



Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES



**MEMORANDUM**

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors of CID & SGOD  
Education Program Supervisors  
Unit/Section Heads  
Public School District Supervisors  
School Heads of Elementary & Secondary Schools  
All Others Concerned**

From: **SUSAN S. COLLANO**  
Schools Division Superintendent

Date: April 04, 2022

Subject: **MODIFIED PROCESS IN REQUESTING FOR NEAP CERTIFICATIONS  
FOR RECLASSIFICATION/RANKING/PROMOTION**

1. To streamline the process of issuing NEAP certifications for reclassification, ranking, and/or promotion, the DepEd Region V through the Human Resource Development Division (HRDD) adopts the modified Guidelines in requesting certifications for **Principals Test Passers, School Heads Development Program (SHDP) (Advance and Foundation Course) Completers, and Learning Delivery Modalities (LDM 1 or 2)**.
2. These guidelines must be precisely observed. It is the responsibility of the applicants to prepare the necessary documents and directly transmit the request to the Regional Office via email or link.
3. Technical support shall be provided, by the SGOD-Human Resource Development unit for applicants who are having difficulty in transmitting their requests.
4. Attached herewith is the Regional Memorandum 34, s. 2022 dated March 21, 2022 titled Enhanced Guidelines in the Issuance of Certification for Principals Test Passers and School Heads Development Program (SHDP Advance and Foundation Course) Completers and Regional Unnumbered Memorandum dated March 28, 2022 titled Modified Process for Issuance of LDM (1 or 2) Certifications for Reclassification/Ranking/Promotion.
5. For information, immediate dissemination, and compliance.

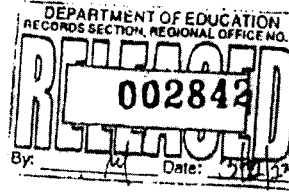


San Roque, Virac, Catanduanes  
(052) 811-40-63  
catanduanes@deped.gov.ph

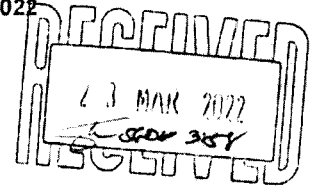
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Republic of the Philippines  
Department of Education  
REGION V - BICOL



March 21, 2022



REGIONAL MEMORANDUM  
No. 34 s. 2022

**ENHANCED GUIDELINES IN THE ISSUANCE OF CERTIFICATION FOR PRINCIPALS TEST PASSERS AND SCHOOL HEADS DEVELOPMENT PROGRAM (ADVANCED AND FOUNDATION COURSE) COMPLETERS**

To : Schools Division Superintendents

- To facilitate the issuance of Certification, the Department of Education Region V, through the Human Resource Development Division (HRDD) adopts the following Guidelines in the Issuance of Certification for Principals Test Passers from 2006-2017 and School Heads Development Program (Advanced and Foundation Course) Completers.
- The following guidelines shall be followed in the issuance of certification:

Certification for the Principals Test Passers (2006-2017):	Certification for SHDP (Advanced and Foundation Course) Completers:
Write a Letter of Request addressed to the Regional Director, Attention the HRDD Chief	
The letter of request shall contain the following information: <ul style="list-style-type: none"> <li>• current position</li> <li>• name of school</li> <li>• date and place of examination</li> <li>• cellphone number</li> <li>• email address, and</li> <li>• purpose for securing the certification</li> </ul>	The letter of request shall contain the following information: <ul style="list-style-type: none"> <li>• current position</li> <li>• name of school</li> <li>• inclusive dates and place of the training</li> <li>• purpose of securing the certification</li> <li>• cellphone number</li> <li>• email address</li> </ul>
Attach the result of examination/Memorandum (if any)	Attach the Copy of the Certificate of Completion
In case the name of the requesting party is not found in the master list of passers in the records of the HRDD, he/she shall present a certification as passer from the Schools Division Superintendent and/or present a Certification of Rating issued by the NEAP	Email the letter with complete attachment to <a href="mailto:hrdd@deped.gov.ph">hrdd@deped.gov.ph</a>
Email the letter with complete attachment to <a href="mailto:hrdd@deped.gov.ph">hrdd@deped.gov.ph</a>	_____

RECEIVED

Department of Education  
Office of the SDS

Date: MAR 23 2022  
Time: 8:22  
By: HRD



Regional Center Site, Rawis, Legazpi City 4500  
0617 179 1200  
rc@deped.gov.ph



HRD  
MAR 22 14:11

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3. Walk-in clients will be entertained provided that they have completed the required documents.
4. All other issuances prior to this Memorandum are rescinded accordingly upon its effectivity.
5. For information, dissemination and strict compliance.

  
GILBERT A. SADSAD  
Regional Director

Encls:  
As stated

To be indicated in the Perpetual Index  
under the following subjects:

CERTIFICATION  
PRINCIPALS TEST PASSERS

RECLASSIFICATION  
SHDP COMPLETERS

hrdd/smn/mde



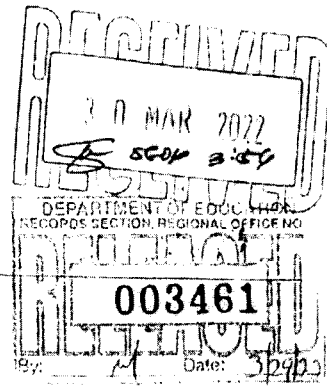
Regional Center Site, Rawis, Legazpi City 4500

0917 178 1288  
rcgand@deped.gov.ph






Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



**MEMORANDUM**

To : **SCHOOLS DIVISION SUPERINTENDENTS  
 All Others Concerned**

From :   
**GILBERT T. SADSAD**  
 Regional Director

Subject : **Modified Process for Issuance of LDM (1 and/or 2) Certifications for  
 Reclassification / Ranking / Promotion**

Date : **March 28, 2022**

- To fast-track the issuances of LDM certificates and Certification for requesting School Heads, LAC Leaders, Teachers, and Instructional Coaches, this Office through the Human Resource Division and the National Educators Academy of the Philippines- Region (NEAP-R) modifies the existing guidelines in the Issuance of Certification for LDM 1 and LDM 2 Pre-implementation Course Completers.
- The following modifications shall be observed in the issuance of certification:

Write a Letter of Request addressed to the Regional Director, Attention the HRDD Chief	
The letter of request shall contain the following information:	The letter of request shall contain the following information:
1. Name of requesting party	1. Name of requesting party
2. Position	2. Position
3. Name of SDO	3. Name of SDO
4. LDM Course (1 or 2)	4. LDM Course (1 or 2)
5. Role in the LDM	5. Role in the LDM
6. Purpose of request	6. Purpose of request
Email the letter to <a href="mailto:hrdd@deped.gov.ph">hrdd@deped.gov.ph</a>	Upload the letter together with the Copy of the Certificate downloaded from your email and/or screenshot the LDM1 or 2 Certificate of the rating sheet with your name and rating to <a href="https://bit.ly/requestformldm">https://bit.ly/requestformldm</a>



Regional Center Site, Rawis, Legazpi City 4500

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 region5@deped.gov.ph



**RECEIVED**

DepEd-Division of Catanduanes  
 Office of the SDS

Date: MAR 30 2022  
 By: [Signature]



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

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3. Walk-in clients will be entertained provided that they have completed the required documents.

For queries and other concerns, please contact Mrs. Sancha M. Nacion, Chief ES, HRDD-National Educators Academy of the Philippines (Bicol) at CP No. 09495989454 or via email at

For information, dissemination, and compliance.

Reference No. M: - \_\_\_\_\_  
HRDD/SMN/PMT

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Regional Center Site, Rawis, Legazpi City 4500

☎ 0517 178 1208

🌐 [region50dcped.gov.ph](mailto:region50dcped.gov.ph)

