



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 04 2025

MEMORANDUM

SUBMISSION OF 3-YEAR PROFESSIONAL DEVELOPMENT PLANS AND SCHOOL-BASED IN-SERVICE TRAINING (INSET) PROPOSALS

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Secondary School Heads
All Others Concerned

1. In line with the agreement reached during the Learning Engagement Workshop of SDO and School Human Resource Champions on the Professional Development Program, held at Club Balai Isabel Resort and Hotel on December 10-11, 2024, this Office reiterates the requirement for the submission of the School 3-Year Professional Development Plans and School-Based INSET proposals on or before **March 10, 2025**, through the following link: <https://tinyurl.com/PD-INSET2025-Proposals>.
2. This urgency is due to the strict quality assurance process at the Division and Regional levels before the school-based INSET proposals can be accredited by NEAP and the PRC. Compliance requires a thorough review to ensure alignment with national policies and competency standards. The process includes content verification, instructional design assessment, and adherence to the DepEd Professional Development Framework, all of which take time. Timely submission allows the Schools Division Office to make necessary revisions and endorsements, preventing delays and ensuring continuous professional development for teachers.
3. Please be assured that all submitted data will be treated with the highest level of confidentiality and will be used exclusively for learning and development purposes
4. Immediate, wide dissemination of, and strict compliance with this Memorandum are desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects
SCHOOL TEACHERS TRAININGS HIRING
IMR/ HOTS_PLPS_2025
096 March 3, 2025

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UN-2025-096



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