



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

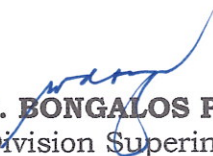
DIVISION MEMORANDUM
No. **006**, s. 2024

January 5, 2024

REITERATION OF AND ADDENDUM TO REGIONAL MEMORANDUM 7, S. 2023
*(Submission Guidelines for Application of Programs for Continuing Professional Development
(CPD) Accreditation)*

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Teaching and Non-Teaching Personnel
All Others Concerned

1. This Office hereby disseminates Regional Memorandum No. 017, s. 2024, dated January 4, 2024, titled "**Reiteration of and Addendum to Regional Memorandum 7, S. 2023**".
2. Reiterate the following guidelines:
 - a. the accreditation number to be used in the PRC CPD Application Form is **PTR-2022-389** with an expiration date of **August 13, 2025**;
 - b. the field office-applicant/s shall submit the complete requirements for CPD Accreditation of Professional Development Programs (PDPs) at least (60) working days before its/their program implementation conduct;
 - c. initial evaluation by the CPD TWG will commence upon receipt of complete CPD application requirements from the field office applicant;
3. The following stipulations are hereby added:
 - a. the CPD applications shall have passed through the initial evaluation process of the Schools Division Office's CPD-TWG;
 - b. submission of CPD application is every 1st week of every start of the quarter;
 - c. Applications that need to be resubmitted must consider the required lead time of the Professional Regulations Commission.
4. For queries, please contact Mr. Misael G. Borgonia, Chief Education Supervisor-HRDD, at this number: 0917-711-1697. For your guidance and compliance.
5. Immediate dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

WDB/EQA/SGOD/MCC/rdo



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