



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

13 JAN 2026

**DIVISION MEMORANDUM**

No. 019, s. 2026

**SUBMISSION OF LEARNING APPLICATION PLAN (LAP) AFTER PARTICIPATION IN CONVENTIONS, CONFERENCES, AND SIMILAR PROFESSIONAL ACTIVITIES**

To: Assistant Schools Division Superintendent  
OIC-Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary, and Integrated Schools  
All Others Concerned

1. In pursuit of continuous improvement in school leadership and performance, and in accordance with **DepEd Order (DO) No. 24, s. 2020 – National Adoption and Implementation of the Philippine Professional Standards for School Heads (PPSSH)**, which establishes the professional standards that define the competencies and expected practices of quality school heads, this Office emphasizes that professional learning must translate into **meaningful application in the school context**.
2. Participation in conventions, conferences, summits, and similar professional development activities, such as those organized by the **Philippine Elementary School Principals Association (PESPA)** and the **National Association of Public Secondary Schools of the Philippines (NAPSSPHIL), Inc.** should therefore result in concrete **leadership improvements and innovations** that benefit teachers, learners, and the wider school community.
3. This Memorandum aims to:
  - a. institutionalize the **application of learning** gained from professional activities as an integral component of school leadership practice;
  - b. align post-attendance outputs with the **PPSSH leadership domains**, namely: Leading Strategically; Managing School Operations and Resources; Focusing on Teaching and Learning; Developing Self and Others; and Building Community; and
  - c. promote **accountability, reflective practice, and continuous improvement** among schools.



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
SCHOOLS DIVISION OF CAPIZ

4. This Memorandum applies to **all public-school heads and teachers** in the division who attended:

- International, national, or regional conventions, conferences, summits, or forums;
- Professional gatherings organized by recognized associations (e.g., PESPA, NAPSSPHIL); and
- Other leadership and management-related professional learning activities, regardless of funding source (division-funded, school-funded, or self-funded).

5. Participating school heads and teachers are required to prepare and submit a **Learning Application Plan (LAP)** after attending such activity. The LAP shall include:

- A summary of key learnings gained from the activity;
- Specific actions and strategies for applying these learnings in the school context;
- Alignment to the **School Improvement Plan (SIP) / Work and Financial Plan Plan (WFP)**;
- Timeline, resources, expected outputs, and intended outcomes; and
- Plans for **sharing or cascading learning** with teachers and stakeholders.

The suggested **LAP and Approval Sheet template** shall be used. (Please see attached)

6. Submission Guidelines:

- Accomplished LAPs must be submitted to the Office of the Schools Division Superintendent (OSDS) through the appropriate functional division section/Unit;
- Submission shall be made within fifteen (15) working days after participation in the activity; and
- School heads and teachers who fail to submit the required LAP may be subject to review in future professional development (PD) participation approvals;

7. Compliance Monitoring

- Education Program Supervisors (EPSs), Public Schools District Supervisors (PSDS), M & E and HRD Specialists are directed to monitor compliance of school heads under their supervision.
- They shall ensure timely collection, review, and endorsement of LAPs to the OSDS, verifying that outputs are aligned with PPSSH standards and school priorities.



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent 

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

LEARNING APPLICATION PLAN

TEACHERS

SCHOOL HEADS



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Enclosure No. 1 to Division Memorandum No. 019 s. 2026

## **LEARNING APPLICATION PLAN (LAP)**

## I. BASIC INFORMATION

Name of School Head: \_\_\_\_\_

Position / Designation: \_\_\_\_\_

School:

School ID: \_\_\_\_\_

International/National/Region: \_\_\_\_\_

Convention/ Conference/ Summits, and similar professional development activities

Attended:

Title/Theme:

Date and Venue:

Inclusive Dates of Attendance:

Type of Authority to travel:  Official Travel  Official Business

## II. RATIONALE FOR ATTENDANCE

Briefly explain why your participation in the convention was relevant to your role as a school head and aligned with school/division goals.

### III. PPSSH Standards Targeted (*Check only what's applicable*)

- Leading Strategically
- Focusing on Teaching & Learning
- Building Connections
- Managing School Operations & Resources
- Developing Self & Others

#### IV. KEY LEARNINGS GAINED

A. Significant Insights / Concepts Learned (List at least three):

1.

---

---



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
SCHOOLS DIVISION OF CAPIZ

2.

---

---

3.

---

---

B. Policies, Practices, or Innovations Introduced:

---

---

V. LEARNING APPLICATION PLAN

A. Priority Area for Application: (Please check what is applicable).

<input type="checkbox"/> Instructional Leadership	<input type="checkbox"/> School Governance and Management
<input type="checkbox"/> Curriculum Implementation	<input type="checkbox"/> Teacher Development
<input type="checkbox"/> Learner Support and Welfare	<input type="checkbox"/> Community and Stakeholder Engagement
<input type="checkbox"/> Others:	

B. Specific Learning to be Applied:

---

---

C. Planned Application in School Context

Specific Actions / Activities:	Target Beneficiaries:	Persons Involved / Responsible	Timeline / Schedule	Resources Needed	Expected Outputs	Expected Outcomes / Impact
Please add columns if needed						

VI. ALIGNMENT TO SCHOOL IMPROVEMENT PLAN (SIP) / AIP

Explain how the planned application supports existing SIP/AIP goals.



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
SCHOOLS DIVISION OF CAPIZ

VII. MONITORING AND EVALUATION

A. Monitoring Plan

---

---

---

B. Monitoring Tools / Means of Verification:

---

---

---

VIII. SHARING OF LEARNING

INSET / LAC Session       Faculty or Department Meeting  
 Coaching / Mentoring Session       Action Research / Best Practice Sharing  
 Others:

Brief Description:

IX. CHALLENGES AND RISK MANAGEMENT

Possible Challenges:

---

---

---

---

---

Mitigation Strategies:

---

---

---

---

X. REFLECTION

Reflect on how the convention contributed to your growth as a school leader and how it will improve your school.

---

---

---

---

---



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

**Division Level**

**APPROVAL SHEET**

**LEARNING APPLICATION PLAN (LAP)**  
**TITLE**  
**DATE**

Prepared by:

\_\_\_\_\_  
(School Head/Teacher)

Reviewed by:

\_\_\_\_\_  
PSDS

**IMMACULADA J. AMORES, PhD**  
Senior Education Program Specialist  
Human Resource Development

Recommending Approval:

**MERLIE J. RUBIO, EdD**  
Education Program Supervisor-Filipino  
OIC, Office of the Chief Education Supervisor- CID

**EDNA B. AZCARRAGA, PhD**  
Education Program Supervisor  
OIC, Office of the Chief Education Supervisor- SGOD

APPROVED:

**ROEL F. BERMEJO**  
Schools Division Superintendent