



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

February 26, 2020

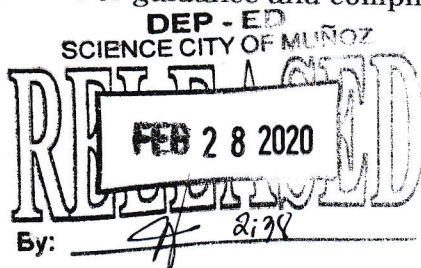
DIVISION MEMORANDUM


No. 74, s. 2020

To: All Schools Division Office (SDO) Unit Heads

**PROGRAMS, PROJECT AND ACTIVITIES (PPAs) TEMPLATE FOR
PRC CPD - ACCREDITATION**

1. The Professional Development Division, National Academy of the Philippines (NEAP) through the School Governance and Operations Division (SGOD) – Human Resource and Development (HRD), announces that all Program Takers are required to use the template provided by the Professional Regulation Commission (PRC) for the submission of the Breakdown of Expenses, which is one of the requirements when submitting Programs, Projects and Activities (PPAs) for PRC-CPD Accreditation.
2. Enclosed are the required template for reference.
3. Furnish the copies of all Project/Training Proposals for teaching and non-teaching personnel with the required template for CY 2020 until March 16, 2020 at the SGOD Office.
4. For queries, please free to contact LEOVAL DG. DELA CRUZ, SEPS-HRD through leoval.delacruz@deped.gov.ph or at cellphone number 09260720265.
5. For guidance and compliance.




DANTE G. PARUNGAO, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

seps/sgod2020




Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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Enclosure to Division Memorandum No. 74, s. 2020

TEMPLATE IN THE SUBMISSION OF PPAs FOR PRC CPD-ACCREDITATION

TITLE OF ACTIVITY:

TYPE OF ACTIVITY:

SEMINAR/WORKSHOP/ FORUM	LEARNING SESSION IN THE CONVENTION	EDUCATIONAL TOUR	OTHERS (Please specify) _____
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DATE: _____

VENUE: _____

TARGET NO. OF PARTICIPANTS: _____

BREAKDOWN OF EXPENSES:

EXPENSE ITEMS	DETAILS OF THE EXPENSES	AMOUNT
1. Venue		
2. Meals		
3. Honoraria a. Speaker (or panel of experts) b. Facilitator c. Moderator/Master of Ceremony d. Secretariat		
4. Itemized Material (e.g. handbook/handouts, certificates pencil and papers, seminar kits, ink for printer)		
5. Advertising expenses		
6. Transportation a. Speaker/s b. Staff		
7. Accommodations (for the speaker)		

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8. Processing fee (Accreditation Fee)		
9. Supplies and Equipment		
10. Laboratory		
11. VAT (12%)		
12. Entrance Fees (for museum, heritage/historical sites, cultural, centers, exhibits geographical sites, other sites, etc.)		
13. Tour guide/Facilitator's fee		
14. Miscellaneous (Please specify)		

TOTAL EXPENSES: _____

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PROGRAM DESIGN TEMPLATE

Title:
Duration:
Participants:

Rationale

Terminal Objective
At the end of the program

Enabling Objectives	Outputs
1.	
2.	
3.	

Key Content

- 1.
- 2.

Example on how to determine the number of hours/minutes to be spent for each topic: 4 days x 8 hours x 60 minutes = 1920 minutes less 240 (opening-30, closing-30, snacks-120, MOL-60) = 1680 minutes

Date, Time, Duration	Title of the Session	Objectives	Methodology	Materials	Facilitator/s Person/s-in-Charge
Day 1					
	Opening Program				

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Date, Time, Duration	Title of the Session	Objectives	Methodology	Materials	Facilitator/s Person/s-in- Charge
		Terminal objective At the end of the session the participants Enabling objectives	Lecture, discussion with activity		

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