



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
**SGOD-2023-** 043

**February 10, 2023**

**CONDUCT OF MIDYEAR-IN SERVICE TRAINING OF TEACHERS**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Supervisors  
Budget Officer  
Public School Heads  
SGOD Program Holders

1. This is in reference to Regional Memorandum HRDD-2023-022 dated February 3, 2023 signed by Maria Ines C. Asuncion, Director III, Office of the Assistant Regional Director, re: Conduct of Midyear-In Service Training of Teachers.
2. In view of this, further information and highlight of the salient points on in-service training (INSET) can be accessed through DM-OUHROD-2023-0063-“2023 HRD Program Support Fund and INSET Fund for the Regions and Divisions”, which stated that the In-Service Training Fund which is also released to SDOs maybe utilized for the Programs, Activities and Projects (PPAs) particularly on literacy and numeracy programs.
3. Along this line, Pursuant to DepEd Order 030, s. 2021, expenses incurred relative to the conduct of activities shall be chargeable against INSET funds subject to the usual accounting and auditing rules and regulations.
4. For information and guidance.

  
**CRISTY C. EPE**

Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

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Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

DepEd Schools Division of Digos C.  
 RECORDS SECTION



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BY: *[Signature]*

Office of the Regional Director

**REGIONAL MEMORANDUM**

HRDD-2023-022

To : Assistant Regional Director  
 All Schools Division Superintendents

Subject: CONDUCT OF MIDYEAR-IN SERVICE TRAINING OF TEACHERS

Date : February 3, 2023

The In-Service-Training (INSET) is one of the modalities in providing professional development for teachers which can be an avenue where teachers and school leaders can enhance teacher competencies, address concerns, issues, and gaps in teaching and learning.

All INSET topics shall be anchored on teachers' professional development needs enumerated in Part IV-IDP of their Individual Performance Commitment and Review Form (IPCRF), emerging and urgent needs/priorities identified by the leadership particularly on literacy and numeracy, critical thinking and problem-solving skills across key stages.

In view of the foregoing, further information and highlight of the salient points on in-service training (INSET), can be accessed through **DM-OUHROD-2023-0063- "2023 HRD Program Support Fund (PSF) and INSET Fund for the Regions and Divisions"** dated 4 January 2023, which stated, that the In-Service Training (INSET) Fund ( Enclosure 2) which is also released to SDOs, maybe utilized for the Programs, Activities and Projects (PAPs), particularly on Literacy-Numeracy programs subject to DepEd Order No. 030, s. 2021 titled Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders ( Enclosure 3). Hence, all the other details and information are found in the enclosures.

Along this vein, pursuant to DepEd Order 030 s. 2021, expenses incurred relative to the conduct of this activity shall be chargeable against INSET funds subject to the usual government accounting and auditing rules and regulations.

Immediate and wide dissemination of this Memorandum is desired.

By the Authority of the Regional Director

**ALLAN G. FARNAZO**  
 Director IV

Enclosed: As Stated **MARIA INES C. ASUNCION**  
 Director III  
 Office of the Assistant Regional Director

ROH1/nrb

23-14959

62/07/23



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 Telephone Nos.: (082) 291-1665; (082) 221-6147

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## Department of Education

OFFICE OF THE UNDERSECRETARY

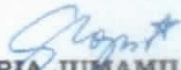
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

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### MEMORANDUM

DM-OUHROD-2023-0157

TO : **Regional Directors**  
**HRDD Chiefs**  
**NEAP-R Focal Persons**  
**School Division Superintendents**  
**School Heads**  
**All Others Concerned**

FROM :  **GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

SUBJECT : **CONDUCT OF MID-YEAR IN-SERVICE TRAINING OF TEACHERS**

DATE : February 02, 2023

1. This is to provide further information and highlight the salient points on in-service training (INSET) of DM-OUHROD-2023-0063 - "2023 HRD Program Support Fund (PSF) and INSET Fund for the Regions and Divisions" dated 4 January 2023 issued by this Office.

*"5. On the other hand, the In-Service Training (INSET) Fund (Enclosure 2), which is also released directly to SDOs, may be utilized for the Programs, Activities, and Projects (PAPs), particularly on Literacy-Numeracy programs subject to DepEd Order No. 030, s. 2021 titled Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders (Enclosure 3)."*

2. INSET is one of the modalities in providing professional development for teachers which can be an avenue where teachers and school leaders can enhance teacher competencies, address concerns, issues, and gaps in teaching and learning. In ensuring the quality and relevance of school-based INSET, the school heads shall ensure that the topics and content are responsive, needs-based, and anchored on the Professional Standards based on the consolidated Individual Development Plan (IDP) of teachers.
3. All INSET topics shall be anchored on teachers' professional development needs enumerated in Part IV- IDP of their Individual Performance Commitment and Review Form (IPCRF), emerging and urgent needs/priorities identified by the leadership particularly on literacy and numeracy, critical thinking and problem-solving skills across key stages.

4. Schools are allowed to merge with other nearby school/s or schools within the district in conducting the INSET provided that they have related, if not the same content in their INSET Plan. Moreover, the participants of the INSET should strictly adhere to the current health and safety protocols.
5. Schools shall submit their INSET plan to the School Division Office (SDO) through their respective Public Schools District Supervisors (PSDS).
6. The relevant SDO personnel shall conduct Monitoring and Evaluation (M&E) activities to ensure the quality of the INSET using existing M&E tools and processes.
7. Schools, SDOs, and ROs shall use the INSET Completion Report templates that can be accessed and downloaded through [tinyurl.com/neapinset23](http://tinyurl.com/neapinset23). The final date of submission of RO reports to DepEd CO thru NEAP is **on or before March 3, 2023**.
8. Pursuant to DepEd Order 030 s. 2021, expenses incurred relative to the conduct of this activity shall be chargeable against the INSET Funds subject to the usual government accounting and auditing rules and regulations. INSET funds are directly released by DBM to the SDOs annually. Presently, it is computed as five percent (5%) of the total School Maintenance and Other Operating Expenses of public schools.
9. For more information and clarifications, please contact **Ms. Rizza Pereyra** of the National Educators Academy of the Philippines-Professional Development Division, Department of Education at DepEd Central Office, Room 211 Mabini Building, DepEd Complex, Meralco Ave., Pasig City through email at [pdd.pdi@deped.gov.ph](mailto:pdd.pdi@deped.gov.ph) or at telefax number (02) 8715-9919.
10. For your information and strict compliance.





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OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

**MEMORANDUM**  
**DM-OUHROD-2023-0157**

TO : **Regional Directors**  
**HRDD Chiefs**  
**NEAP-R Focal Persons**  
**School Division Superintendents**  
**School Heads**  
**All Others Concerned**

FROM : **GLORIA JUMAMIL MERCADO**  
*Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

SUBJECT : **CONDUCT OF MID-YEAR IN-SERVICE TRAINING OF TEACHERS**

DATE : February 02, 2023

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1. This is to provide further information and highlight the salient points on in-service training (INSET) of DM-OUHROD-2023-0063 - "2023 HRD Program Support Fund (PSF) and INSET Fund for the Regions and Divisions" dated 4 January 2023 issued by this Office.  
  
*"5. On the other hand, the In-Service Training (INSET) Fund (Enclosure 2), which is also released directly to SDOs, may be utilized for the Programs, Activities, and Projects (PAPs), particularly on Literacy-Numeracy programs subject to DepEd Order No. 030, s. 2021 titled Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders (Enclosure 3)."*
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