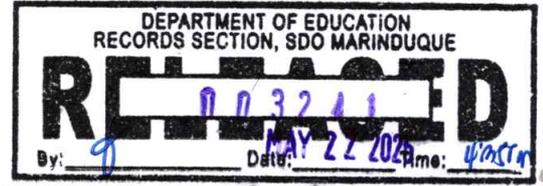




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2025-058

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

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

SUBJECT: **SUBMISSION OF FIVE-MONTH SCHOOL-BASED LEARNING ACTION CELL (SLAC) PLANS FOR SCHOOL YEAR 2025-2026**

DATE: May 22, 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 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. Memorandum DM-OUHROD-2025-0586 titled "*Guidelines on the Utilization of FY 2025 Human Resource Development (HRD) Fund*" further streamlined the quality assurance of Regional Office (RO), Schools Division Office (SDO), and school-led professional development programs and reiterated that school-led professional development programs like the School-Based Learning Action Cell (SLAC) sessions and In-Service Training for Teachers (INSET) shall be quality assured and CPD-accredited first before their implementation.



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4. In view of these directives and as part of the Levels 3 and 4 monitoring and evaluation of the Capacity Building on NEAP Quality Assurance and PRC CPD Accreditation Process for School Leaders (Batches 1, 2, 3, & 4), **all schools, through their school head and/or designated SLAC leader, shall submit their Five-Month School-Based Learning Action Cell (SLAC) Plans for School Year 2025-2026 together with other documentary requirements through bit.ly/SLACPlan1Mdq2025 on or before the dates indicated below:**

TRAINING BATCH	DEADLINE OF SUBMISSION
Batch 1 (December 2-4, 2024)	May 23, 2025
Batch 2 (April 28-30, 2025)	May 30, 2025
Batch 3 (May 7-9, 2025)	June 6, 2025
Batch 4 (May 21-23, 2025)	Juen 13, 2025

5. **All school leaders shall utilize the standard templates for the required documents which may be accessed and downloaded from the Division L&D Repository through bit.ly/LDRepositoryMdq.** The required documents are as follows:

- 5.1. Five-Month SLAC Plan
- 5.2. M&E Plan
- 5.3. Assessment Tools (Pre-Test and Post-Test)
- 5.4. Workplace Application Plan
- 5.5. Budget Matrix
- 5.6. Curriculum Vitae of Resource Speakers
- 5.7. End-of-Day Evaluation Tool

6. The Division Professional Development Quality Assurance Team shall conduct the quality assurance of the submitted SLAC plans following the quality assurance process and timeline outlined in Memorandum DM-OUHROD-2024-0410.

7. Submissions with complete documentary requirements will automatically proceed to the quality assurance of the Division PD QAT while those with incomplete requirements shall receive a letter of notice from the Secretariat stating their document deficiencies.

8. Schools with quality assured SLAC plans will be awarded a Certificate of Quality Assurance, and their school-based PD program will automatically be processed for PRC CPD accreditation by the Division CPD focal person.

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



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