



050621-054

Republic of the Philippines  
**Department of Education**

REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

May 6, 2021

**DIVISION MEMORANDUM**NO. 132, s. 2021

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

**CORRIGENDUM/ADDENDUM TO DM NO. 128, S. 2021 TITLED “UPDATED HUMAN RESOURCE DEVELOPMENT (HRD) PROCESS AND TEMPLATES”**

1. With reference to Division Memorandum No. 128, s. 2021 titled “Updated Human Resource Development (HRD) Process and Templates,” this Office announces some changes and additions to the said Memorandum.
2. For the conduct of initial quality assurance, all proposals shall be submitted directly to the HRDS official online submission links. **There is no need to submit digital copies to the Records Section via e-mail.** All submissions made other than the stated official submission links shall not be processed.

Proposal Submission	<a href="https://tinyurl.com/HRDProposalSubmission">https://tinyurl.com/HRDProposalSubmission</a>
Completion Report Submission	<a href="https://tinyurl.com/HRDCompletionReportSubmission">https://tinyurl.com/HRDCompletionReportSubmission</a>

3. All HRD Templates are downloadable from this link, including a slide deck which shall serve as a guide to the proponents on how to fill-up the NEAP Form R.1: <https://tinyurl.com/HRDFormTemplates>.
4. In summary, here are the forms which shall be used with required attachments for specific proposals:



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
[www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
[deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

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<b>Form Templates</b>	<b>Attachments</b>
A. Training Proposal (including GAD Training)	<ol style="list-style-type: none"><li>1. NEAP FORM 2020R.1 Professional Development Program Course Recognition Application Form</li><li>2. Sample Session Guide</li><li>3. Sample audiovisual presentations</li><li>4. Sample assessments</li><li>5. NEAP Budget Matrix Template (if with funding)</li><li>6. NEAP Sample CV Template</li><li>7. For GAD, include School GAD Plan</li><li>8. For all Division Proposals, if included in the WFP and PMIS, include copy of the Activity Request and indicate the Activity Code</li></ol>
B. Rewards and Recognition (including GAD Activity) Proposal	<ol style="list-style-type: none"><li>1. DOC-HRD-FR-024 Activity Proposal Template</li><li>2. For all Division Proposals, if included in the WFP and PMIS, include copy of the Activity Request and indicate the Activity Code</li></ol>
C. Completion Report	<ol style="list-style-type: none"><li>1. Approved/ signed copy of the proposal</li><li>2. Three to five action photos</li><li>3. QAME results</li><li>4. DOC-HRD-FR-016 Registration Form (for NEAP and PRC purposes)</li><li>5. DOC-HRD-FR-015-Meal Attendance Sheet (for face-to-face or with meals)</li><li>6. DOC-HRD-FR-014 Daily Attendance Sheet</li><li>7. Excel List for Certificates (no need for HRD certificate codes)</li></ol>

5. The timeline for **submission of all training proposals shall be 45-50 days prior to conduct of activity** to meet the NEAP-R timeline for submission which is 40 days prior to conduct and in consideration to procurement, budget, accounting, and finance. Same with GAD activity and Rewards and Recognition Activity Proposals. **Submission of completion report with required attachments shall be made 7-10 days after conduct of training or activity** as these shall be forwarded to the NEAP-R and PRC as basis for evaluation of submitted training program proposal.

6. All Learning & Development Proposals unable to meet the required timeline shall still be processed but shall no longer be submitted to NEAP-R for recognition and shall consequently lose its chance for PRC CPD unit credits issuance.

7. The HRDS shall process all online submissions **within 5-10 working days on official time** and the proponents shall expect to receive feedback thru their provided email address for any additional instructions, possible revisions, or



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quality assurance approval. **The proponents shall be given the instructions to print the HRDS quality assurance-approved proposal and have the physical copy received in the Records Section for issuance of Transaction/Tracking Number.** Once completely signed, a scanned copy of the approved proposal shall be uploaded into this Google Form Link: <https://tinyurl.com/ApprovedProposalSubmission> for forwarding and submission to NEAP-R of L&D proposals.

8. Regarding Certificates, only Division-initiated L&D programs/ activities shall use the certificate templates as is. However, for the District and school-based L&D programs/ activities, they may modify the header, citation, and signatories in the certificate templates as appropriate (see DepEd Order No. 31, s. 2021 for guidance). Those assigned in the Certificates Committee of the Program Management Team shall be responsible for the creation and issuance of certificates.

9. Follow-up of status of proposals shall be made thru the **Self-Service Portal** which can be accessed through [www.depedcavite.com.ph](http://www.depedcavite.com.ph).

10. Each school has its designate and deputy **HRD Associates** who shall guide and assist proponents in crafting proposals and accomplishing completion reports.

11. Other Division communications previously issued which are inconsistent with this Addendum/Corrigendum are repealed, rescinded, and modified accordingly.





12. Questions and clarifications may be communicated to the HRDS thru email [depedcavite.hrd@deped.gov.ph](mailto:depedcavite.hrd@deped.gov.ph).

13. Immediate dissemination of and strict compliance to this Addendum/Corrigendum is directed.

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

RPS/ DM 132 s. 2021  
050621-054/ 05/06/2021



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