

15 January 2025

DIVISION MEMORANDUM

No. 010, s. 2025

**SUBMISSION OF SCHOOL-LED PROFESSIONAL DEVELOPMENT (PD)
PROGRAM FOCUSING ON LEARNING ACTION CELL (LAC) PLANS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section/Unit Heads
Elementary and Secondary School Heads
This Schools Division

1. To support the continuing professional development of the teaching personnel by establishing functional professional learning communities for teachers aimed to improve practice and learner achievement in conducting School-led PD Programs, this Office through the Human Resource and Development (HRD) section calls for the submission of SLAC proposals for the remaining months of School Year 2024-2025.

2. All LAC sessions shall be sustained by conducting it at least once a month across learning areas focusing on specific needs that were unable to tackle during last year's INSET while adhering to DepEd Order No. 009, s. 2005 otherwise known as *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith* and DM-OUHROD-2024-0427 titled as *Guidelines on the School-Level Development and Implementation of School-Based Professional Development (PD) Programs*.

3. LAC session proposals per school shall use the template and adhere to the standards set by NEAP per DM-OUHROD-2024-0427 and DM-OUHROD-2024-1576 for Continuing Professional Development (CPD) Accreditation under Professional Regulation Commission (PRC) which can be downloaded through the link below: bit.ly/SchoolPDProgramTemplate. In addition, the specific documents need to be forwarded to this office are as follows:

- a. 5-month LAC plan
- b. M&E plan
- c. Assessment tools
- d. Learning action plan
- e. Budget matrix
- f. Curriculum vitae of resource person/s
- g. End-of-day evaluation tool

4. It is expected that SLAC session plans be submitted to the records office **at least two (2) weeks** before its implementation.



5. For monitoring and recording purposes, all submitted and approved LAC plans will be posted on a database through the link: <https://bit.ly/2025PDDatabase>.
6. For problems, concerns, or need for technical assistance, kindly contact the Human Resource Development Section through Mr. Kym Clyde H. Moro via messenger or e-mail: kymclyde.moro@deped.gov.ph.
7. For the information and widest dissemination of all.

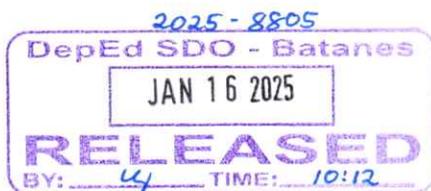

ALFREDO B. GUMARU JR. EdD, CESO V
 Schools Division Superintendent 

Encl: as stated
 Reference: DM-OUHROD-2024-0427
 DM-OUHROD-2024-1576

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

TRAINING PROGRAMS

*SGOD/mym/kchm/5MonthLACPlans
 January 15, 2025*



 Address: Basco, Batanes, 3900
 Contact No.: 09687467949, 09539704860
 Email Address: batanes@deped.gov.ph
 Facebook: facebook.com/deped.batanes
 Website: <https://depedbatanes.ph>

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	2