



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

May 11, 2022

**DIVISION MEMORANDUM**

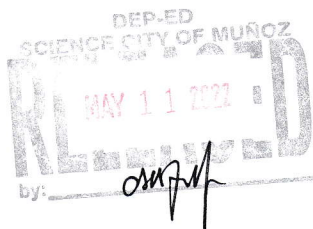
No. 259, s. 2022

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 262, S. 2022 RE:  
GUIDELINES ON THE APPRAISAL OF TRAININGS IN THE EVALUATION OF DEPED  
EMPLOYEES' DOCUMENTS FOR PROMOTION/RANKING PURPOSES**

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

1. For the information, guidance, and compliance of all concerned, enclosed is Regional Memorandum No. 262, s. 2022 Re: Implementation Guidelines on the Appraisal of Trainings in the Evaluation of DepEd Employees' Documents for Promotion/Ranking Purposes.
2. Wide dissemination of this Memorandum is hereby enjoined.

  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



CID2022



*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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RECORDS SECTION, REGIONAL OFFICE NO. 3  
**RECEIVED**  
 MAY 10 2022

REGIONAL MEMORANDUM  
 No. 262, s. 2022

**IMPLEMENTATION GUIDELINES ON THE APPRAISAL OF TRAININGS  
 IN THE EVALUATION OF DEPED EMPLOYEES' DOCUMENTS  
 FOR PROMOTION/RANKING PURPOSES**

To : Assistant Regional Director  
 Schools Division Superintendents  
 Regional Chiefs of Functional Divisions  
 Human Resource Merit Promotion & Selection Board

- To establish common understanding and interpretation of the existing guidelines relative to the evaluation of documents pertaining to "trainings", this Office, through the Human Resource Development Division, hereby disseminates the *Implementation Guidelines on the Appraisal of Trainings in the Evaluation of DepEd Employees' Documents for Promotion/ Ranking Purposes*.
- The issuance of these guidelines is in accordance with the DepEd Order No. 66, s. 2007 titled Revised Guidelines on the Appointment and Promotion of Other Teaching, Teaching-Related, and Non-Teaching Positions which is used as basis in the evaluation of pertinent documents of applicants for hiring and promotion purposes.
- The paramount objective of these implementation guidelines is to clarify some gray areas in evaluating the certificates of participation to trainings submitted by applicants to the Human Resource Merit Promotion & Selection Board. Enclosed is the copy of said guidelines for reference.
- For information, guidance, and compliance of all concerned.

**MAY B. ECLAR, PhD, CESO III**  
 Regional Director

Incl.: As stated  
 References: Found in the enclosure  
 To be indicated in the Perpetual Index  
 under the following subjects:

EVALUATION                      PROMOTIONS  
 TRAINING PROGRAMS

HRDD1/hrdd9  
 May 4, 2022



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
 Telephone Number: (045) 598-8580 to 89; Email Address: region3@depd.gov.ph



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Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

(Enclosure No.1 to Regional Memorandum No. \_\_\_\_\_, s. 2022)

**IMPLEMENTATION GUIDELINES ON THE APPRAISAL OF TRAININGS  
IN THE EVALUATION OF DEPED EMPLOYEES' DOCUMENTS  
FOR PROMOTION/RANKING PURPOSES**

**I. Rationale**

The delivery of quality, accessible, relevant, and liberating education would only come to fruition, if there is a quality education. Corollary to this dictum is the commitment of the Department of Education, through the National Educators Academy of the Philippines (NEAP), to provide varied opportunities for the professional growth and lifelong learning of teachers and school leaders, in collaboration with the Bureau of the Human Resource and Organizational Development for the training programs of the nonteaching personnel.

With the issuance of DepEd Order No. 11, s. 2019 which articulates the implementation of the NEAP Transformation, the Regional Office and the Schools Division Offices are mandated to observe standard-based professional development programs and courses for teachers and school leaders to ensure that interventions systematically contribute to the professional growth and development of teachers and school leaders.

One evident index of the implementation of the NEAP Transformation is that the professional development for teachers and school leaders is more strategic, integrated, and programmatic in addressing the competency-needs of the target participants. There is a unified governance system that underscores greater accountability in the professional development program aligned with the challenge of quality basic education articulated in the DepEd's reform program *Sulong Edukalidad*.

Whether the training is provided by DepEd or Non-DepEd Learning Service Providers, the professional development programs and courses for teachers and school leaders should be NEAP recognized as stated in DepEd Order No. 001, s. 2020 articulating the Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders.

Relative to evaluation of documents, the Human Resource Merit Promotion and Selection Board (HRMPSB) sometimes experiences the need to deliberate on some gray areas pertaining to appraisal of certificates of participation to trainings particularly those conducted by unauthorized Non-DepEd Learning Service Providers whose programs and courses were not NEAP recognized. It is on this premise that these implementation guidelines are hereby issued to set the parameters in evaluating said certificates towards a more objective appraisal.



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





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## II. Definition of Terms

The following terms are defined lexically, contextually and operationally to provide clear interpretation and understanding of these implementation guidelines:

1. Training is defined as the process by which an organization or institution provides professional development activities to enhance the individuals with knowledge, skills and attitudes to enable to perform their functions effectively. (D.O. No. 32, s. 2011- Policies and Guidelines Training and Development (T & D) Programs and Activities). It requires application of acquired knowledge and skills in the work/job.

*Nota Bene: Conference cannot be considered as training because a training program primarily addresses the training/competency needs of employees while a conference is a formal meeting in which many people gather in order to talk about ideas or problems related to a particular topic usually for several days. The goal of the conference is to share knowledge. (<https://sevenshift.de/conference-vs-training>).*

2. Human Resource Merit Promotion Selection Board (HRMPSB) – is the selection board created by the Regional Office or Schools Division Office whose primary task is to evaluate the documents and assess the potentials of the applicants for promotion purposes, based on the selection procedures articulated in the policies and guidelines set the by Civil Service Commission and the Department of Education.
3. NEAP Authorization – is a document granting permission to all Non-DepEd entities seeking to offer professional development programs and/or courses for teachers and school leaders prior to the submission of professional development (PD) proposals for evaluation and recognition. The Regional Office and Schools Division Offices are automatically Authorized Learning Service Providers; hence, there is there is no more need for them to secure NEAP authorization.
4. NEAP Recognition – is a legal document given by the NEAPCO or NEAPR to the training proponent after satisfactorily complying with all the requirements embodied in the template for a PD proposal for teachers and school leaders. The Regional Office and Schools Division Offices shall submit proposals for professional development programs or courses for NEAP recognition. Proposals from the Regional Office (Functional Divisions) shall be submitted to the NEAPCO, while those from the Schools Division Offices shall be submitted to the NEAPR3 for evaluation by the Regional Evaluation Committee (REC), and subsequently for recognition by the Regional Approval Committee (RAC) chaired by the Regional Director.



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**III. Scope**

Consistent with the provisions of DepEd Order No. 66, s. 2007, the training also includes scholarship programs, short courses, and study grants. Primarily, these implementation guidelines cover participation in three (3) or more trainings activities in each level (district, division, regional) conducted for at least three (3) days not credited during the last promotion, and participant in one (1) training conducted (national or international) for at least three (3) days not credited during the last promotion.

It also covers the trainings conducted by either DepEd or Non-DepEd Learning Service Providers, including those trainings conducted by unauthorized Non-DepEd Learning Providers, pending the issuance of a DepEd Order not honoring the professional development programs and courses due to lack of NEAP recognition.

**IV. Implementation Arrangements**

**A. Evaluation of the Certificate of Participation**

Since the aforementioned DepEd Order does not categorically say that only trainings attended for the past three (3) years shall be honored during the appraisal of documents, those certificates of trainings attended more than three (3) years ago may still be accepted in the evaluation as long as they were not credited during the last promotion.

**B. Equivalent Credit Points for Trainings**

In accordance with the existing guidelines stipulated in DepEd Order No. 66, s. 2007, here are the equivalent points for each job group:

Category	Level	Equivalent Points
I. Teaching and Related-Teaching Group (5 points)	• District Level	1 point
	• Division Level	2 points
	• Regional Level	3 points
	• National Level	4 points
	• International Level	5 points
II. Non-Teaching Group (10 points either for Level 1 or Level 2)	• District Level	2 points
	• Division Level	4 points
	• Regional Level	6 points
	• National Level	8 points
	• International Level	10 points

*Nota Bene: Only the "highest level" certificate of participation to training shall be credited. Combining certificates of participation to come up with "aggregate points" is not within the tenets of these implementation arrangements.*



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**C. On Validation of Certificate of Participation**

C.1 A Certificate of Participation issued by either DepEd or Non-DepEd Learning Service Providers shall be honored by the HRMPSB, provided they are not yet credited during the last promotion, despite that the certificate of participation was obtained more than three (3) years ago.

C.2 With this arrangement, employees who were not given the chance to be promoted for more than three (3) years, may still use their certificates of participation not merely to sustain their motivation to apply for promotions but also in the spirit of fairness and justice, particularly for those who spent their own money just to be able to attend the training.

C.3 Pending the issuance of a DepEd Order stating that only certificates of participation from NEAP recognized professional development programs and/or courses shall be honored in the evaluation of documents for ranking purposes, the HRMPSB may still accept said certificates until such time that a DepEd Order/RM Implementation Guidelines shall have been issued that will revoke or rescind the acceptance of certificates of participation issued by unauthorized Non-DepEd Learning Service Providers.

C.4 All certificates of participation from trainings attended by employees (teaching, teaching-related, and non-teaching) with DepEd as the Learning Service Provider shall be automatically credited, especially those that are recognized by NEAPCO/NEAPR3.

C.5 A Certificate of Training or Certification on any applicable Learning and Development (L & D) intervention acquired must be aligned to Individual Development Plan (IDP). For an external applicant, a certification from the Human Resource (HR) is required stating that the L & D Intervention is aligned to the core tasks of the applicant in their current or previous position. (DepEd Order No. 19, s. 2022)

C.5 For certificates of participation previously acquired from the trainings conducted by unauthorized Non-DepEd Learning Service Providers specifically in the "international level", the following information shall be checked in the certificate during the validation depending on the degree of clarity or vagueness of the document:

C.5.1 *Letterhead*: It should bear the name and address of a company, or organization which is printed at the top of the specialty paper. Preferably, the letterhead shows the name and address of a "foreign company or organization" since it is an international training, unless it is hosted by a partner company or organization in the Philippines.



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C.5.2 *Signatories:* There should be at least two (2) signatories in the certificate of participation in an international training, either two (2) foreigners, or one (1) local and one (1) foreign.

C.5.3 *Copy of the Training Matrix/Program:* The HRMPSB may require the presentation of the copy of training matrix/program as a means of verification to help establish the authenticity of the certificate.

C.5.4 *Printed Copy of Attendance During the Virtual Training:* Another means of verification that may be required by the HRMPSB is the submission of a printed copy of the attendance during the conduct of virtual/online training showing the name of the participant, if necessary. Since this is international training attended, it is expected that there are participants/speakers from other countries.

C.5.5 *Authority to Attend Virtual Training:* A participant who shall attend a virtual training should be given an "Authority to Attend Virtual Training" duly signed by the Head of Office or his/her authorized representative. For face-to-face trainings, the participant may also be required to present a copy of Authority to Travel duly signed by the Head of Office or his/her authorized representative.

C.5.6 *Copy of Invitation Letter:* In addition, a copy of the invitation letter or any proof registration of participants may be required by the HRMPSB to further validate the veracity/authenticity of the certificate of participation.

C.5.7 *Application Project:* This refers to an Action Plan/Job-Embedded Learning (JEL) or Impact Project applying the learnings from the L & D intervention done/attended, duly approved by the Head of Office. Higher premium shall be given to an application of L & D or intervention made by the applicant that is relevant to the position to be filled. (DepEd Order No. 19, s. 2022).

**V. Monitoring and Evaluation**

The Regional Office III, through the Customer's Feedback/Client's Satisfaction Survey Form, shall monitor the implementation of these guidelines. The functional division/section/unit assigned in consolidating and analyzing the feedback shall furnish a copy of the periodic report to the Regional Director to address the issues identified (if there is any).

To sustain the relevance of these guidelines to the prevailing situation, the HRMPSB may be advised by the Regional Director to review these guidelines to attune them to the demands of the changing times, especially if there would be new guidelines from the Bureau of Human Resource and Organizational Development (BHROD) or from the National Educators Academy of the Philippines.



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**References:**

*DepEd Order No. 32, s. 2011 – Policies and Guidelines on Training and Development (T & D) Programs and Activities*

*DepEd Order No. 11, s. 2019 - Implementation of the NEAP Transformation*

*DepEd Order No. 001, s. 2020 - Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders*

*DepEd Order No. 19, s. 2022 – The Department of Education Merit Selection Plan*



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**Telephone Number:** (045) 598-8580 to 89; **Email Address:** region3@deped.gov.ph



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