Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

August 05, 2026

DIVISION MEMORANDUM
No. 451, s. 2026

CALL FOR THE SUBMISSION OF SCHOOL-BASED IN-SERVICE TRAINING (INSET) PROPOSALS AND FIVE-MONTH LEARNING ACTION CELL (LAC) PLAN

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the Department of Education's commitment to institutionalizing quality professional development for teaching and non-teaching personnel pursuant to *Republic Act No. 9155 (Governance of Basic Education Act of 2001), Republic Act No. 10533 (Enhanced Basic Education Act of 2013), Republic Act No. 10912 (Continuing Professional Development Act of 2016),* and the policies of the National Educators Academy of the Philippines (NEAP) under *DepEd Order No. 11, s. 2019, Implementation of the National Educators Academy of the Philippines (NEAP) Transformation,* and *DM-OUHROD-2024-1576 or the Guidelines on the Conduct of Regional Office, Schools Division Office, and School-Developed Professional Development Programs for FY 2024* all professional development (PD) programs shall adhere to the standards and quality assurance mechanisms prescribed by NEAP.

2. The conduct of Learning Action Cell (LAC) sessions shall conform with the latest DepEd policies and NEAP issuances on school-based professional development, ensuring that all LACs and In-Service Trainings (INSETs) contribute to competency-based, needs-responsive, and evidence-informed capacity building. Consequently, all proposed INSETs and Five-Month LAC Plans shall undergo the Professional Development Evaluation (PDE) process prior to implementation.

3. The PDE is an integral quality assurance mechanism established by NEAP to ensure that professional development programs are responsive to identified competency gaps, aligned with the Philippine Professional Standards for Teachers (PPST), Philippine Professional Standards for School Heads (PPSSH), Philippine Professional Standards for Supervisors (PPSS), and other applicable professional standards, and anchored on the Department's strategic priorities. Through the PDE process, proposed professional development programs are reviewed for their relevance, design, expected outcomes, implementation plan, monitoring and evaluation mechanisms, and overall compliance with NEAP quality standards. Only programs that satisfy the prescribed evaluation requirements shall be endorsed for implementation.

4. Specifically, the above mechanism aims to:

   a. Ensure that all school-based professional development programs comply with the standards, policies, and quality assurance requirements of NEAP;
   b. Strengthen the quality, relevance, and effectiveness of School-Based In-Service Trainings and Learning Action Cell sessions;

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c. Align school professional development initiatives with identified competency needs, school improvement priorities, and the Department's strategic directions;
d. Promote evidence-based and sustainable professional learning opportunities for both teaching and non-teaching personnel; and
e. Institutionalize a culture of continuous professional development through quality-assured and standards-based learning interventions.

5. In view the foregoing, all Public Elementary and Secondary Schools are hereby advised to strictly follow the specified timeline pursuant to *DepEd Order 009, s. 2026, (Guidelines on the Implementation of the Three-Term School Calendar in Basic Education),* for the submission and implementation of the INSETs Programs and LAC Plans for School Year 2026–2027 to the Schools Division Office (SDO) for evaluation:

Activity		Date of Submission	Date of Implementation
1st Call	INSETs	August 20, 2026	End of Term Block (2days)
	*LAC Sessions		Friday (beyond class hours)
2nd Call	INSETs	November 6, 2026	End of Term Block (2days)
3rd Call	INSETs	February 5, 2027	End of Term Block (2days)

**The LAC Plan is for one-time submission only and covers the entire school year of implementation.*

6. To facilitate the evaluation process, schools shall prepare and submit the following:

INSETs	LAC Sessions
○ PD Program Design ○ M&E Plan ○ Assessment Tools (Pre/Post-Test) ○ Workplace Application Plan ○ Budget Matrix ○ Curriculum Vitae ○ End-of-Day Evaluation Tool ○ Activity Matrix	○ 5-month LAC Plan ○ M&E Plan ○ Assessment Tools (Pre/Post-Test) ○ Workplace Application Plan ○ Budget Matrix ○ Curriculum Vitae ○ End-of-Day Evaluation Tool ○ Activity Matrix ○ Certification of No Disruption of Classes during LAC

All required documents shall be submitted in both hard copy and soft copy. The soft copies in one (1) PDF file shall be uploaded through the following link:
https://tinyurl.com/2026pdinsetlacsub

7. All submitted proposals shall be evaluated based on the NEAP Professional Development Quality Assurance Standards, including but not limited to relevance to competency needs, alignment with professional standards, appropriateness of learning objectives, instructional design, implementation strategies, assessment of learning,

monitoring and evaluation framework, and sustainability of the proposed interventions. Schools may be requested to revise or enhance their proposals based on the recommendations of the Division Evaluation Committee (DEC) before approval. Only evaluated and approved professional development programs shall be implemented by the schools.

8. School Heads are encouraged to ensure that proposed INSETs and LAC sessions are data-driven, responsive to school improvement priorities, inclusive, gender-responsive, and supportive of the attainment of learner outcomes. Likewise, schools are advised to maximize existing resources and encourage collaborative professional learning among teachers, school leaders, and personnel through school-based communities of practice.

9. The Functional Divisions (FDs), through the Human Resource Development Section (HRDS), shall provide technical assistance during the preparation, submission, and evaluation of the proposals. INSET and LAC templates may be accessed thru the link: https://tinyurl.com/INSETLACTemplates.

10. For more information, all concerned may contact the SGOD-HRDS or Mr. Jayson M. Santos, SEPS-HRD, at email address: jayson.santos001@deped.gov.ph / Ms. Kristin Marie U Santos, EPS II-HRD, at email address: kristinmarie.santos@deped.gov.ph, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.

11. Immediate dissemination of this Memorandum is desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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