DEPARTMENT OF EDUCATION
EL SALVADOR CITY- RECORDS SECTION
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DIVISION MEMORANDUM
NO. 375, s. 2026

SUBMISSION TIMELINE AND GUIDELINES FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM ACCREDITATION AND COMPLETION REPORTING

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
All Education Program Supervisors
All Public Elementary & Secondary School Heads
All Public Elementary & Secondary Teachers
All Others Concerned

1. To ensure the seamless processing of Continuing Professional Development (CPD) credit units for division and school-level activities, this Office informs all program holders and activity organizers seeking CPD accreditation for professional development training programs of the prescribed submission timelines for accreditation and completion reporting.

2. All program holders and activity organizers shall strictly observe the processing schedules outlined in the table below:

Phase	Activity	Persons Involved	Prescribed Timeline
Application Timeline			
School Quality Assurance	▪ School-level review and quality assurance of application documents	School Principal / School Head / Teacher In-Charge, Master Teachers, Program Holders	Prior to Division Office submission
Division Quality Assurance	▪ Quality Assurance and Technical Review ▪ Issuance of Quality Assurance Certificate ▪ Submission of CPD Accreditation Application through the SDO PRC-CPDAS Account	SDS, ASDS, Division CPD Manager, Division CPD Manager Alternate	5 to 10 working days prior to PRC submission

PRC CPDAS Review	▪ PRC Application Processing and Accreditation Approval	Professional Regulation Commission (PRC), Program Holder, Division CPD Manager, Division CPD Manager Alternate	45 working days prior to actual date of conduct
Completion Timeline			
Completion Report	▪ Preparation and compliance of CPD Completion Report and other pertinent documents	Program Holder	30 calendar days (inclusive of weekends) after actual date of conduct
	▪ Submission of CPD Completion Report	Division CPD Manager, Division CPD Manager Alternate, QAME Officers	

3. Strictly adhering to these timelines enables the Division CPD Accreditation Working Committee to thoroughly evaluate, check, and quality-assure all supporting documents and application packages.

4. For queries, technical assistance, and submission coordination, program holders may coordinate directly with the Division CPD Manager via email at carmille.villegas@deped.gov.ph.

5. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

6. Immediate and wide dissemination of this Memorandum is desired.

RANDOLPH B. TORTOLA
Schools Division Superintendent

To be included in the **Perpetual Index**
under the following subjects

CPD *Trainings*

SGOD/HRD/cvg