



OCT-0032

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

Office of the Schools Division
Superintendent

OCT 12 2026

MEMORANDUM
No. 471, s. 2026

**SUBMISSION OF TERM 1 ACCOMPLISHMENT REPORTS ON SCHOOL-BASED
IN-SERVICE TRAINING AND LEARNING ACTION CELL SESSIONS
FOR SCHOOL YEAR 2026-2027**

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

1. Attached is Regional Memorandum No. 793, s. 2026 on the above-mentioned subject dated September 28, 2026, the contents of which are self-explanatory for the information and guidance of all concerned.

2. All school heads are directed to accomplish the prescribed Regional INSET and LAC Monitoring Reports and submit the corresponding Means of Verification (MOVs) covering activities conducted within the following reporting period:

Term	Coverage	Deadline of Submission
Term 1	June 8-September 16, 2026	October 30, 2026

3. The accomplished monitoring report and complete MOVs shall be submitted through the following official links **on or before October 30, 2026**.

INSET	LAC SESSION
 https://tinyurl.com/INSET2026-2027Term1	 https://tinyurl.com/LAC2026-2027Term1

4. The Human Resource Development Section (HRDS) c/o Ms. Ivy M. Romano shall validate the submission of the schools under its jurisdiction. Schools with incomplete or insufficient submissions shall be notified and shall comply within three (3) working days from receipt of the notice, as per the Regional Memorandum.

5. In line with this, an online orientation on the said report submission will be held on October 13, 2026, 1:00 PM via MS Teams. The link will be sent to the school heads and/or school L&D focal persons through official communication channels.

NUM-2026-471



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

471

A-106 03



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

6. Immediate dissemination of, and strict compliance with this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects

INSET

TEACHERS

LEARNING ACTION CELL

SCHOOLS

TRAINING

PROGRAM

IMR/ TERM 1 ACCOMPLISHMENT REPORT -INSET AND LAC

471 OCTOBER 5, 2026

NUM-2026-471



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RELEASED
RECORDS SECTION REGIONAL OFFICE-NCR

01 OCT 2026

SDO-LUNTA LUPA CITY
RECORDS UNIT
DATE: 8/3/26

RECEIVED
September 28, 2026
10-1-26

BY: EVELYN N. DINGAL

TIME: 4:05 PM

REGIONAL MEMORANDUM

No. 793 s. 2026

To: Schools Division Superintendents

**SUBMISSION OF TERM 1 ACCOMPLISHMENT REPORTS ON SCHOOL-BASED
IN-SERVICE TRAINING AND LEARNING ACTION CELL SESSIONS
FOR SCHOOL YEAR 2026-2027**

1. In accordance with DepEd Order (DO) No. 35, s. 2016 titled 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, Republic Act (RA) No. 10912 or the Continuing Professional Development Act of 2016, and DO No. 42, s. 2017 titled National Adoption and Implementation of the Philippine Professional Standards for Teachers, the Department of Education–National Capital Region (DepEd NCR), through the Human Resource Development Division (HRDD), requires all public elementary and secondary schools in the Region to submit the **Accomplishment Report on School-Based INSET and LAC Sessions for Term 1, School Year (SY) 2026-2027**.

2. This requirement shall enable the Regional Office to monitor the implementation of school-based professional development activities, verify their alignment with the professional standards for teachers, and consolidate accurate regional data for planning, policy formulation, and reporting.

3. All school heads **shall** accomplish the prescribed Regional INSET and LAC Monitoring Report and submit the corresponding Means of Verification (MOVs) covering activities conducted within the following reporting period:

Term	Coverage	Deadline of Submission
Term 1	June 8 - September 15	October 30, 2026

4. The accomplished monitoring report and complete MOVs **shall** be submitted through the following official links **on or before October 30, 2026**:

INSET	LAC SESSION
 https://tinyurl.com/INSET2026-2027Term1	 https://tinyurl.com/LAC2026-2027Term1



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

5. The Human Resource Development Section (HRDS) of each Schools Division Office **shall** validate the submissions of the schools under its jurisdiction. Schools with incomplete or insufficient submissions shall be notified and **shall** comply within **three (3) working days** from receipt of the notice. The HRDD shall consolidate only validated reports into the Regional Accomplishment Report.
6. School heads shall be accountable for the accuracy, completeness, and authenticity of all submitted data and documents. The collection, processing, and storage of personal information contained in the MOVs shall comply with RA No. 10173 or the *Data Privacy Act of 2012*.
7. Submission is **mandatory** for all public elementary and secondary schools in the National Capital Region. Non-submission, late submission, or submission of inaccurate information shall be reflected in the regional monitoring report and may be considered in the performance assessment of the concerned personnel, without prejudice to the application of pertinent Civil Service rules and regulations.
8. For queries, contact **Ms. Christell Mae R. Alcano**, Education Program Specialist II, HRDD NEAP-R, through neap.ncr@deped.gov.ph.
9. Immediate dissemination of and strict compliance with this Memorandum is directed.

JOCELYN DR ANDAYA

Regional Director, NCR
concurrent Officer-in-Charge, Office of the
Assistant Secretary for Operations