



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.



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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.



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


ROEL F. BERMEJO
Schools Division Superintendent *ga*

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

LEARNING APPLICATION PLAN

TEACHERS

SCHOOL HEADS



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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*)

- | | |
|--|---|
| <input type="checkbox"/> Leading Strategically | <input type="checkbox"/> Managing School Operations & Resources |
| <input type="checkbox"/> Focusing on Teaching & Learning | <input type="checkbox"/> Developing Self & Others |
| <input type="checkbox"/> Building Connections | |

IV. KEY LEARNINGS GAINED

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

1. _____



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2.

3.

B. Policies, Practices, or Innovations Introduced:

V. LEARNING APPLICATION PLAN

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

- ☐ Instructional Leadership ☐ School Governance and Management
☐ Curriculum Implementation ☐ Teacher Development
☐ Learner Support and Welfare ☐ Community and Stakeholder Engagement
☐ 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.



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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.



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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



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