conduct of screening, evaluation, validation, interview and deliberation	RO Evaluation/Validation Committee, external interviewers	List of awardees	RO and SDO PRAISE, SDO awardees	Guidelines and Criteria
RO and SDO PRAISE, SDO awardees	List of awardees	Conduct of awarding ceremonies	RO PRAISE Committee, Secretariat interviewers	Recognized awardees, QAME Report	RO and SDO PRAISE, SDO awardees	Certificates QAME Report



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RO and SDO PRAISE, SDO awardees	QAME Report	Conduct Post Activity Evaluation	RO PRAISE Committee, Secretariat	Feedback Report	RO PRAISE Committee, Top Management	M&E Template
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Name of the Process: **Regional NEAP Management and Operation (A. Facility Maintenance)**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Dormitory Manager	List of Facilities and Supplies	Conduct inventory on the utilization of supplies and functionality of facilities	Dormitory Manager, RELC-NEAP Staff	Inventory Report	RELC-NEAP Executive Committee, HRDD	Inventory Report Template
RELC-NEAP Executive Committee, HRDD	Inventory Report	Request supplies/consumables and for inspection of facilities	Dormitory Manager, HRDD Chief, RELC-NEAP ExeCom	Approved Requests	Procurement Unit, Asset Section, Finance Division	Request Letter Template



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<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Procurement Unit, Asset Section, Finance Division	Approved Requests	Collaborate on the preparation of Program of Works and Request for Procurement of Supplies	Dormitory Manager, HRDD Chief, ESSD, Finance, RELC-NEAP Execom	Approved Program of Works, Budget Request for Procurement	Procurement Unit, HRDD	Certificate of Funds Availability, Program of Works Template
Procurement Unit, HRDD	Approved Program of Works, Budget Request for Procurement	Monitor the implementation of program of works  Receive the purchased	HRDD Chief, NEAP Focal Person, Dormitory Manager	Monitoring Report	RELC-NEAP ExeCom	Monitoring template  Requisition Issue Slip



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<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
		supplies		Signed Requisition Issue Slip	Asset Management Section	
Execom	Monitoring Report	Conduct RELC-NEAP execom meeting	HRDD Chief, NEAP Focal Person, Dormitory Manager	Minutes of the Meeting	RELC-NEAP ExeCom	Minutes of the Meeting Template



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Name of the Process: **Regional NEAP Management and Operation (B. Facility Use and Operation)**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Program Proponent (internal and external clients)	Reservation Letter	Check and issuance of certificate availability/ non-availability of RELC-NEAP Facility	HRDD Chief, NEAP Focal Person, Dormitory Manager, ADAS III	Accomplished Confirmation Sheet (if RELC-NEAP is available)	HRDD Chief	Confirmation Sheet



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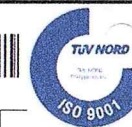
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
HRDD Chief,	Accomplished Confirmation Sheet	Prepare letter of request for procurement of food service provider  Endorse the confirmation to Legal Unit	HRDD Chief, NEAP Focal Person Dorm Manager, ADAS III	Memorandum/Contract	Program Proponent	Request Letter, Memorandum Template
Program Proponent	Memorandum/Contract	Prepare training halls and dormitory rooms	Dormitory Manager, NEAP Staff	Readiness Checklist	HRDD, Program Proponent	Readiness Checklist Template



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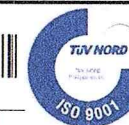


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<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
HRDD, Program Proponent	Readiness Checklist	Accommodate the exact number of participants based on the contract	Dormitory Manager, NEAP Staff	Registration Form/List of accommodated/registered participants	HRDD Chief, EPS II in-charge	Registration Form
HRDD Chief, EPS II in-charge	Registration Form/List of accommodated/registered participants	Request for Submission of Documents for Processing of Payments	HRDD Chief, Dormitory Manager, EPS-II in charge	Issued statement of account	Finance Division, Program Proponent	SOA Template



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**FORMS/TEMPLATE**

Effective as of April 27, 2023

<b>Bureau/Service/Functional Division/School:</b>	<b>HUMAN RESOURCE DEVELOPMENT DIVISION AND NEAP-R</b>			
<b>Document Type:</b>	<input type="checkbox"/> DepEd Order Application <input type="checkbox"/> Advisory <input type="checkbox"/> DepEd Memorandum Memorandum <input type="checkbox"/> PAWIM	<input type="checkbox"/> Office Order  <input type="checkbox"/> Office Memo	<input type="checkbox"/> Regional Memorandum  <input type="checkbox"/> Division Memorandum	<input type="checkbox"/> w/ Limited  <input type="checkbox"/> School
	<input checked="" type="checkbox"/> Forms/Templates		<input type="checkbox"/> External Documents	
	<input type="checkbox"/> Others: _____			

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A – Active O – Obsolete
RO-HRDD-F001	TRAINING ACTIVITY PROPOSAL TEMPLATE	HRDD	Program Focal Person	0	02-09-2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	O



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	(Non-recognized Program of NEAP)						
RO-HRDD-F002	CLASS REGISTRATION FORM	HRDD	Program Focal Person	0	02-09-2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	O
RO-HRDD-F003	REGISTRATION AND HEALTH DECLARATION FORM	HRDD	Program Focal Person	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F004	ATTENDANCE SHEET	HRDD	Program Focal Person	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	O
RO-HRDD-F005	MEAL ATTENDANCE	HRDD	Program Focal Person	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F006	ACKNOWLEDGEMENT RECEIPT	HRDD	Program Focal Person	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A



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RO-HRDD-F007	ACTIVITY COMPLETION REPORT	HRDD	Program Focal Person	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F008	PROCESS OBSERVATION FORM	HRDD	HRDD Process Observer	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F009	NOMINATION FORM 1 (Individual Category)	HRDD	SDOs Praise Committee	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F010	NOMINATION FORM 2 (School Category)	HRDD	SDOs Praise Committee	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F011	NOMINATION FORM 3 (Division Category)	HRDD	SDOs Praise Committee	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A



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RO-HRDD-F012	SCHOLARSHIP INTERVIEW FORM	HRDD	HRDD Focal Person	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F013	INDIVIDUAL DEVELOPMENT PLAN	HRDD	RO Employees	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F014	PERFORMANCE ASSESSMENT FORM	HRDD	Chief of FD and RO Employees	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F015	PERFORMANCE MONITORING AND COACHING FORM	HRDD	Regional PRAISE Committee	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F016	COACHING REPORT FORM	HRDD	ROP Employees	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A



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RO-HRDD-F017	OPCRF	HRDD	Chief of FDs	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F018	IPCRF	HRDD	ROP Employees	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F019	SUMMARY SHEET IPCRF & OPCRf	HRDD	Chief of FDs and Focal Person	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F020	SESSION GUIDE EVALUATION TOOL	HRDD	Chief and EPSs of HRDD	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F021	TRAINING PROGRAM DESIGN EVALUATION TOOL	HRDD	Chief and EPSs of HRDD	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A



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RO-HRDD-F022	ON-SITE MONITORING AND EVALUATION WITH CRITICAL INCIDENT REPORT) QAME FORM E	HRDD	Chief and EPSs of HRDD	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F023	SESSION EVALUATION	HRDD	Chief and EPSs of HRDD	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F024	SUMMARY OF DAILY MONITORING AND EVALUATION	HRDD	Chief and EPSs of HRDD	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F025	WORKPLACE OF APPLICATION OF LEARNING EVALUATION TOOL	HRDD	Chief and EPSs of HRDD	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F026	PROGRAM EVALUATION TOOL	HRDD	Chief and EPSs of HRDD	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A



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RO-HRDD-F027	TRAINING PROGRAM IMPLEMENTATION COMPLIANCE TOOL	HRDD	Chief and EPSs of HRDD	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F028	RESOURCE PERSON SELECTION COMPLIANCE TOOL	HRDD	Chief and EPSs of HRDD	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F029	TRAINING VENUE SELECTION COMPLIANCE TOOL	HRDD	Chief and EPSs of HRDD	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F030	CERTIFICATION PROTOCOL FORM 1 (Certified Participants)	HRDD	Chief and EPSs of FDs	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F031	CERTIFICATION PROTOCOL FORM 2 (Certified Member of TWG)	HRDD	Chief and EPSs of FDs	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A



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RO-HRDD-F032	CERTIFICATION PROTOCOL FORM 3 (Certified Participants Given Recognition)	HRDD	Chief and EPSs of FDs	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F033	GAWAD PATNUGOT STAGE 1 CRITERIA	HRDD	Regional PRAISE Committee	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F034	GAWAD PATNUGOT STAGE 2 CRITERIA	HRDD	Regional PRAISE Committee	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F035	PRAISE AWARDS SUMMARY SHEET	HRDD	Regional PRAISE Committee	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F036	BULWAGAN NG KARANGALAN RESERVATION FORM	HRDD	FDs Program Focal Person	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	O



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RO-HRDD-F037	NEAP CALABARZON CONFIRMATION SHEET	HRDD	FDs Program Focal Person	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F038	SAFETY AND HEALTH ASSURANCE PLAN AND EVALUATION	HRDD	FDs Program Focal Person	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F039	GAD ACCOMPLISHMENT REPORT	HRDD	GAD Focal Person	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F040	GAD PLAN AND BUDGET	HRDD	GAD Focal Person	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F041	GAWAD BITUIN NOMINATION FORM 1 (Individual Category)	HRDD	RO and SDOs	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A



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			Praise Committee				
RO-HRDD-F042	GAWAD BITUIN NOMINATION FORM 2 (Group Category)	HRDD	RO and SDOs Praise Committee	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F043	NEAP ROOM PROVISION TICKET-NEAP R	HRDD	Program Focal Person Participants	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F044	NEAP R – ROOM ASSIGNMENT FORM	HRDD	Program Focal Person NEAP R Staff	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A



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RO-HRDD-F045	NEAP R – KEY HOLDER FORM	HRDD	Program Focal Person NEAP R Staff	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F046	NEAP R – LOG IN FORM	HRDD	Program Focal Person NEAP R Staff	0	Feb. 9, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F047	CERTIFICATE OF THE NON-AVAILABILITY NEAP MALVAR	HRDD	Program Focal Person HRDD-NEAP R Personnel	0	July 13, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A
RO-HRDD-F048	FOLLOW-UP REQUEST	HRDD	HRDD-NEAP R Personnel	0	July 13, 2022	<a href="https://one4a.edu.ph/deped-portal">https://one4a.edu.ph/deped-portal</a>	A



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