



Republic of the Philippines  
**Department of Education**  
REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

March 3, 2021

**NOTICE OF MEETING**

NO. 043, s. 2021

To: OIC, Assistant Schools Division Superintendents  
Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operations Division  
All Education Program Supervisors and Specialists  
All Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
All Concerned

**ORIENTATION MEETING ON THE ACCOMPLISHMENT OF PROPOSAL TEMPLATE  
AND OTHER PERTINENT DOCUMENTS FOR NEAP ACCREDITATION**

1. Compliant to DepEd Order No. 1, s. 2020 titled "Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders" and in view of the upcoming INSET week, this Office shall conduct an orientation meeting on **March 5, 2021 (Friday) and March 9, 2021 (Tuesday), 1:30 p.m. to 4:30 p.m. via Zoom.**

2. The orientation meeting aims to:
- update and enhance target participants' knowledge and capability on the accomplishment of training proposal template and other pertinent documents for NEAP recognition/ accreditation;
  - provide a venue in clarifying relevant issues and concerns re: Division and NEAP process in proposal quality assurance and approval

3. The target participants and their schedule are as follows:

Date/ Time	Target Participants
<b>March 5, 2021</b> (Friday; 1:30 p.m. to 4:30 p.m.)	<b>School heads and two (2) Master Teachers</b> (preferably with experience on carrying out learning and development-related tasks i.e. L&D needs assessment, proposal writing, etc.)
<b>March 9, 2021</b> (Tuesday); 1:30 p.m. to 4:30 p.m.)	Division Chiefs, Education Program Supervisors and Specialists, Public Schools District Supervisors, other Division Office personnel concerned

4. Clarifications and concerns may be communicated to the Division's Human Resource Development Section through email address [depedcavite.hrd@depd.gov.ph](mailto:depedcavite.hrd@depd.gov.ph)

5. Attendance shall be strictly monitored.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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