



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

19 August 2024

DIVISION MEMORANDUM

No. 208, s. 2024

**SUBMISSION OF SCHOOL-BASED LEARNING ACTION CELL (SLAC) PLANS AND
IN-SERVICE TRAINING (INSET) PROPOSALS FOR SY 2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
SDO Unit Heads and Staff
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 through the conduct of School-based Learning Action Cell (SLAC) sessions, and In-Service Training (INSET), this Office through the Human Resource and Development (HRD) section calls for the submission of SLAC and INSET proposals for the School Year 2024-2025.
2. All **SLAC sessions** shall be sustained by conducting it at least once a month while adhering to DepEd Order No. 009, s. 2005 otherwise known as *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*, while the **In-Service Training** is expected to be implemented on the 2024-2025 Mid-year Break on November 25-29, 2024, as specified on DepEd Order No. 009, s. 2024.
3. It is given emphasis that, all SLAC session proposals per school shall use the template (*see Enclosure 1*) detailed in DepEd Order No. 035, s. 2016 while **all INSET proposals** shall adhere to the standards set by NEAP per DM-OUHROD-2024-0427 for Continuing Professional Development (CPD) Accreditation under Professional Regulation Commission (PRC). INSET Proposal templates from the pre-implementation up to its completion can be downloaded at: bit.ly/4ckM38A.
4. It is expected that SLAC session plans be submitted to the records office **at least two (2) weeks** before its implementation, while all **INSET proposals** be initially quality assured by the established School Professional Development (PD) program evaluators (*paragraph 5 of Div. Memo, No. 154, s. 2024*) before forwarding it to the Division PD Program evaluators for vetting, **at least two (2) months** before the implementation of the training proposal.

5. For monitoring and recording purposes, all submitted and approved SLAC session proposals will be posted on a database through the link: bit.ly/2024SLACDatabase.
6. For immediate information, guidance, and strict compliance of all concerned.

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

For the Schools Division Superintendent:


DANTE J. MARCELO, PhD, CESO VI
Assistant Schools Division Superintendent

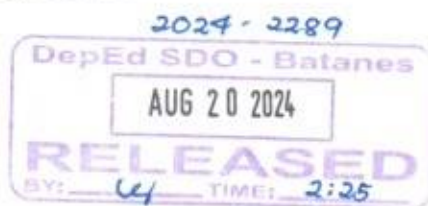
Encl: As stated

References: *DepEd Order No. 009, s. 2005*
DepEd Order No. 009, s. 2024
DM-OUHROD-2024-0427
DepEd Order No. 035, s. 2016

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

MONITORING and EVALUATION
SEMINARS
TRAINING PROGRAMS

SGOD/ myn/ kchm/ SLAC&INSETPlans
August 19, 2024



[School Header]

Phase	Activities	Persons Involved (Detailed Breakdown of Participants)	Time Frame	Resources		Success Indicators
				Funds	Source of Funds	
Planning						
Implementation						
Evaluation						

Prepared by:

Reviewed by:

PROPONENT
Position

SCHOOL HEAD
School Principal I

MARCIAL Y. NOGUERA
Chief, SGOD

Recommending Approval:

APPROVED:

DANTE J. MARCELO, PhD, CESO VI
Assistant Schools Division Superintendent

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

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