



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2024- 024

To: : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisor
Public School Heads
Public School Teachers

Subject : **INSET GUIDELINES FOR SCHOOL YEAR 2023-24**

Date : January 15, 2024

This has reference to Regional Memorandum HRDD-2024-013 dated January 12, 2024 signed by Roy T. Enriquez, Chief Administrative Officer, re: **INSET Guidelines for School Year 2023-24**. In relation to this, SDO-based INSET shall focus on programs of the NEAP Central Office specifically HOTS-PLPs and ILT, while school-based INSET shall cover the teachers' learning and development needs and on sharing information on the policies and priority programs.

All other details are found in the enclosures.

Immediate dissemination and strict compliance of this Memorandum is directed.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC – Schools Division Superintendent

JaoEd Schools Division of Digos City

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DATE: JAN 17 2024 TIME: 2:52 PM

BY: *[Signature]*

Enclosed: As stated
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Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division Office - Digos City
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115/26
2:09
12 JAN 2024

Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2024-013

To : Assistant Regional Director
Schools Division Superintendents

Subject: INSET GUIDELINES FOR SCHOOL YEAR 2023-24

Date : January 12, 2024

The National Educators Academy of the Philippines (NEAP) on its quest of excellence hereby issues the **GUIDELINES IN THE CONDUCT OF IN-SERVICE TRAINING (INSET) FOR TEACHERS** on January 24-26, and 29-30, 2024. In relation to this, SDO-based INSET shall focus on programs of the NEAP Central Office specifically HOTS-PLPs and ILT, while school-based INSET shall cover the teachers' learning and development needs and on sharing information on the policies and priority programs.

Further details and information are found in the enclosures. For more information, email neap.pdd@deped.gov.ph.

Immediate dissemination and strict compliance of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

By the Authority of the Regional Director:

Enclosed: As Stated.

ROH3/glv

ROY P. ENRIQUEZ
Chief Administrative Officer
Officer-In-Charge

JAN 12 2024

DEPARTMENT OF EDUCATION
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By: 27022

Date: 1-12-24 Time: 1:39pm



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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MEMORANDUM
DM-OUHROD-2024-0037

FOR : Regional Directors
Schools Division Superintendents
Chiefs, Human Resource Development Division
Chiefs, School Governance and Operations Division
School Heads
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource
and Organizational Development

SUBJECT : **GUIDELINES ON THE CONDUCT OF THE IN-SERVICE TRAINING FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024**

DATE : 11 January 2024

1. In the continuous pursuit of excellence in providing quality professional development programs for teachers and school leaders, the National Educators Academy of the Philippines (NEAP) hereby issues the following guidelines in the conduct of the In-Service Training for Teachers (INSET) on 24-26 and 29-30 January 2024 as stipulated in DepEd Order No. 22, s. 2023 titled *Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024*.
2. INSET refers to a modality of professional development intervention organized either at the school (school-based INSET) or division/district level (cluster-based INSET) to address and resolve areas of need identified by the teachers or school leaders to continuously improve their competencies. INSET classes are participatory and should be offered to small groups to maximize impact on teacher and school leader quality.
3. As such, SDO-based INSET topics shall focus on programs of the NEAP Central Office such as the following:
 - a. Higher Order Thinking Skills - Professional Learning Packages (HOTS-PLP) for English, Mathematics, and Science; and
 - b. Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy.



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Continuously Improving Quality Standards

On the other hand, school-based INSET shall focus on the teachers' learning and development needs and on sharing information on the following policies and priority programs:

- a. Training for Teachers Teaching Non-Major Subjects (e.g., Filipino, MAPEH, etc.);
 - b. Microsoft 365 Productivity Online Training through DepEd Philippines;
 - c. National Learning Camp;
 - d. National Reading Program;
 - e. National Mathematics Program;
 - f. Catch-up Fridays;
 - g. Early Language Literacy and Numeracy (ELLN);
 - h. Policy Guidelines on the Implementation of the Comprehensive Sexuality Education (DepEd Order No. 31, s. 2018);
 - i. Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education (DepEd Order No. 31, s. 2022);
 - j. DepEd Child Protection Policy (DepEd Order No. 40, s. 2012); and
 - k. Safe Spaces Act (Republic Act No. 11313).
4. Pursuant to DepEd Order No. 30, s. 2021 otherwise known as the *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders*, expenses incurred relative to the conduct of SDO-organized INSET shall be chargeable against the INSET Funds subject to the usual government accounting and auditing rules and regulations.
5. Meanwhile, the Maintenance and Other Operating Expenses (MOOE) can be utilized for the conduct of the school-based INSET in accordance with DepEd Order No. 13, s. 2016 otherwise known as the *Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, Including Other Funds Managed by Schools*, subject to the usual government accounting and auditing rules and regulations.
6. To ensure that all teachers have been provided the necessary learning and development needs interventions, an INSET report must be submitted through this link <https://sites.google.com/deped.gov.ph/inset2024/>. The SGOD HRDS SEPS and SMME SEPS shall be responsible for reporting and encoding the needed data on or before 09 February 2024. The NEAP-R/HRDD shall ensure the correctness and accuracy of the INSET reports.
7. For further queries, please contact **Dr. Marife T. Morcilla**, NEAP Professional Development Division Chief, and **Mr. Dustin Troy R. Joson**, Senior Education Program Specialist, through email neap.pdd@deped.gov.ph or telephone number (02) 8715-9919.
8. For information and strict compliance.

Copy furnished:

Atty. Michael Wesley T. Poa
Undersecretary and Chief of Staff

Gina O. Gonong
Undersecretary for Curriculum and Teaching

[NEAP-PDD/Joson]

Atty. Revsee A. Escobedo
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2019-2021