



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-769

To : Assistant Schools Division Superintendent
 Division Chiefs
 Public Schools District Supervisors
 Education Program Supervisors
 Public School Heads
 Public School Teachers
 Attention:
 Rizza L. Villaluna – Igpit NHS
 Aldin J. Barsalote – Digos City Central ES
 Al D. Fernandez – Binaton ES
 Noba J. Rubion – Kapatagan NHS
 Abdul Gapor M. De Guzman – Cogon ES
 Elizabetha R. Bueron – Digos City NHS

Subject : **MONITORING OF INSET FOR SY 2024-2025**

Date : November 25, 2024

This is in reference to Regional Memorandum HRDD-2024-292 dated November 19, 2024 signed by Rebonfamil R. Baguio, Director III, Officer In-Charge, re: **Monitoring of INSET for SY 2024-25.**

Pursuant to DM-OUHROD-2024-2306 entitled, NEAP PROFESSIONAL DEVELOPMENT (PD) PROGRAMS FOR SCHOOL YEAR 2024-2025 IN SERVICE TRAINING (INSET), the Human Resource Development Division (HRDD), collaborates with the Regional Field Technical Assistance Team (RFTAT) for regional monitoring of the conduct of School In-Service Training (INSET) on November 25-29, 2024. The activity aims to ensure that all teachers from Kindergarten to Grade 12 are provided with Professional Development Program/s based on their needs. In addition, the Chiefs of the Functional Division and Education Program Supervisors are directed to provide adequate, relevant, appropriate and timely technical assistance and support in preparation for and in the actual conduct of the INSET, considering the aforementioned flexibilities, to ensure the successful preparation and conduct of the INSET.

The following are the schools to be monitored by the RO Monitoring Team:

Date	School	School Head	RO Monitoring Tam
November 27, 2024	Igpit NHS	Rizza L. Villaluna	Herminia Bantiding Education Program Supervisor
	Digos City CES	Aldin J. Barsalote	
	Binaton ES	Al D. Fernandez	
November 28, 2024	Kapatagan NHS	Noba J. Rubion	Ronie S. Mercado EPS Aida P. Placencia EPS
	Cogon ES	Abdul Gapor de M. Guzman	
	DiCNHS	Elizabetha R. Bueron	





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

Office of the Schools Division Superintendent

Immediate and wide dissemination of this Memorandum is desired.

For and in the absence of the
Schools Division Superintendent

Sollie B. Oliver 11/25/24
SOLLIE B. OLIVER, JD, MATE

Chief Education Supervisor-SGOD
Officer In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION
RECORDED
DATE: NOV 25 2024 TIME: 9:10 PM
BY: *[Signature]*

Enclosed: As stated.
SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
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RECORDS

24-42263



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Department of Education
DAVAO REGION

SCHOOLS DIVISION OFFICE
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November 21, 2024

REGIONAL MEMORANDUM
HRDD-2024-293

MONITORING OF INSET FOR SY 2024-25

To: Assistant Regional Director
Schools Division Superintendents

1. Pursuant to DM-OUHROD-2024-2306 entitled, NEAP PROFESSIONAL DEVELOPMENT (PD) PROGRAMS FOR SCHOOL YEAR 2024-2025 IN-SERVICE TRAINING (INSET), the Human Resource Development Division (HRDD), collaborates with the Regional Field Technical Assistance Team (RFTAT) for regional monitoring of the conduct of School In-Service Training (INSET) on November 25-29, 2024. The activity aims to ensure that all teachers from Kindergarten to Grade 12 are provided with Professional Development program/s based on their needs. In addition, the Chiefs of the Functional Divisions and Education Program Supervisors are directed to provide adequate, relevant, appropriate and timely technical assistance and support in preparation for and in the actual conduct of the INSET, considering the aforementioned flexibilities, to ensure the successful preparation and conduct of the INSET.
2. Attached is the schedule of the INSET monitoring to the Schools Division Offices and the assigned RFTAT from CLMD, QAD, and FTAD together with the monitoring and evaluation tool.
3. The Regional Director and Assistant Regional Director at their convenient schedules may join any of the team.
4. Immediate and wide dissemination of this Memorandum is desired.

REBONFAMIL R. BAGUIO
Director III
Officer In-Charge
Office of the Regional Director

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION

RELEASED

By: [Signature]
Date: Nov. 22, 2024
42263

Encl.: As stated
ROH3/glv



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Republic of the Philippines
Department of Education
 DAVAO REGION

Enclosure 1

Schedule of INSET and Regional Office Monitoring and Evaluation

Date	SDO	REGIONAL FIELD TECHNICAL ASSISTANCE TEAM (RFTAT)		
		HRDD	CLMD	QAD FTAD
November 26, 2024	Davao del Sur and Davao Occidental		Mary Jeanne B. Aldeguer Chief Education Supervisor Pedelina O. Huevos Education Program Supervisor	
	Davao Oriental		Michael S. Anoda Education Program Supervisor	
	Tagum City and Davao del Norte		Jolesa M. Presbitero Education Program Supervisor	

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MATATAG
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Republic of the Philippines
Department of Education
 DAVAO REGION

REGIONAL FIELD TECHNICAL ASSISTANCE TEAM (RFTAT)				
	HRDD	CLMD	QAD	FTAD
November 27, 2024	IGACOS	Michael S. Anoda Education Program Supervisor		
	Digos City	Herminia Bantiding Education Program Supervisor		
	Panabo City	Pedelina O. Huevos Education Program Supervisor		
	Mati City and Davao de Oro	Maria Liza I. Berandoy Education Program Supervisor		
	Davao City	Ma. Cielo I. Estrada Education Program Supervisor	Jeniellto S. Atillo Chief Education Supervisor	Ronnie S. Mercado Education Program Supervisor

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Republic of the Philippines
Department of Education
DAVAO REGION

REGIONAL FIELD TECHNICAL ASSISTANCE TEAM (RFTAT)			
HRDD	CLMD	QAD	FTAD
		Maria Cristina B. Dionisio Education Program Supervisor	Aida P. Placencia Education Program Supervisor
		Jeniellito S. Atillo Chief Education Supervisor	Ronnie S. Mercado Education Program Supervisor
Davao City		Maria Cristina B. Dionisio Education Program Supervisor	Aida P. Placencia Education Program Supervisor

November 28, 2024

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Republic of the Philippines
Department of Education
 DAVAO REGION

REGIONAL FIELD TECHNICAL ASSISTANCE TEAM (RFTAT)					
		HRDD	CLMD	QAD	FTAD
	Davao City	Glen L. Villonez Education Program Supervisor			Ronnie S. Mercado Education Program Supervisor
November 29, 2024	Davao del Norte Panabo City	Jeffrey L. Bernabe Senior Education Program Specialist			Aida P. Placencia Education Program Supervisor

Prepared by:

GLEN L. VILLONEZ
 Education Program Supervisor
 HRDD

Noted:

NELMA LYN B. BARNIJA, EdD
 Chief Education Supervisor
 HRDD-RNEAP

By the Authority of the Regional Director

Approved:

ALLAN G. FARNAZO
 Director IV

REBONFAMIL R. BAGUIO

Director III 22 NOV 2024

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Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

11/19/24 ROST 47

MEMORANDUM
DM-OUHROD-2024-2506

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

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : NEAP PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE SY
2024-2025 IN-SERVICE TRAINING (INSET)

DATE : 15 November 2024

- In line with the Department's commitment to upgrade the quality and competence of teaching and teaching-related personnel congruent with professional standards, the **In-Service Training (INSET) for SY 2024-2025** will be conducted on **25-29 November 2024**.
- However, flexibility on the dates and delivery modality shall be given to schools with **suspensions caused by typhoons and other unforeseen circumstances**. For schools not affected by the aforesaid suspensions, the INSET shall be conducted as scheduled. On the other hand, for schools affected by in-person class suspensions, a separate issuance shall be released for proper guidance.
- For this year's INSET, the National Educators Academy of the Philippines (NEAP) designed professional development (PD) programs intended to support and extend teachers' subject area content knowledge and pedagogy, which can be accessed through the link https://bit.ly/NEAP_PD_Programs. (**Enclosure 1 - List of NEAP PD Programs for the SY 2024-2025 INSET**).
- With a professional learning ecosystem approach adopted for the INSET, all governance levels of the Department are responsible for the effective implementation and management of the PD programs using various modalities.
- In this regard, **all Schools Division Superintendents and School Heads are instructed to adhere to the guidelines on the implementation and management of the SY 2024-2025 INSET**, ensuring that all teachers from Kindergarten to Grade



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12 are provided with PD program/s based on their needs. Relatedly, **all Regional Directors are enjoined to provide their respective Schools Division Offices with adequate technical guidance and support in preparation for and in the actual conduct of the INSET**, considering the aforementioned flexibilities, to ensure the successful preparation and conduct of the INSET. (*Enclosure 2 – Guidelines on the School-Based Management and Implementation of the SY 2024-2025 INSET*)

6. Likewise, the **Monitoring and Evaluation (M&E) Teams at the Central Office, Regional Offices, Schools Division Offices, and Schools are directed to adopt the NEAP e-M&E Tool** for the proper consolidation of data on teachers' professional development and performance, assessment of PD program effectiveness, and monitoring of fund utilization, among others. This will help in the development of targeted PD programs for teachers and in ensuring transparency in the use of funds. (*Enclosure 3 – Adoption of the NEAP e-M&E Tool for the SY 2024-2025 INSET*)
7. In preparation for the INSET, a **National Orientation** with the NEAP counterparts in the regions and divisions, particularly the HRDD and the SGOD Chiefs with their SEPS/EPS INSET Focals, will be held on **20 November 2024, 2:00 p.m.** via Microsoft Teams through the link <https://tinyurl.com/OrientationINSET>.

For confirmation of attendance, the participants are requested to register through the link <https://tinyurl.com/INSETRegistrationNEAP>.

8. Should you have further questions and clarifications, you may contact the following NEAP officers:

Focal Person	Contact Details	Concern
Marife T. Morcilla <i>Project Development Officer V, NEAP Professional Development Division</i>	neap.pdd@deped.gov.ph (02) 8715-9919	Downloading of Training Resource Packages and Delivery of PD Programs
Dir. Leah B. Apao <i>Director III, NEAP and OIC, NEAP Quality Assurance Division</i>	neap.qad@deped.gov.ph (02) 8633-7207	e-M&E Tool
Dir. Jennifer E. Lopez <i>Director IV, NEAP</i>	neap.od@deped.gov.ph (02) 8638-8638	Other INSET-related concerns

9. For immediate dissemination and strict compliance.

Copy furnished:
OFFICE OF THE SECRETARY

GINA O. GONONG
Undersecretary for Curriculum and Teaching

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations



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