



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

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD-2025-388

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

Subject: **REFRESHER SESSION FOR DISTRICT FOCAL PERSON ON PRC CPD ACCREDITATION**

Date: September 16, 2025

1. In line with the Professional Regulation Commission (PRC) Continuing Professional Development (CPD) Program and its role in ensuring the professional growth of educators, and in preparation for the conduct of In-Service Training (INSET) of schools this coming November 2025, the Schools Division of Davao del Norte shall hold a Refresher Session on PRC CPD Units Accreditation Process to the following personnel on **September 18, 2025, 2:00pm**, at the Division Conference Hall.

Name	Position	District
Jessa Mae T. Saavedra	AO II	Asuncion
Irish Diane Bernadeth E. Garcia Lopez	PDO I	BE Dujali
Jennifer M. Balino	AO II	Carmen
Rose Mae R. Ubales	AO II	Kapalong East
Marlyn T. Quilla	ADAS II	Kapalong West
Jonalyn L. Alinas	AO II	Langilan
Marivic S. Baco	AO II	New Corella
Novie Joy E. Panal	ADAS III	San Isidro
Rica U. Gepitulan	PDO-I	Sto. Tomas East
Jollyvee L. Mortera	AO II	Sto. Tomas West
Jeneveb Morales	AO II	Talaingod

2. The refresher session aims to:
  - Revisit the guidelines, standards, and procedures for Professional Regulation Commission (PRC) accreditation of INSET Plans;
  - Update PRC Focal on recent developments and requirements related to PRC accreditation;
  - Reinforce their role in guiding schools in the preparation and timely submission of INSET Plans.
3. Travel and other expenses incurred in the conduct of this activity shall be chargeable against Maintenance and Other Operating Expenses (MOOE) fund and HRTD Fund, subject to the availability and the usual accounting and auditing rules and regulations.



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

For the School Division Superintendent:

**JANETTE G. VELOSO, CESO VI**

Assistant School Division Superintendent

SGOD/jaam

