



Republic of the Philippines
Department of Education
REGION IV-A

072221-078

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

July 22, 2021

DIVISION MEMORANDUM





NO. **241**, s. 2021

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

ADJUSTMENTS IN HUMAN RESOURCE DEVELOPMENT PROCESSES

1. In line with the DepEd Order No. 001, s. 2020 titled NEAP Transformation, this Office through the Human Resource Development Section announces the adjustments in Human Resource Development Processes effective immediately upon the release of this issuance.
2. During the Reorientation on the NEAP Recognition Process organized by the DepEd Central Office held last June 5-8, 2021, it was reiterated that the NEAP transformation is applicable at this time for all Schools Division Offices, Regional and Central DepEd Offices but not yet for the schools. The guidelines for the NEAP Recognition of the school level training programs are still underway.
3. Anent to this, customer feedback was gathered, after the three-month pilot run on the division wide use of the NEAP Forms and upon thorough review, analysis, and consultations, for the purpose continuous improvement, the following adjustments on the HRD Processes shall be implemented:
 - a. NEAP Forms shall be used only for Division proposals subject to NEAP Recognition, dependent upon the decision of the proponent. Timeline of the NEAP-Regional Office shall be observed.
 - b. A single template shall be used for both activity and training proposals not subject for NEAP Recognition (DOC-HRD-FR-024, Revision No. 01).
 - c. The timeline for the submission of proposals with procurement shall be 25-30 days prior to date of conduct; those without any funding requirements, 5-10 days prior to date of conduct.
 - d. For the schools, signatories for the budget and resources allocation shall be from the schools to include the Administrative Officer, School



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Budget Officer, Disbursing Officer, Auditor, if available; otherwise, forgo.

- e. For the Division activities or trainings without funding allocation, forgo the Division signatories for budget and resources allocation.
- f. For the School Learning Action Cell (SLAC), there is no need to submit proposals for the conduct of SLAC based on DepEd Order No. 035, s. 2016, instead schools shall submit their School LAC Plan biannually. This is with respect to the key aspects of LAC Sessions which include ongoing collaborative learning or problem solving within a shared domain of professional interest, self-directed learning, reflective practice leading to action and self-evaluation, and collective competence.

4. These changes shall contribute to faster processing of documents, decreased transaction time, lesser steps to be undertaken and number of signatories, simplified process flow, and overall increase in efficiency and provision of improved quality human resource development services.

5. Forms and templates for the LAC Plan and the latest L & D proposal are downloadable from this link <https://tinyurl.com/HRDFormTemplates>.

6. Other Division communications previously issued which are inconsistent with this Memorandum are repealed, rescinded, and modified accordingly.





7. Questions and clarifications may be communicated to the HRDS thru email at depedcavite.hrd@deped.gov.ph.

8. Immediate and widest dissemination of this Memorandum is earnestly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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