

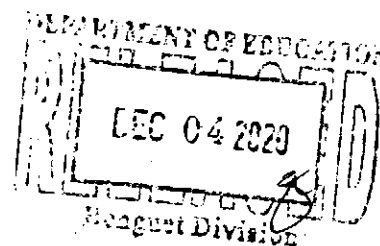
	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074) 422- 7501	
	DIVISION MEMORANDUM No. 264s. 2020	

TO: Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 SLAC Coordinators
 All other concerned

FROM: 
BENILDA M. DAYTACA, EDD, CESO VI
 ASDS
 OIC- Schools Division Superintendent



SUBJECT: SUBMISSION OF SCHOOL LEARNING ACTION CELL, AND
 SCHOOL AND DISTRICT IN-SERVICE TRAINING ACTION PLAN
 FOR SY 2020-2021

DATE: December 3, 2020

- The Learning and Development under the Human Resource Management and Development Plan of the Division mainly aims to continuously build on the gains of quality process of improving competencies and work performance through the provision of wide variety of opportunities for individual growth in knowledge, attitudes, and skills that are necessarily integrated in the goals of the individual professional with the development goals of the school, district, and the Division for better learner outcomes, which is the system's foremost consideration.
- Alignment of individual professional development needs of school personnel to School Learning Action Cell and In-Service Plans are crucial in order to attain its main goal. In order to achieve such, all schools are required to submit their SY 2020-2021 School Learning Action Cell and School INSET Action plan, as well as all Districts to submit their District INSET Action Plan on or before December 18, 2020 to the Human Resource and Development Section through the Division Records Section.
- For uniformity kindly refer to the following template and make use of long bond paper in landscape format:

HEADING

TITLE AND SY

Professional Development Needs (must be aligned to consolidated IPDP)	Objectives	Professional Development Activities to be conducted in the School / cluster	Target Participants (please include numerical data)	Budgetary Requirement (include details / breakdown)	Time Frame	Person In-Charge (include position / designation)	Expected Output

- Immediate and wide dissemination of this Memorandum is desired.