



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

**Office of the Schools Division  
Superintendent**


December 9, 2025

**DIVISION MEMORANDUM**  
No. 839, s. 2025

**PROVISION OF TECHNICAL ASSISTANCE IN UPLOADING OF PROGRAM  
COMPLETION REPORT OF DISTRICT AND SCHOOL INSET PDPs INTO THE  
CONTINUING PROFESSIONAL DEVELOPMENT ACCREDITATION SYSTEM  
(CPDAS)**

TO: Assistant Schools Division Superintendent  
Chiefs CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors (PSDSs)/ACTING PSDSs  
Elementary and Secondary School Heads  
All Others Concerned

1. This office, through the School Governance and Operations Division, Human Resource and Development Section will conduct the **“Provision of Technical Assistance in Uploading of Program Completion Report of District and School INSET PDPs into the CPDAS”** on December 10, 2025 at Bohol Tropics Resort, Graham Avenue, Tagbilaran City.
2. The activity aims to ensure the accurate and timely uploading of the approved PRC-CPD Program Completion Report into the Continuing Professional Development Accreditation System (CPDAS).
3. The expected participants are the Program Proponent/Program Owner (the one who works out their PDP for PRC Accreditation) of the District and School INSET Professional Development Programs (PDPs).
4. Travel and other incidental expenses incurred by the participants shall be charged to school MOOE/local funds, while food and venue shall be charged against HRTD Funds, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as **Travel Order**.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**FAY C. LUAREZ EdD, PhD TM, CESO VI**  
Schools Division Superintendent 