



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

**DIVISION MEMORANDUM**  
**SGOD-2023-** ART

**February 16, 2023**

**SUBMISSION OF IN-SERVICE TRAINING (INSET) COMPLETION REPORT**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Public School Heads  
HRD SEPS

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, schools and SDO shall use and submit the In-Service Training (INSET) Completion Report templates that can be accessed and downloaded through **tinyurl.com/neapinset23**.
3. The online link for each school to prepare the said report can be accessed through this link and will be shared to Official Group Chats.  
  
<https://docs.google.com/spreadsheets/d/1SPi4uM8twO1ZRQqel8m3Q4bLH38YZSIZ/edit?usp=sharing&ouid=114426110233592802853&rtopf=true&sd=true>
4. The School Heads shall coordinate with the SGOD-HRD or with your PSDS for the submission details like the deadline and manner of submission of the School INSET Completion Report. The deadline set for the RO reports to DepEd Central Office thru NEAP is on or before March 3, 2023. To consolidate the data for SDO submission, the deadline is set on February 27, 2023 (Monday).
5. For information, compliance, and guidance.

**CRISTY C. EPE**

Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
23-91487  
DATE: FEB 17 2023 TIME: 1:23 am  
BY:





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

**RELEASED**

27-97487  
DATE: FEB 14 2023 TIME: 9:42am

BY: \_\_\_\_\_



RECORDED

83-14959



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

DepEd Schools Division of Davao Region  
RECORDS SECTION

RECEIVED 97487

DATE: 07 FEB 2023 TIME: 2:07 PM

BY:

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/nrh

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62/07/23



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

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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT  
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
 TEACHER REGULATION COUNCIL SECRETARIAT

**MEMORANDUM**  
**DM-OUHROD-2023-057**

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

27-148 93  
 03/16/2023 2:16

**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.

*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. 040 s. 2021 titled *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resources 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.

1. Schools are allowed to merge with other nearby school/s or schools within the district in conducting the INSET provided that they have related it not the same content in their INSET Plan. Moreover, the participants of the INSET should strictly adhere to the current health and safety protocols.
2. Schools shall submit their INSET plan to the School Division Office (SDO) through their respective Public Schools District Supervisors (PSDS).
3. 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.
4. Schools, SDOs, and RCOs shall use the INSET Completion Report templates that can be accessed and downloaded through [tinyurl.com/neapinset23](https://tinyurl.com/neapinset23). The final date of submission of RO reports to DepEd CO thru NEAP is **on or before March 3, 2023**.
5. 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.
6. 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 teletax number (02) 8715-9919.
7. For your information and strict compliance.



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

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

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**MEMORANDUM**  
**DM-OUHROD-2023-0459**

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

**FROM :** **GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resources 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 3 January 2023 issued by this Office.

*"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.



## Mid-Year In-Service Training

### Completion Report

## Frequently Asked Questions (FAQs)

Note: Use the Search Function [ctrl + F] to find the information you need

Type key words: 0 of 0



	Question	Answer
1	How do I access/download the INSET Completion Report file?	First, make sure that you are signed in using your DepED email or Microsoft 365 account. Go to <a href="https://tinyurl.com/neapinset23">tinyurl.com/neapinset23</a> . Click File, then choose Download or Save as. You may also right-click the file, then choose Download.
2	I am a school head. To whom shall I submit our school's INSET Completion Report?	Coordinate with the SGOD-HRDS SEPS or with your PSDS for the submission details (e.g. deadline, manner of submission) of your school INSET Completion Report.
3	We already have an INSET Accomplishment/Completion Report template in our SDO/region. Can we use it instead?	You may still use that template but you should still accomplish the template we provided for uniformity and efficiency in consolidating INSET data in all schools nationwide.
4	Teachers in our school are attending the district-wide INSET. Which template should we use?	School heads shall still use the School INSET Completion Report. Please indicate in the remarks section that the mid-year INSET has been spearheaded by the SDO through the PSDS. .
5	Do we have a template for an INSET plan or proposal?	The memo only indicated the template of the INSET completion report. As for the template of the INSET plan, school heads may use whatever is available or previously required by their SDO.

### Frequently Asked Questions on INSET Completion Report

For more inquiries, email us at [pdd.pdi@deped.gov.ph](mailto:pdd.pdi@deped.gov.ph)