



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. 883 , s. 2025

December 2, 2025


**SUBMISSION OF COMPLETION REPORTS FOR MID-YEAR SCHOOL-BASED  
IN-SERVICE TRAINING FOR TEACHERS 2025 FOR PRC-APPROVED PDPs**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Elementary and Secondary School Heads  
All Others Concerned

1. This Office announces the deadline for the **submission of Completion Reports for the Mid-Year School-Based In-Service Training for Teachers 2025, covering PRC-approved Professional Development Programs (PDPs)**, along with other supporting documents. All submissions must be uploaded to the Continuing Professional Development Accreditation System (CPDAS) website on or before December 21, 2025.
2. Program proponents are advised to visit the CPDAS website to review the specific requirements and submission details.
3. For any inquiries, please contact Rosene D. Olaivar, EPS-HRDS via messenger.
4. Immediate dissemination of this information and guidance are desired.

For the SDS:

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

  
**JOHN ARIEL A. LAGURA PhD**  
OIC, Assistant Schools Division Superintendent

WDB/JAAL/SGOD/MCC/rdo



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