



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

February 14, 2023

**DIVISION MEMORANDUM**  
No. 0080, s. 2023

**SUBMISSION GUIDELINES FOR APPLICATIONS FOR THE NATIONAL  
EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP) RECOGNITION**

TO : ASST. SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS CID & SGOD  
EDUCATION PROGRAM SUPERVISORS  
PSDSs/ACTING PSDSs  
ELEMENTARY & SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

1. This Office disseminates the Regional Memorandum No. 1017, s. 2023 entitled "**SUBMISSION GUIDELINES FOR APPLICATIONS FOR THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP) RECOGNITION**", contents of which are self-explanatory for the information and guidance of all concerned.
2. For more details, please refer to the attached Regional Memorandum.
3. Immediate and wide dissemination of this Memorandum is directed.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent 



SGOD/HRDS/MMC

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Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

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**Office of the Regional Director**

REGIONAL MEMORANDUM  
 No. 1017, s. 2023

**SUBMISSION GUIDELINES FOR APPLICATIONS FOR THE NATIONAL EDUCATORS  
 ACADEMY OF THE PHILIPPINES (NEAP) RECOGNITION**

To: Schools Division Superintendents (SDSs)  
 All Others Concerned

1. In line with the institutionalization and compliance of the Recognition System of professional development programs and courses stipulated in DepEd Order No. 1, s. 2020, this Office through the National Educators Academy of the Philippines - Region 7 (NEAP-R7) and Recognition Evaluation Committee (REC) disseminates the **Submission Guidelines for Professional Development Program - Applications for National Educators Academy of the Philippines (NEAP) Recognition.**

2. In support of the Recognition of Professional Development Programs (PDPs), the Schools Divisions are enjoined to observe the following:

- a. The PDP/s from the Schools Division Office/s which are applied for Recognition shall be coursed through the Regional Office VII through the National Educators Academy of the Philippines in the Region (NEAP-R) and Recognition Evaluation Committee (REC).
- b. Provisions in the Department of Education Order No. 1, s. 2020 shall be strictly complied with.
- c. The Schools Division/s shall submit the application requirements in PDF Format at least (60) working days prior to its/their program implementation/conduct. Submissions received beyond the given timeline shall not be entertained.
- d. Recognition Applications shall be submitted through the email address: [neap.ro7@deped.gov.ph](mailto:neap.ro7@deped.gov.ph) or can be uploaded through this URL, <https://tinyurl.com/NEAPRecognitionApplication>.
- e. The required documents by the NEAP are to be submitted for initial evaluation, to wit:
  - e.1. Recognition Application Form 1;
  - e.2. Learning resources to be used (modules, worksheets, etc);
  - e.3. Session guides;
  - e.4. Assessment and evaluation tools;
  - e.5. Curriculum Vitae of the primary, secondary or alternate resource persons;
  - e.6. Budget Estimate Form; and
  - e.7. Monitoring and Evaluation Plan.



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- f. Initial evaluation by the REC will commence upon receipt of complete NEAP Recognition application requirements from the Schools Division – applicant.
  - g. **The concerned applicant/s is/are given a maximum of ten (10) working days to comply with the identified inadequacies, otherwise, the application will be considered abandoned.**
  - h. Once NEAP application/s is/are approved, a Recognition Certificate shall be given to the respective Program proponent/s.
  - i. The proponent of the Recognized program/course shall upload a PDF file of the Completion Report **15 working days** after its conduct/implementation through this URL, <https://tinyurl.com/RECCompletionReport>.
  - j. **Changes in the submitted and approved PDPs for Recognition should be communicated to the NEAP-R and REC. Otherwise, the Certificate of Recognition will be invalidated.**
3. The templates of the recognition application requirements can be accessed through this URL, <https://tinyurl.com/RECAplicationForms>.
  4. For reference, enclosed is the NEAP Recognition Process Flow.
  5. For inquiries and clarifications, you may reach us at 09177111697 or 09177174965 and look for Mr. Misael G. Borgonia, Chief Education Supervisor, HRDD.
  6. For the guidance and compliance of all concerned.

  
**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
Director IV  
Regional Director 

STJ/CAE/HRDD/MGB/HDLS



### NEAP RECOGNITION PROCESS FLOW

