



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
Division of Marinduque  
**RECORDS SECTION**  
**RELEASED**  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
FEB 05 2025 Time: \_\_\_\_\_

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

SUBJECT: **REGISTRATION FOR CONTINUING PROFESSIONAL DEVELOPMENT CREDIT UNITS (CPD CU) OF PARTICIPANTS IN THE TRAINING OF TEACHERS ON THE MICROSOFT PRODUCTIVITY TOOLS FOR DEPED COMPUTERIZATION PROGRAM ADOPTION (ELC PACKAGE RECIPIENTS)**

DATE: February 4, 2025

1. With reference to Division Memorandum No. 104, s. 2024 titled "Training of Teachers on the Microsoft Productivity Tools for DepEd Computerization program Adoption (ELC Package Recipients)", this Division, through the SGOD-Human Resource Development Section under Project TALINO (Training And Learning Initiatives for Non-teaching and teaching personnel), announces the **Accreditation for Continuing Professional Development Credit Units (CPD CU) of the Training of Teachers on the Microsoft Productivity Tools for DepEd Computerization Program Adoption (ELC Package Recipients)** by the PRC CPD Council for Professional Teachers.

2. With PRC CPD Accreditation No. PTR-2024-688-7643, the said learning and development activity will grant a **maximum of 15 CPD CU** to all participants of the training who have fully submitted their end-of-day evaluations (Level 1 M&E), pre-tests and post-tests (Level 2 M&E), and fully accomplished PRC CPD registration forms. Meanwhile, PMT members and resource speakers will be granted applicable CPD CU depending on their number of active engagement hours.

3. **Relative to this, all participants, PMT members, and resource speakers, who are Licensed Professional Teachers (LPT), shall accomplish the PRC CPD registration form through [bit.ly/MPTRegistrationCPD2025](https://bit.ly/MPTRegistrationCPD2025) on or before February 13, 2025. Failure to register before the deadline may result to non-issuance of applicable CPD credit units.**

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4. Following the said accreditation, this learning and development activity shall follow the program monitoring and evaluation guidelines and tools stipulated in DepEd Memorandum No. 44, s. 2023 titled “*Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs.*” Consequently, the following mechanisms shall be applied:

a. Monitoring and Evaluation (M&E)

Level 1 (Reaction) – End-of-Day Evaluation

Level 2 (Learning) – Pretest and Posttest

Level 3 (Behavior) – Submission of Outputs and Workplace Application Plan

Level 4 (Results) – Improvement of Teacher Performance with Focus on KRA  
1: Content Knowledge and Pedagogy

b. Issuance of Certificate of Participation

A Certificate of Participation shall be issued upon completion of the training as well as submission of the required outputs. This certificate shall indicate the total number of hours rendered in the training, as well as the PPSs covered.

c. Issuance of Certificate of Completion

A Certificate of Completion shall be issued upon submission of the finalized Workplace Application Plan signed by the Schools Division Superintendent. Additional requirements include:

1. 85% passing rate in the posttest;
2. complete attendance in the training;
3. complete evaluation in the training; and
4. complete submission of outputs in the training.

This certificate shall indicate the PRC CPD credit units earned.

5. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

6. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA

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