



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2025-135

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE CPD ACCREDITATION OF SCHOOL-BASED LEARNING ACTION CELL (SLAC) SESSIONS FOR SCHOOL YEAR 2025-2026**

DATE: September 2, 2025

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), is faithful to its mandate of ensuring equitable access of teachers and school leaders to responsive, data-driven, and targeted professional development programs pursuant to DepEd Order No. 11, s. 2019 titled "*Implementation of the NEAP Transformation.*" As the training arm of the Department, NEAP, through the SGOD-Human Resource Development Section, spearheads initiatives aligned with the Department's Five-Point Agenda, focusing on developing high-performing teachers who are responsible for delivering quality basic education services to learners.

2. The Schools Division of Marinduque, through the SGOD-Human Resource Development Section under the Program Creating Tomorrow's Schools Today: SGOD 360° and Project TALINO (*Training And Learning Initiatives for Non-teaching and teaching personnel*), was recently awarded and accredited by the PRC CPD Council for Professional Teachers as a Local CPD Provider with Accreditation No.: PTR-2024-688, which enabled the Office to efficiently apply and offer CPD-accredited PD programs to its teachers, school leaders, and teaching-related personnel. However, Memorandum DM-OUHROD-2024-0410 requires all professional development programs to be quality-assured first, using existing NEAP standards, before any application for CPD accreditation.

3. As a result of the quality assurance of the five-month SLAC plans for SY 2025-2026, all 229 public elementary, secondary, and integrated schools in the Schools Division of Marinduque are eligible to have their SLAC sessions for SY 2025-2026 accredited by the CPD Council for Professional Teachers.



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4. **To process the CPD accreditation SLAC Sessions for School Year 2025-2026, all schools, through their school head and/or designated SLAC leader, shall submit the documentary requirements needed for the CPD accreditation of their SLACs through bit.ly/SLAC-CPDMdq2025 on or before September 12, 2025.**

5. **The standard PRC CPD accreditation templates are accessible and downloadable through the Division L&D Repository via bit.ly/PRCAccreSLAC2025.**

The required documents are as follows:

- 6.1. Instructional Design (CPDD-16);
- 6.2. Program of Activities showing time/duration of topics and resource persons with position and office (Activity Matrix);
- 6.3 Pre-Test and Post-Test (At least 10 items; multiple-choice questions)
- 6.4. Curriculum Vitae of all Resource Speakers with e-signature and PRC license (CPDD-17); and
- 6.5. Financial Plan.

6. As a reference in accomplishing the PRC CPD accreditation forms, a copy of the video recording of the Virtual Orientation on the Conduct of Quality Assured SLAC Sessions for SY 2025-2026 conducted last August 26, 2025 is accessible through bit.ly/4nejAqs.

7. The Division CPD Focal Person, together with other SGOD-HRDS personnel, shall spearhead the CPD accreditation processing of SLAC sessions. Submissions with incomplete attachments shall be immediately communicated with the concerned school head or designated SLAC leader.

8. Schools with CPD-accredited SLAC sessions shall receive a letter indicating the number of training hours covered and CPD credit units to be earned, subject to the submission of the SLAC Program Completion Report (PCR) and PRC completion report.

9. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

10. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA