



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

23 Mar 2026

DIVISION MEMORANDUM

No. **032**, s. 2026

ONLINE RE-ORIENTATION IN THE PREPARATION AND DOCUMENTATION OF
SCHOOL-BASED PROFESSIONAL DEVELOPMENT (PD) PROGRAM AND 2026
SARANGWANI AWARDS REQUIREMENTS

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the continuous technical assistance provided to schools in strengthening the implementation and documentation of Professional Development (PD) programs and Rewards and Recognition, the Human Resource Development Section (HRDS) will conduct an Online Re-Orientation in the Preparation and Documentation of School-Based Professional Development (PD) Program and 2026 Sarangwani Awards Requirements and on March 23, 2026, 1:00 PM via MS Teams.
2. This activity aims to clarify and reinforce the proper preparation, consolidation, and submission of PD program requirements to ensure compliance with established processes, standards, and documentation requirements in the implementation of school-based professional development initiatives. It also aims to guide interesting nominees on the guidelines and selection process in the conduct of 2026 Sarangwani Awards: Search for the Outstanding Teaching and Non-Teaching Personnel.
3. Specifically, the re-orientation will discuss the following topics:
 - a. School-based PD Program Timelines;
 - b. INSET Proposal SY 2026-2027;
 - c. Individual Development Plan (IDP)
 - d. Learning Development Needs Assessment (LDNA)
 - e. SLAC Plan and SLAC Accomplishment Report
 - f. PRC and NEAP Forms and Templates;
 - g. 5-month SLAC L&D Design
 - h. PD Completion Report
 - i. Guidelines for Division Search for the Outstanding Teaching and Non-Teaching Employees
4. The participants to this activity are all School Heads and their respective SLAC Coordinators.



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5. For inquiries, contact Rehanee P. Sambuto at mobile number 09385540626 and Madina P. Loguoman at mobile number 09193702488.
6. For the information, guidance, and compliance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

ORIENTATION

Adriano A. Daligdig/SGOD/DM – online re-orientation in the preparation and documentation of school-based professional development (pd) program and 2026 sarangwani awards requirements

0245/March 23, 2026