



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

22 July 2026

SCHOOLS DIVISION MEMORANDUM

No. 247, s. 2026

**CALL FOR THE SUBMISSION OF PROFESSIONAL DEVELOPMENT
PROGRAM (PDP) PROPOSALS FOR THE END-OF-TERM
IN- SERVICE TRAINING (INSET) BLOCK**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. In reference to DM-OUHROD-2024-1576 and DepEd Memorandum No. 44, s. 2023 titled Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs, this Office, through the School Governance and Operations Division - Human Resource Development Section (SGOD-HRDS) encourages all public elementary and secondary schools to submit School-Based INSET Plans, together with the required attachments, on or **before July 24, 2026** for quality assurance and approval.
2. Pursuant to DepEd Order No. 009, s. 2026 titled Guidelines on the Implementation of the Three-Term School Calendar in Basic Education, School-Based INSET activities for teachers' continuing professional development shall be conducted on **September 10–11, 2026** and **December 17–18, 2026**.
3. Professional Development Programs (PDPs) shall be aligned with the most recent Individual Development Plans (IDPs) of teachers. Schools with similar professional development needs are encouraged to collaborate and form clusters for the conduct of joint learning and development activities.
4. Topics for School-Based INSET shall be aligned with one or more of the following priority areas:
 - a. Revised Curriculum for Kindergarten to Grade 12;
 - b. Aral Program
 - c. Inclusive Education (Alternative Learning System, Indigenous Peoples Education, Madrasah Education Program, Special Needs Education, etc.);
 - d. Comprehensive Sexuality Education (DepEd Order No. 031, s. 2018);
 - e. Gender and Development;
 - f. Induction Program for Beginning Teachers;
 - g. Higher Order Thinking Skills - Professional Learning Packages (HOTS-PLP) for Mathematics, Science, and English;
 - h. Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy; and
 - i. Subject Content-Based Professional Development Programs.



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5. The following documentary requirements shall be submitted:

A. For NEAP Region III Application

- Detailed PD Program Design and M&E Plan (Enclosure 4);
- Signed Budget Estimate Form (Enclosure 8);
- Learning Assessment (Pre-Test/Post Test);
- Resume of Resource Speakers (CPDD - 17;
- Work Application Project (WAP) Template; and
- End-of-Day Evaluation Tool.

B. For PRC Application

- Instructional Design;
- Detailed Training Matrix;
- Learning Assessment (Pre-Test/Post Test);
- Resume of Resource Speakers;
- Financial Plan and Report; and
- Sample Tarpaulin or Banner for advertisement.

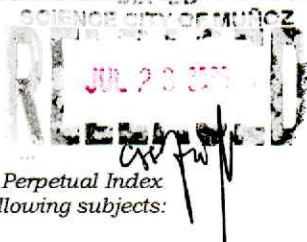
6. Upon compliance with all prescribed standards and requirements, the Division Evaluation Committee shall issue a Certificate of Quality Assurance. Qualified programs may subsequently be endorsed for PRC Continuing Professional Development (CPD) accreditation and implemented as official DepEd Professional Development Programs.

7. The Program Owner shall prepare and submit the accomplished Program Completion Report, including all required NEAP and PRC documents, to the Schools Division Office within ten (10) working days after the conduct of the program.

8. Enclosed to this Memorandum is the Professional Development Program Process Timeline for reference and guidance.

9. For clarifications and other concerns, you may contact Ms. Winnie W. Poli, Education Program Supervisor, or James Patrick S. Barias, Education Program Specialist II through their email addresses at winnie.poli@deped.gov.ph and jamespatrick.barias@deped.gov.ph respectively.

10. Wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl. As stated

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

INSET EVALUATION

SGOD-HRD/JPSB/ Call for the Submission of Professional Development Program (PDP) Proposals for End-of-Term
In-Service Training (INSET) Block
10/July 22, 2026



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Enclosure of SDM No. 247, s. 2026

TIME FRAME

Date	Activity	Persons Involved
July 20 - July 26, 2026	Crafting of School INSET Plan	School Head and school INSET Focal Person
July 27, 2026	Submission of School INSET Plan	School Heads
July 28 - July 31, 2026	Checking of School INSET Plan	Division Checking Committee
August 1 - 5, 2026	Revision and Completion of PRC Requirements	School Heads and school LAC/INSET Focal Person
August 6 - 10, 2026	Application to PRC Website	EPS II, HRD
September 10 - 11, 2026 December 17 - 18, 2026	Conduct of INSET	School Head and Teachers