



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



February 20, 2026

DIVISION MEMORANDUM

No. 081, s. 2026

**ORIENTATION-WORKSHOP OF SCHOOL HEADS
ON THE PREPARATION OF DOCUMENTS FOR THE PRC ACCREDITATION
OF IN-SERVICE TRAINING FOR TEACHERS (INSET)**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads/TICs
All Others Concerned

1. In reference to **DepEd Order No. 35, s. 2016** (*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*); **DepEd Order No. 42, s. 2017** (*National Adoption and Implementation of the Philippine Professional Standards for Teachers*); **DepEd Order No. 11, s. 2019** (*Implementation of the Results-based Performance Management System–Philippine Professional Standards for Teachers*); and existing **Professional Regulation Commission (PRC) issuances on the Continuing Professional Development (CPD) Act of 2016 (Republic Act No. 10912)** and its Implementing Rules and Regulations, this Office announces the conduct of the **Orientation-Workshop of School Heads on the Preparation of Documents for the PRC Accreditation of In-Service Training (INSET)**.
2. The activity will be held on **February 25, 2026** from **8:00 AM to 5:00 PM** at **Gabriela Hall, Old SDO, Escalante City**.
3. This orientation-workshop aims to:
 - a. update school heads with recent policies, guidelines, and requirements relative to PRC accreditation of INSET programs under RA 10912 and related PRC and DepEd issuances;
 - b. equip school heads with the necessary knowledge and technical skills in preparing, organizing, and reviewing required documentary requirements for CPD accreditation of INSET proposals; and
 - c. ensure quality, standards-based, and PPST-aligned INSET designs that meet PRC accreditation criteria and support teachers' continuing professional development.
 - d. engage school heads in a hands-on workshop on the preparation, organization of the basic documentary requirements for PRC accreditation of Learning and Development activities.



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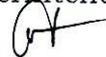


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4. The workshop will cover the following topics: overview of PRC CPD accreditation processes; required documents and templates; alignment of INSET design to PPST strands and indicators; documentation of learning outcomes; preparation of Instructional Design, Activity Matrix, Budgetary Requirements, and Post-activity reports.
5. All school heads are required to attend and bring the following:
 - Summary of School Developmental Needs (IPCRF Part IV) arranged as to priority (High, Medium, Low)
 - Laptop
 - Extension Cord
5. Expenses relative to the conduct of this activity shall be charged against Division/School MOOE or other available funds, subject to existing accounting and auditing rules and regulations.
6. It is understood that in the conduct of the activity, there shall be no discrimination in the provision of Learning and Development interventions on account of age, gender, civil status, disability, religion, school of origin, or other similar personal circumstances, in keeping with the principles of equal opportunity.
6. Immediate dissemination of and compliance with this Memorandum are desired.


PETER J. GALIMBA

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



Reference: *As stated*

Enclosure: *None*

Allotment: *Division Order No. 1, s. 2019*

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

HRDS Orientation Workshop

February 2, 202 | Rebutada



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