



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0051

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Public Schools District Supervisors
Concerned School Heads
Senior Education Program Specialist, HRD
All others concerned

Subject: **TERMS OF REFERENCE OF THE DISTRICT FOCAL PERSON ON PRC CPD UNITS
ACCREDITATION**

Date: February 13, 2025

1. In line with the commitment of the Schools Division Office of Davao del Norte to the Continuous Professional Development (CPD) of its personnel, this memorandum outlines the **Terms of Reference (TOR)** for the District Focal on PRC Accreditation as stipulated in the enclosure.
2. This initiative aligns with the implementation of the School-Based Professional Development Program, ensuring that activities conducted are accredited with PRC-CPD units.
3. Further, an **approved Process Flow** for the School-Based PD Program PRC-CPD Accreditation has been established to serve as a comprehensive guide for PRC Accreditation. This structured process ensures that schools and personnel systematically comply with PRC regulations, thereby facilitating the efficient accreditation of CPD programs.
4. In participating in the different programs and activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
5. Immediate dissemination of this memorandum is desired.


REYNALDO B. MELLORIDA, CESO V
School Division Superintendent

Enclosed: As stated.
SGOD/jaam

2-13-25
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**Terms of Reference (TOR) for Personnel Assisting the HRD Unit in the
Application of PRC Unit Accreditation of
School-Based Professional Development Program**

1. Background

In support of expanding access to Professional Development (PD) opportunities in schools and learning centers, the Division of Davao del Norte, anchored on the NEAP existing training standards and quality assurance and monitoring and evaluation mechanisms, strengthens the design, development, and delivery of competency-based, evidence-informed, and results-driven school-based professional development programs.

In addition, all quality-assured PD Programs shall also be submitted to the Professional Regulation Commission for accreditation. To facilitate this process, additional personnel will be engaged to support the Division HRD Unit in preparing and processing the necessary documentation, coordination, and compliance activities of the School PD Programs

2. Objectives

The personnel assigned to assist the HRD Unit will provide administrative and technical support in submitting requirements for PRC unit accreditation. This role aims to ensure a smooth and efficient accreditation process by complying with PRC standards and regulations.

3. Scope of Work

The personnel shall perform the following tasks:

- Assist in gathering and compiling required documents for accreditation application of the School-Based PD Programs
- Ensure compliance with PRC guidelines before submitting the e-copy of the documentary requirement to the Division HRD Unit through davnorhrd@gmail.com, including the submission deadlines
- Monitor and follow up on the status of the accreditation application with HRD Unit personnel.
- Maintain accurate records and documentation of all accreditation-related transactions.
- Provide logistical support for accreditation-related meetings, inspections, and evaluations.
- Assist in addressing queries and concerns related to PRC accreditation requirements.
- Perform other tasks as assigned by the HRD Unit related to the accreditation process.

4. Deliverables

- Completed and submitted PRC accreditation application with all required documentation.
- Organized and well-maintained documentation records.



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PROCESS FLOW FOR THE SCHOOL-BASED PROFESSIONAL DEVELOPMENT PROGRAM PRC-CPD UNITS ACCREDITATION

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Quality Assured School-Based PD Program	Documentary Requirement for PRC-CPD Units Accreditation with the Certificate of Quality Assured	Submit the Documentary Requirement for PRC-CPD Units Accreditation with the Certificate of Quality Assured (E-Copy)	School Head	Documentary Requirement for PRC-CPD Units Accreditation of the School-Based PD Program	District PRC Focal Person	DM OUHROD - 2024-1576
District PRC Focal Person	Received Documentary Requirement for PRC-CPD Units Accreditation of the School-Based PD Program	Checking as to its Compliance with the Guidelines	District PRC Focal Person	Shortened Link where the Documentary Requirement for PRC-CPD Units Accreditation of the School-Based PD Program is Uploaded	HRD Unit	DM OUHROD - 2024-1576
HRD Unit	Received Documents	Submission to the PRC	HRD Unit	Submitted Documentary Requirement for PRC-CPD Units Accreditation	PRC	DM OUHROD - 2024-1576



Process Flow	Person's Involved	Activity/Task	Documents
START			
<pre> graph TD START([START]) --> A[Submission of Documentary Requirements for the PRC-CPD Units Accreditation with the Certificate of Quality Assured (E-Copy)] A --> B{Checking of the Submitted Documentary Requirements} B -- If Compliant --> C[Submission of the Link (G-Drive Link/One Drive Link)] B -- If Non-Compliant --> A C --> D[Submission to PRC CPDAS] D --> END([END]) </pre>	School Head	Submit Documentary Requirements for the PRC-CPD Units Accreditation with the Certificate of Quality Assured (E-Copy)	Required Documentary Requirements for the PRC-CPD Units Accreditation
	District PRC Focal Person	Checking of the Submitted Documentary Requirements for PRC-CPD Units Accreditation as to its compliance with the Guidelines	Checked Submitted Documentary Requirements for PRC-CPD Units Accreditation
	District PRC Focal Person	Submit the Shortened Link where the checked Documentary Requirements for PRC-CPD Units Accreditation of the School-Based Program is uploaded	Word and Merged Files in PDF Format of all the Documentary Requirements
	HRD Unit	Upload the Documents to PRC-CPDAS	Merged Files in PDF Format of all the Documentary Requirements
END			

Prepared by: **ROMELA T. PANGANDOYON**
SEPS, HRD

Approved by: **REYNALDO B. MELLORIDA, CESO V**
Schools Division Superintendent

