



Republic of the Philippines

Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

July 20, 2026

DIVISION MEMORANDUM

No. 070, s. 2026

INTERIM GUIDELINES ON THE CONDUCT OF SCHOOL-BASED LEARNING ACTION CELL (SLAC) SESSIONS IN THE SCHOOLS DIVISION OF MARINDUQUE FOR SCHOOL YEAR 2026-2027

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

1. Pursuant to DepEd Order No. 035, s. 2016, titled "*The Learning Action Cell as a K to 12 Basic Education Program School-Based Continuing Professional Development Strategy for the Improvement of Teaching and Learning*," all public schools are required to conduct School Learning Action Cell (SLAC) sessions every month as a school-based continuing professional development strategy for teachers.
2. In view of DepEd Order No. 009, s. 2026, titled "*Guidelines on the Implementation of the Three-Term School Calendar in Basic Education*," and pending the issuance of the enhanced guidelines on the conduct of SLAC sessions for School Year 2026-2027, this Office, through the School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) under Program Creating Tomorrow's Schools Today: SGOD 360° and Project Quality HRD – TALINO (Training And Learning Initiatives for Non-teaching and teaching personnel), hereby issues the **Interim Guidelines on the Conduct of School-Based Learning Action Cell (SLAC) Sessions in the Schools Division of Marinduque for School Year 2026-2027** to ensure the continuity of responsive, school-based professional development programs for teachers.
3. As discussed during the Hybrid Orientation on Learning Systems Reform Policies, schools may implement their SLAC sessions through any of the following modalities, as appropriate to the identified learning and development needs of teachers:
 - 3.1. school-based training;
 - 3.2. Focus Group Discussion (FGD);
 - 3.3. Collaborative Expertise (CE); or
 - 3.4. a combination of the foregoing modalities.
4. Consistent with DepEd Order No. 035, s. 2016, SLAC sessions shall remain centered on the improvement of teaching and learning. Accordingly, school heads shall prioritize the conduct of SLAC sessions on the following areas:

- 4.1. learner diversity and student inclusion;
- 4.2. content and pedagogy;
- 4.3. assessment and reporting;
- 4.4. 21st century skills and Information and Communications Technology (ICT) integration; and
- 4.5. curriculum contextualization, localization, and indigenization.

5. In support of the Department's Professional Development (PD) activities, SLAC sessions shall likewise address the immediate learning and development needs of teachers as identified through the Individual Development Plan (IDP), the electronic Self-Assessment Tool (e-SAT), and other applicable needs assessment mechanisms, aligned with the Philippine Professional Standards for Teachers (PPST).

6. To prevent duplication of PD interventions and ensure the efficient delivery of learning and development programs, the focus of PD activities shall be delineated as follows:

- 6.1. school-based PD programs (SLAC and INSET) shall primarily focus on curriculum and pedagogy, including the priority areas identified under Item 4 of this Memorandum; and
- 6.2. Division-initiated PD Programs shall primarily address subject specialization, school management and operations, and instructional leadership, without prejudice to other division-wide learning and development interventions deemed necessary by this Office.

7. Relative thereto, **school heads of all public elementary, secondary, and integrated schools shall prepare and submit their SLAC Plan for School Year 2026–2027, together with the following documentary requirements, on or before July 31, 2026** to the SGOD-HRDS through the OSDS-Records Section:

- a. SLAC Plan with Monitoring and Evaluation (M&E) Plan;
- b. budget matrix;
- c. Curriculum Vitae (CV) of resource speaker(s), if applicable; and
- d. applicable certification.

The standard templates for the abovementioned documentary requirements may be accessed and downloaded through the Division L&D Repository via bit.ly/LDRepositoryMdq.

8. CV(s) of resource speaker(s) shall be submitted only for SLAC sessions conducted through a school-based training modality. For SLAC sessions implemented through FGD or CE modalities, the submission of CV(s) shall not be required, as these modalities primarily facilitate collaborative learning and knowledge-sharing among participants rather than formal training delivery.

9. Pending the issuance of the enhanced national guidelines, schools are encouraged to observe the following implementation timeline:

MONTH	SUGGESTED ACTIVITY
June 2026	Identification of teacher learning and development needs based on their IDP and e-SAT
July 2026	Planning Phase
August 2026	SLAC Session 1
September 2026	In-Service Training (INSET) for Teachers
October 2026	SLAC Session 2
November 2026	SLAC Session 3

December 2026	In-Service Training (INSET) for Teachers
January 2027	SLAC Session 4
February 2027	SLAC Session 5
March 2027	Post-Implementation Review

10. Under no circumstances shall the conduct of SLAC sessions disrupt actual teaching and learning time. School heads shall ensure that SLAC sessions are scheduled in a manner that will not compromise the delivery of instruction or learners' contact time. To maximize both professional development opportunities and teaching-learning time, school heads are encouraged to utilize teachers' vacant periods and implement small-group or needs-based SLAC sessions, whenever practicable, based on the identified professional development needs of teachers.

11. Schools that have already conducted SLAC sessions during June and July 2026, particularly those utilizing their school MOOE funds, shall continue implementing their activities and reflect the same in their submitted SLAC documentary requirements.

12. School heads are encouraged to maximize the utilization of quality-assured professional development resources available in the Division Learning and Development (L&D) Repository through bit.ly/LDRepositoryMdq in planning and implementing their SLAC sessions.

13. School heads are further reminded to ensure the timely submission of SLAC photo documentation reports on a quarterly basis. Relative thereto, **school heads or designated SLAC Coordinators shall submit their photo documentation reports covering SLAC sessions conducted during Calendar Year 2026 through bit.ly/SLACPhotodocMdq2026**. The photo documentation reports shall be compiled per quarter and shall include appropriate captions describing the activity, participants, and highlights of each SLAC session. To facilitate efficient consolidation and records management, schools are strongly encouraged to upload their reports using the following filename format: [School ID]-[Quarter]-2026 SLACPhotoDocReport (Example: 301234-Q1-2026 SLACPhotoDocReport).

14. Schools whose SLAC sessions consist entirely of school-based training activities adopted from the Division L&D Repository shall submit the prescribed Certification stating that the professional development materials were extracted from the Division L&D Repository and have already undergone quality assurance. Submission of the said Certification shall dispense with the requirement for Division-level quality assurance of the school-based professional development program.

15. Schools implementing school-based training activities that are not adopted from the Division L&D Repository shall undergo the prescribed Division PD Quality Assurance (QA) process, subject to the completeness of the documentary requirements.

16. Relative to Professional Regulation Commission (PRC) Continuing Professional Development (CPD) accreditation, only schools whose SLAC sessions are conducted entirely in the form of school-based training shall be processed for CPD accreditation, subject to existing PRC and Department of Education policies and guidelines.

17. Schools implementing SLAC sessions through FGD, CE, or a combination of school-based training and FGD/CE shall submit the prescribed Certification signifying their understanding that their SLAC sessions shall not be processed for PRC CPD accreditation in accordance with the current treatment of these modalities by the PRC.

18. The guidelines governing the conduct of INSET for Teachers for School Year 2026–2027 shall be issued through a separate Division Memorandum. Accordingly, the provisions of this Memorandum shall apply only to the conduct of SLAC sessions and shall not be construed as prescribing policies or procedures for the implementation of INSET.

19. This Memorandum shall remain effective until the issuance of the official Department of Education guidelines governing the conduct of SLAC sessions for School Year 2026–2027.

20. The following documents are enclosed for reference:

- a. Enclosure 1: Interim SLAC Plan with Monitoring and Evaluation (M&E) Plan
- b. Enclosure 2: Budget Matrix;
- c. Enclosure 3: Curriculum Vitae (CV)
- d. Enclosure 4: Certification for SLAC Sessions Consisting Entirely of School-Based Training Activities Adopted from the Division L&D Repository
- e. Enclosure 5: Certification for SLAC Sessions Consisting of FGD, CE, or a Combination of School-Based Training and FGD/CE Modalities

21. Immediate dissemination of and strict compliance with this Memorandum are desired.

LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: As stated

References: DepEd Order No. 009, s. 2026
DepEd Order No. 035, s. 2016
DepEd Memorandum No. 044, s. 2023
Memorandum SGOD-2026-009

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

TEACHERS
TRAINING PROGRAMS

SGOD-HRDS/KDA

MarinduQMS:-Journey-Towards-ISO-9001:2015-Certification-Training-Activities / July 17, 2026



Address: T. Roque St., Malusak, Boac, Marinduque

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Website: <https://depedmarinduque.com>



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

SCHOOL-BASED LEARNING ACTION CELL (SLAC) PLAN

INSTRUCTIONS: Provide the details in the designated spaces as required. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

Note: This School-Based Learning Action Cell (SLAC) template shall be used on an interim basis and shall remain in effect only until the enhanced guidelines on the conduct of SLAC sessions for School Year 2026–2027 are officially issued.

SLAC PROPONENT PROFILE

School	Type the name of your school.	School ID	Type your school ID.
Department (Learning Area)	Type the Learning Area. If not applicable, type N/A.		
School Telephone No.	Type the office telephone no. If not applicable, type N/A.	School Email Address	Type the office email address.
Focal Person	Type the complete name.	Email Address	Type email address.
		Mobile No.	Type the mobile no.

SLAC CONTENT PROFILE

Give an overview of your proposed PD program by providing the following details.

Title	Type here the proposed PD program title.		
Rationale			
Program Description			
Focus Professional Standard with specific Domain/s, Strand/s, and Indicator/s	Professional Standard	E.g., PPST	
	Domain/s	Strand/s	Indicator/s
	1. Content Knowledge and Pedagogy	1.2 Research-based knowledge and principles of teaching and learning	1.2.3 Demonstrate an understanding of research-based knowledge and principles of teaching and learning.



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Website: <https://depedmarinduque.com>

Target Participants	Participants Profile: Specify the target participants based on their career stage, job group, position, subject area, grade level, etc.		
	Total number of participants, sex and age disaggregation		
Delivery Platform	Indicate the delivery platform here.	Indicative Period of Implementation	August 2026, October-November 2026, January-February 2027

SLAC CONTENT DETAILS

	Date of Conduct & Duration	Session Objectives	Topic	Methodology	Assessment Strategies & Tools	Outputs	Resource Speaker/Subject-Matter Expert
SLAC 1	August 19, 2024 240 minutes	State in behavioral terms what participants will be able to do right after a learning session.	List content areas essential to attaining the learning objectives (producing the outputs).	Indicate the activities through which resource speaker will deliver content and engage the participants. Indicate the relevant learning resources that will be used to support the delivery of content and the attainment of the session objectives.	Indicate the use of varied formative and summative assessments and the applicable tools.	Identify concrete outputs (e.g., recommendations, lesson exemplars, proposals, TA plan, reflection journal, instructional material, etc.) that will be produced by the participants during and by the end of each session.	Indicate the appropriate resource speakers/subject-matter experts who will deliver the session. If the SLAC session will be conducted through a Focus Group Discussion (FGD) or Collaborative Expertise Session, clearly state the designated FGD or Collaborative Expertise Lead Person.
				If the SLAC session will be conducted through a Focus Group Discussion (FGD) or Collaborative Expertise Session, clearly indicate such modality in this column. If the SLAC session will be conducted through a			

				school-based training activity, use the 4As method.			
SLAC 2	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.
SLAC 3	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.
SLAC 4	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.
SLAC 5	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

BUDGET ESTIMATE PLAN

Funding Source	How will the program be funded? INSET	Budget Requirements	Provide details on how the funds will be allocated. Use attached budget estimate template as reference. AM/PM snacks – 100 each Lunch – 400 Training Supplies - 300
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MONITORING AND EVALUATION PLAN

This is the form for the M&E Plan following the Kirkpatrick Evaluation Model.

Level of M&E	Objectives	Methods and Tools	Data Sources	Schedule of M&E	Person/s Responsible	Support Needed	User of M&E Data
Results	What will be measured?	What methods/tools will be used to collect data?	Who and/or what documents will provide data or evidence on the indicators?	When will M&E activities be undertaken?	Who will be accountable for ensuring that M&E activities are done?	What resources are needed to implement M&E activities?	Who will use the data gathered?
Behavior	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.
Learning	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.
Reaction	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.



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Declaration:

I hereby declare that the information provided in this application is true and correct, and there have been no misleading statements, omission of any relevant facts, nor any misinterpretation made.

I agree with DepEd-National Educators Academy of the Philippines to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Prepared by:

Name	
Signature	
Date	

This Form is not valid if not signed.

Reviewed by:

Name	Name of Public Schools District Supervisor
Signature	
Date	

This Form is not valid if not signed.

Recommending Approval:

Name	MABEL F. MUSA, PhD, CESO VI
Signature	
Date	

Approved:

Name	LYNN G. MENDOZA, EdD
Signature	
Date	



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BUDGET MATRIX

PROFESSIONAL DEVELOPMENT PROGRAM/COURSE TITLE:	
LEARNING SERVICE PROVIDER: Name of School	
DELIVERY PLATFORM: In-person	
SOURCE OF FUNDS:	
TOTAL TARGETED PARTICIPANTS:	
TARGET DATE/S:	PROPOSED VENUE:

BUDGET BREAKDOWN				
PARTICULARS	NO. OF PAX	NO. OF DAYS	UNIT COST	TOTAL ESTIMATED COST
TOTAL EXPENSES				

Declaration:

I hereby declare that the information provided in this application is true and correct, and there have been no misleading statements, omission of any relevant facts, nor any misinterpretation made.

I agree with DepEd-National Educators Academy of the Philippines to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Prepared by:

Name	
Signature	
Date	

This Form is not valid if not signed.

Reviewed by:

Name	Name of Public Schools District Supervisor
Signature	
Date	

This Form is not valid if not signed.

Recommending Approval:

Name	MABEL F. MUSA, PhD, CESO VI
Signature	
Date	

Approved:

Name	LYNN G. MENDOZA, EdD
Signature	
Date	



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CURRICULUM VITAE OF RESOURCE SPEAKER/SUBJECT-MATTER EXPERT

PROPOSED PROFESSIONAL DEVELOPMENT PROGRAM: (Tick box) ☐ LAC ☐ INSET PROFESSIONAL DEVELOPMENT PROGRAM PROVIDER:	RECENT 2X2 PICTURE (color photo with white background)
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Part I. Personal Information	
Name:	
Residence Address:	Contact Details Landline No.: Mobile No. 1: Mobile No. 2: Email Address:
Business Address:	
Citizenship:	
<i>Note: NEAP shall be informed of any change/s on resource person/s at least 10 days before the Professional Development program/course offering. Substitute resource person, if any, may submit this duly accomplished form three (3) days before the start of the Professional Development program/course.</i>	
Part II. Track Record	
Areas of Specialization / Expertise	Specialization:
	Sub-Specialization:
Relevant Seminars/Training Programs Conducted in the last five (5) years	
Date	Title

Relevant Seminars/Training Programs Attended in the last five (5) years				
Date	Title			
Relevant Publications, Research, and Conference Papers				
Date	Title			
Major Achievements, Citations, Recognitions, and Awards				
Date	Title	Awarding Body		
Part III. Education and Employment				
Educational Background				
Level	Name of School/University	Address	Inclusive Dates	Degree Earned
Undergraduate				
Post-Graduate				
Work Experience: Five (5) most recent				
Position	Agency/Company		Inclusive Dates	
Part IV. Other Relevant Information <i>(Use separate sheet for additional information.)</i>				
Eligibility				
Profession/s	License No.	Issued on:	Valid until:	
Other Major Affiliations (Professional, Civic, etc.)				
Name of Organization	National/Chapter	Position/Nature of Work	Date	

I hereby certify that the above information written by me is true and correct to the best of my knowledge and belief. I further authorize NEAP and other agencies to investigate the authenticity of all the documents presented.

I agree to the NEAP Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto.

Signature Over Printed Name

Date:

Scanned copy of valid PRC
License

CERTIFICATION

THIS IS TO CERTIFY that all School Learning Action Cell (SLAC) sessions of [Name of School] for School Year 2026–2027 shall be conducted entirely through the School-Based Training modality.

I further certify that all professional development materials to be utilized in the implementation of the said SLAC sessions are adopted from the Division Learning and Development (L&D) Repository and have already undergone the prescribed Division Professional Development Quality Assurance process.

Accordingly, pursuant to Division Memorandum No. ____, s. 2026, titled *"Interim Guidelines on the Conduct of School-Based Learning Action Cell (SLAC) Sessions in the Schools Division of Marinduque for School Year 2026–2027,"* this Office respectfully requests that the conduct of the aforementioned SLAC sessions be exempted from the Division-level Professional Development Quality Assurance process, without prejudice to the evaluation of the Schools Division Office for purposes of Professional Regulation Commission (PRC) Continuing Professional Development (CPD) accreditation and compliance with other applicable policies.

I likewise certify that the information stated herein is true and correct to the best of my knowledge and that this Certification is executed for the purpose of complying with the requirements prescribed under the aforementioned Division Memorandum.

Issued this ____ day of [Month] 2026 at [Address of School].

SIGNATURE OVER PRINTED NAME OF SCHOOL HEAD

Position

This Certification shall be submitted only by schools whose SLAC sessions for School Year 2026–2027 are conducted entirely through the School-Based Training modality using professional development programs adopted from the Division Learning and Development (L&D) Repository. Submission of this Certification shall dispense with the requirement for Division-level Professional Development Quality Assurance, subject to compliance with all other prescribed documentary requirements.

CERTIFICATION

THIS IS TO CERTIFY that the School Learning Action Cell (SLAC) sessions of [Name of School] for School Year 2026–2027 shall be implemented through the following modalities:

- ☐ Focus Group Discussion (FGD) only
- ☐ Collaborative Expertise (CE) only
- ☐ A combination of School-Based Training and Focus Group Discussion (FGD)
- ☐ A combination of School-Based Training and Collaborative Expertise (CE)
- ☐ A combination of School-Based Training, Focus Group Discussion (FGD), and Collaborative Expertise (CE)

I further certify that this Office fully understands and acknowledges that, pursuant to Division Memorandum No. _____, s. 2026, titled *"Interim Guidelines on the Conduct of School-Based Learning Action Cell (SLAC) Sessions in the Schools Division of Marinduque for School Year 2026–2027,"* only School Learning Action Cell (SLAC) sessions conducted entirely through the School-Based Training modality shall be processed for Professional Regulation Commission (PRC) Continuing Professional Development (CPD) accreditation, subject to existing PRC and Department of Education policies.

Accordingly, this Office understands and accepts that the SLAC sessions covered by this Certification shall not be endorsed nor processed for PRC CPD accreditation by the Schools Division Office of Marinduque.

This Certification is executed voluntarily for the purpose of complying with the requirements prescribed under the aforementioned Division Memorandum.

Issued this _____ day of [Month] 2026 at [Address of School].

SIGNATURE OVER PRINTED NAME OF SCHOOL HEAD

Position

Note: This Certification shall be submitted only by schools implementing School Learning Action Cell (SLAC) sessions through Focus Group Discussion (FGD), Collaborative Expertise (CE), or a combination of School-Based Training and FGD/CE modalities. Submission of this Certification signifies the school's acknowledgment that the SLAC sessions covered herein are not eligible for processing of PRC Continuing Professional Development (CPD) accreditation under the provisions of the Division Memorandum and existing PRC policies.