



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

January 16, 2026

DIVISION MEMORANDUM

No. 35 s. 2026

SUBMISSION OF 3-DAY IN-SERVICE TRAINING (INSET) PLAN AND 5-MONTH LEARNING ACTION CELL (LAC) PLAN FOR SCHOOL YEAR 2026-2027

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum No. 44, s. 2023 titled, "Interim Guidelines for the Quality Assurance and Monitoring & of the National Educators Academy of the Philippines (NEAP) Core Programs" and DepEd Memorandum OUHROD-2024-1576 titled, "Guidelines on the Conduct of Regional Office, Schools Division Office, and School-Developed Professional Development Programs for FY2024," this Office hereby directs all schools and/or districts to submit their **3-Day In-Service Training (InSeT) Plan and 5-Month Learning Action Cell (LAC) Plan to be implemented for School Year 2026-2027**. This initiative aims to ensure that school-based and division-supported professional development activities are needs-based, evidence-driven, aligned with IPCRF results, and responsive to institutional priorities.
2. All schools are directed to strictly adhere to the provisions of Division Memorandum No. 548, s. 2025, entitled "STRENGTHENING PROFESSIONAL GROWTH THROUGH LEARNING AND DEVELOPMENT: UPDATED GUIDELINES ON APPLICATION PROJECTS, INSET & LAC, NEAP QUALITY ASSURANCE, AND PRC ACCREDITATION," which provides the complete guidelines, processes, standards, and requirements relative to implementation and documentation of InSeT and LAC.
3. The 3-Day In-Service Training (InSeT) Plan may be implemented as school-based or district-wide. InSeT and LAC Plans shall be guided by the overarching goal of enhancing teacher effectiveness and ensuring instructional excellence in all classrooms and learning centers. Topics may be any of the following:
 - Reflective practice and instructional refinement in the implementation of:
 - a. Revised K to 12 Curriculum
 - b. ARAL-Reading Program
 - Anchored on identified needs (e.g., IPCRF results, needs analysis, school data)
 - Aligned with school priorities, AIP, SIP, and OPCRf
 - Supportive of teacher and personnel professional growth
 - Strengthening inclusive instruction
 - Strategies for promoting literacy and numeracy
 - Strategies for developing critical and creative thinking, and HOTS

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- Instructional strategies for non-major teachers handling Filipino in JHS & SHS.
- Empowering teachers on Socio-Emotional Learning in classroom instruction
- Strategies for ensuring learning continuity through flexible modalities
- Accelerating digital adoption for effective and accessible learning delivery
- Strengthening instruction and assessment in the ALS.
- Enhanced delivery of Guidance services in schools
- Other emerging needs identified through teachers' IDPs

4. The InSeT and LAC Plans shall include the following:

INSET Plan

- ☐ 3-day PD Program Design
- ☐ M&E Plan
- ☐ Assessment Tools (Pre/Post-Test)
- ☐ Workplace Application Plan
- ☐ Budget Matrix
- ☐ Curriculum Vitae
- ☐ End-of-Day Evaluation Tool
- ☐ NEAP-prescribed Slide Decks

LAC Plan

- ☐ 5-month LAC Plan
- ☐ M&E Plan
- ☐ Assessment Tools (Pre/Post-Test)
- ☐ Workplace Application Plan
- ☐ Budget Matrix
- ☐ Curriculum Vitae
- ☐ End-of-Day Evaluation Tool
- ☐ NEAP-prescribed Slide Decks

5. Schools are required to use the official templates provided by this Office. The templates of the attachments indicated above may be accessed through this link: **<https://tinyurl.com/INSETLACTemplates>**. The link is also provided in Division Memorandum No. 548, s. 2025. Submissions not using the prescribed templates shall not be accepted.

6. Consolidate all the attachments for the 3-Day InSeT Plan in one PDF file and all the attachments of the 5-Month LAC Plan in a separate single PDF file, too. Submit online through this link: **<https://forms.office.com/r/u3kTXvDWy6>**. The link is also provided in Division Memorandum No. 548, s. 2025.

7. Deadline of submission is on April 30, 2026. School Heads are advised to ensure the timely and complete submission of the documents to facilitate review and approval.

8. School Heads shall be primarily responsible for:

- The accuracy and completeness of submitted plans
- Ensuring alignment with policy guidelines
- Proper dissemination of approved InSeT and LAC Plans to concerned personnel

9. Immediate dissemination of and compliance with this Memorandum is directed.

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Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent