



Republic of the Philippines  
**Department of Education**  
 CARAGA REGION



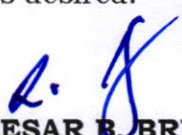
May 15, 2020

REGIONAL MEMORANDUM  
 No. **216** s. 2020

To: SCHOOLS DIVISION SUPERINTENDENTS  
 CHIEFS OF FUNCTIONAL DIVISIONS  
 This Region

**ACTIVITY PROPOSAL TEMPLATE**

1. Pursuant to DepEd Order No. 001, s. 2020 re: Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders, the field is hereby informed to adopt the New Activity Proposal Template.
2. Attached is the template that shall be used for all proposals both in the Schools Division Offices and Regional Office.
3. Immediate dissemination of this memorandum is desired.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
 Director III  
 Officer-In-Charge  
 Office of the Regional Director

HRDD/vcn  
 05/15/2020

Encls.: As stated  
 Reference: DepEd Order No. 001, s. 2020  
 To be indicated in the Perpetual Index  
 under the following subjects:

ACTIVITY PROPOSAL TEMPLATE      NEAP



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(Enclosure to Regional Memorandum No. 216, s. 2020)

### **ACTIVITY PROPOSAL TEMPLATE**

#### **A. Information about the applicant**

Name of Applicant/Proponent:

Position Agency/Functional Division:

#### **B. Profile of the program or course**

i. Title of the Program or course:

ii. Rationale

iii. Program or course description

iv. Professional development priorities

v. Professional standards covered (PPST, PPSSH or PPSS domain/s, strand/s, indicator/s)

vi. Target participant profile (Career stage, Grade level, Learning Area)

vii. Number of hours (face to face instruction and or online learning, and classroom application (if applicable)

viii. List of resource persons/ learning facilitators supported by CVc

ix. Modality (Formal Learning, possibly with Job-Embedded Learning (JEL), Learning Action Cell (LAC), relationship and discussion-based learning, among other modalities)

x. Delivery Platform (Online, face -to-face and blended delivery)

xi. Indicative date of implementation; and

xii. Professional Regulation Commission (PRC) Program Accreditation No. if applicable

#### **C. Program or course design**

i. Objective/s or Outcome/s

    General Objective

    Specific Objectives

ii detailed program or course matrix

Refer to the attached Instructional Design

iii. modules or learning resources to be used, and

iv. assessment plan

#### **D. Program or Course Implementation Plan**

i. Schedule of Activities

Refer to specific course objectives and/or instructional design

ii. Budget Requirements

iii. Funding Source

iv. Monitoring and Evaluation

v. Gender and Development Mainstreaming

vi. Minimum Health Standards (MHS)

#### **(Signatories for Regional Office Level Proposal)**

Prepared by:

\_\_\_\_\_  
Proponent

Funds Available:

Recommended for Approval:

\_\_\_\_\_  
Chief, Finance Division

\_\_\_\_\_  
PDC Vice-Chairperson

Approved:

**FRANCIS CESAR B. BRINGAS, CESO V**

Director III  
Officer-In-Charge  
Office of the Regional Director

**(Signatories for Schools Division Office Level Proposal)**

Prepared by:

\_\_\_\_\_  
Proponent

Funds Available:

Reviewed by:

\_\_\_\_\_  
Chief, Finance Division

\_\_\_\_\_  
PDC Chairperson

Recommended for Approval:

\_\_\_\_\_  
Schools Division Superintendent

Approved:

**FRANCIS CESAR B. BRINGAS, CESO V**

Director III  
OIC-Regional Director