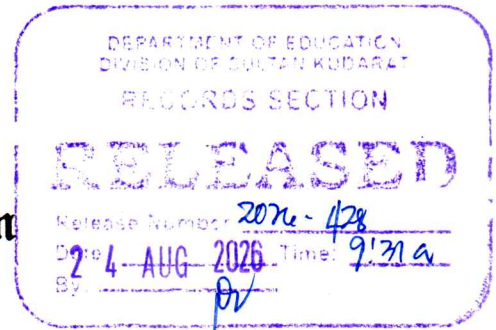




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



August 20, 2026

DIVISION MEMORANDUM
SGOD HRDS No. 160 s. 2026

**UTILIZATION OF THE UPGRADED NETWORK-ENABLED EVALUATION
AND APPROVAL OF PROFESSIONAL DEVELOPMENT PROGRAMS
(NE-APP)**

To Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/ District In-charge
Elementary and Secondary School Principals
PD Evaluators
HRD Coordinators
Section Heads
Concerned Employees
This Division

1. Relative to Division Memorandum SGOD-HRDS No. 017, s. 2025, re: Launching of the HRD Network-Enabled Evaluation and Approval of Professional Development Programs (NE-APP), this Office strengthened the utilization of the NE-APP as the Division's online platform for the submission, evaluation, and approval of Professional Development (PD) and Continuing Professional Development (CPD) program proposals.
2. This initiative aims to:
 - a. explain the upgraded process and requirements for NEAP PD and CPD program proposals;
 - b. present the NE-APP process flow and user guide; and
 - c. apply the prescribed guidelines in preparing and submitting compliant NEAP PD and CPD program proposals.
3. All Public Schools District Supervisors, Education Program Supervisors, Program Holders, School Heads, HRD Coordinators, and program proponents are encouraged to create an account in the Network-Enabled Evaluation and Approval of Professional Development Programs (NE-APP) System through **<https://neapp.hrdssultankudarat.com/>**. All NEAP Professional Development (PD) Program proposals shall be submitted through the NE-APP System.
4. The NE-APP Process Flow and User Guide are enclosed herewith to provide guidance on the submission, evaluation, and approval of NEAP PD program proposals.

LPO/HRDS-SGOD/OM- Utilization of the Upgraded Network-Enabled Evaluation and Approval of Professional Development Programs (NE-APP)/August 20, 2026



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Telephone No.: (064) 471 1007
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5. For queries, clarifications, and technical assistance concerning the NE-APP, all concerned may contact Lazaro P. Oriel, SEPS-HRDS, through lazaro.oriel@deped.gov.ph.
6. For guidance and compliance of all concerned.


ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: As stated

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

PROFESSIONAL DEVELOPMENT PROGRAM SYSTEM

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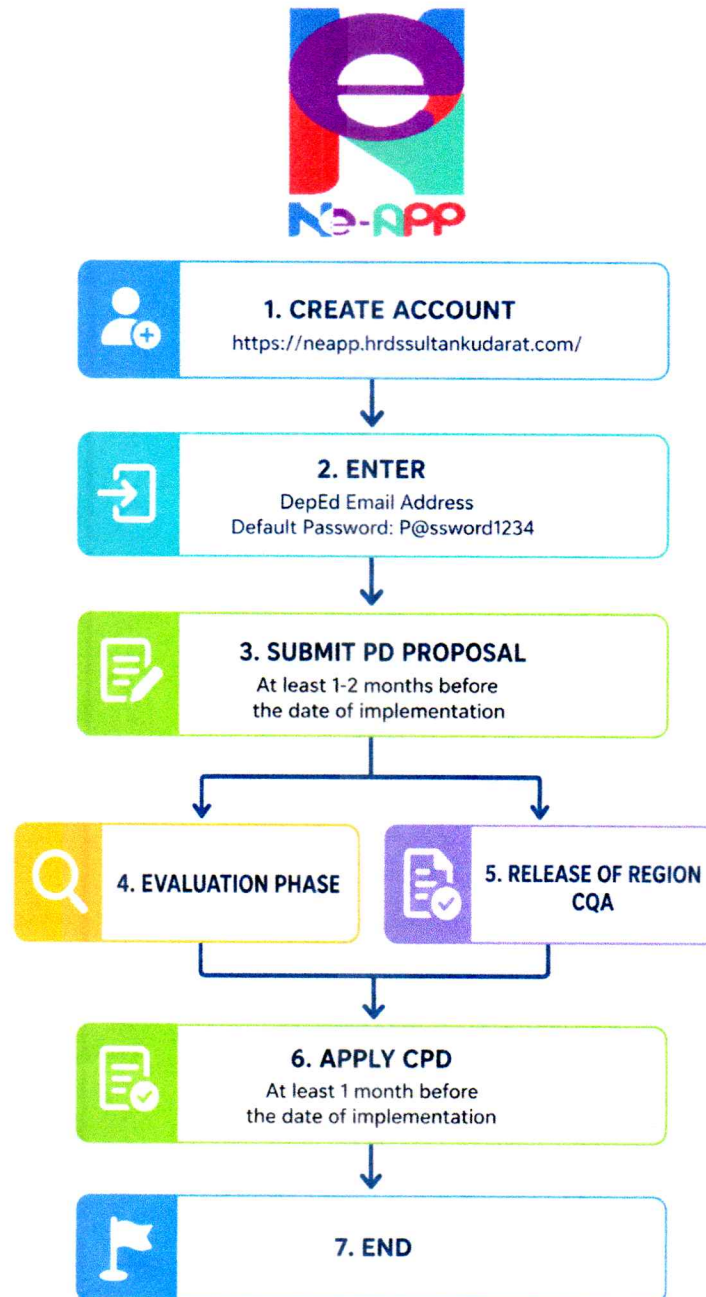
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Enclosure 1 to Division Memorandum SGOD-HRDS No. 160 s. 2026

NE-APP PROCESS FLOW



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NE-APP USER GUIDE

I. How do I create an account?

To create an account in the NEAP system:

1. Visit the login page and click "**Sign Up**" button
2. Enter your email address and create a secure password (minimum 8 characters)
3. Check your email for a verification link and click it
4. Complete your profile information (name, institution, role)
5. Wait for admin approval (usually within 24 hours)
6. Once approved, you can log in with your email and password.

Security Tip: Never share your password with anyone. System administrators will never ask for your password.

II. How do I reset my password?

If you've forgotten your password:

1. Go to the login page and click "**Forgot Password**"
2. Enter the email address associated with your account
3. Check your email for a password reset link (check spam folder if not received within 5 minutes)
4. Click the link in the email to set a new password
5. Your new password must be at least 8 characters with uppercase, lowercase, and a number after resetting, you can log in immediately with your new password.

III. What browser should I use?

The NEAP system works best on modern browsers:

Recommended (Best Performance):

- Chrome 80+
- Firefox 75+
- Safari 13+
- Edge 80+

Device Requirements:

- Desktop: Windows 10+, macOS 10.14+, or Linux
- Mobile: iOS 13+ or Android 8+
- Tablet: iPadOS 13+ or Android 8+

Internet Connection: A stable connection with at least 5 Mbps download speed is recommended for smooth file uploads and downloading.

IV. How do I log in for the first time?

After your account is approved:

1. Go to the NEAP login page
2. Enter your registered email address
3. Enter your password
4. Click "**Log In**"



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5. You'll see the user dashboard with available announcements and submissions

If you see an access error:

- Wait 5-10 minutes (admin approval can take time)
- Check if your email was confirmed
- Contact your SDO CQA or support team

V. How do I submit files for evaluation?

- To submit files:
- Go to **"My Submissions"** in the user dashboard
- Click **"New Submission"** button
- Select the announcement you want to submit to
- Fill in the submission details (program title, focal persons, school)
- Click **"Upload Files"** and select your document(s)
- Review your submission details
- Click **"Submit"** to send for evaluation
- Once submitted, your submission moves to "pending review" status. Evaluators will be assigned within 24 hours.

Tip: Double-check file names and content before submitting? you can resubmit revisions later if evaluators request changes.

VI. Can I submit multiple files in one submission?

- Last updated: 2026-01-11 23:59:45
- Yes! You can submit multiple files in a single submission:
- During submission creation, click **"Upload Files"**
- Select multiple files (Ctrl+Click on Windows, Cmd+Click on Mac)
- All files will be uploaded together as one submission
- Each file will be evaluated independently
- The final decision is based on all files together (consensus required)

File Type Support:

- PDF, Word (doc, .docx), Excel (.xls, .xlsx)
- Images (JPG, PNG)
- Maximum file size: 50 MB per file
- Maximum 10 files per submission

VII. What happens if evaluators request revisions?

When evaluators request revisions:

- Your submission status changes to **"Needs Revision"**
- You'll receive a notification with details about what needs to be revised
- You can view the specific feedback in your submission details
- You have **30 days** to resubmit revised files
- After 30 days, your submission may be archived (check with your focal person)

Important: Revision requests mean evaluators want to help you succeed? provide clear, detailed responses to their feedback.



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VIII. How do I resubmit files after revisions?

- To submit after revisions:
- Go to "**My Submissions**" and find your submission with "Needs Revision" status
- Click "**Resubmit Files**" button
- You have two options:
- Resubmit all files:** Upload new versions of all files
- Resubmit specific files:** Only upload revised files (keep original unrevised files)
- Add a note explaining your revisions (optional but recommended)
- Click "**Submit Revisions**"
- The evaluation process starts over with the new files. Evaluators will compare your revisions to their original feedback.

Note: The system tracks all versions? evaluators can see your revision history.

IX. What file formats are accepted?

Accepted formats:

Documents:

- PDF (.pdf)? Best for final documents
- Microsoft Word (doc, .docx)? For editable documents
- Microsoft Excel (.xls, .xlsx)? For data and reports

Images:

- JPEG (.jpg, .jpeg)
- PNG (.png)

Size Limits:

- Maximum per file: 50 MB
- Maximum per submission: 300 MB total
- Maximum files per submission: 10

Not Accepted:

- Executable files (exe, .bat, .cmd)
- Compressed files (zip, .rar)? Extract and upload individual files
- Video/Audio files (mp4, .mp3, .avi)
- If your file format isn't listed, contact your SDO CQA for clarification.

X. How do I download my submitted files?

- To download your submitted files:
- Go to "**My Submissions**"
- Find your submission and click "**View Details**"
- Scroll to "**Files**" section
- Click the **download icon** next to any file
- Alternatively:
- From My Submissions list, click "**Download All Files**" to get all files as a ZIP
- Save the file to your computer



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Available to Download:

- Your original submitted files
- Your revised files (after resubmission)
- Certificates (once issued)
- Receipts (proof of submission)

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