Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY

20 Nov 2026

OFFICE MEMORANDUM
No. 462 s. 2026

ONLINE MEETING ON THE PLANNING AND PREPARATION OF PROFESSIONAL DEVELOPMENT PROGRAMS FOR SCHOOL LEADERS AND TEACHERS FUNDED THROUGH THE 2027 HRTD ALLOCATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
All Concerned

1. To ensure the systematic planning and preparation of professional development programs for school leaders and teachers for CY 2027, an online meeting is scheduled on **November 27, 2026 (Friday), at 2:00 p.m. via Google Meet.**

2. The meeting shall cover the following agenda:

- Calendarization of professional development programs and activities for CY 2027;
- Timelines and deadlines for submitting documentary requirements for NEAP certification and recognition of professional development programs;
- Timelines and deadlines for submitting applications for PRC Continuing Professional Development (CPD) accreditation;
- Presentation and discussion of the documentary requirements, prescribed forms, and supporting documents for NEAP certification and PRC-CPD accreditation; and
- Agreements on the preparation, review, submission, and monitoring of training proposals and accreditation applications, including the designation of responsible personnel.

3. Participants shall include the Assistant Schools Division Superintendent, the Chiefs of the Curriculum Implementation Division (CID) and Schools Governance and Operations Division (SGOD), and all program proponents with proposed activities charged against the 2027 Human Resource Training and Development (HRTD) allocation.

4. For information, guidance, and strict compliance.

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Digitally signed by Ma. Irelyn P. Tamayo
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MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent

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

MEETING HRTD FUNDS

SGOD/AGG- SEPS/November 20, 2026