



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-775

To : Assistant Schools Division Superintendent  
 SGOD Chief

Attention:

**Reyzen O. Monserate**  
 SEPS

Subject : **ADDENDUM TO DM-SGOD-2024-769 MONITORING OF INSET FOR SY 2024**

Date : November 26, 2024

This is in reference to Division Memorandum SGOD-2024-769 dated November 25, 2024, re: **Monitoring of INSET for SY 2024-2025**, this office requires **Reyzen O. Monserate**, Senior Education Program Specialist to accompany the Regional Monitoring Team in line with the scheduled monitoring of the In-Service Training (INSET) for School Year 2024. You are hereby directed to proceed to the identified schools on the following dates and locations:

November 27, 2024	November 28, 2024
Binaton Elementary School Digos City Central Elementary School Igpit National High School	Kapatagan National High School Cogon Elementary School Digos City National High School

Travel and other incidental expenses of the above-mentioned division personnel shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For information and guidance of the division personnel concerned.

For and in the absence of the  
 Schools Division Superintendent

*[Signature]* 11/26/24  
**SOLLIE B. OLIVER, JD, MATE**  
 Chief Education Supervisor-SGOD  
 Officer In-Charge

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 DATE: NOV 26 2024 TIME: 4:00  
 BY: [Signature]

Enclosed: As stated.  
 SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
 Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170  
 | (082)553-8375



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	<b>Herminia Bantiding</b> Education Program Supervisor
	Digos City CES	Aldin J. Barsalote	
	Binaton ES	Al D. Fernandez	
November 28, 2024	Kapatagan NHS	Noba J. Rubion	<b>Ronie S. Mercado</b> EPS <b>Aida P. Placencia</b> EPS
	Cogon ES	Abdul Gapor de M. Guzman	
	DiCNHS	Elizabetha R. Bueron	



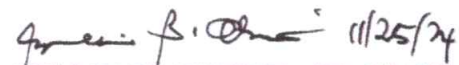
Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

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**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

 11/25/24  
**SOLLIE B. OLIVER, JD, MATE**

Chief Education Supervisor-SGOD  
Officer In-Charge

HoEd Schools Division of Digos City,  
RECEIPTION SECTION

**RECEIVED**

24. 7 11 P

NOV 25 2024

TIME: 9:20 AM

BY: 

Enclosed: As stated.  
SGOD/jsa

RECORDS

24-42263



Republic of the Philippines  
Department of Education  
DAVAO REGION

SCHOOLS DIVISION OFFICE  
RECORDS SECTION

RECEIVED

DATE: 22 NOV 2024

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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

RECORDS SECTION

RELEASED

Encl.: As stated  
ROH3/glv

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



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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		<b>Mary Jeanne B. Aldeguer</b> Chief Education Supervisor		
	Davao Oriental		<b>Pedelina O. Hnevov</b> Education Program Supervisor		
	Tagum City and Davao del Norte		<b>Michael S. Anoda</b> Education Program Supervisor		
			<b>Jolesa M. Presbitero</b> 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
November 27, 2024	IGACOS	<b>Michael S. Añoda</b> Education Program Supervisor		
	Digos City	<b>Hermilia Bantiding</b> Education Program Supervisor		
	Panabo City	<b>Pedelina O. Huevos</b> Education Program Supervisor		
	Mati City and Davao de Oro	<b>María Liza I. Berandoy</b> Education Program Supervisor		
	Davao City	<b>Ma. Cielo I. Estrada</b> Education Program Supervisor	<b>Jeniellto S. Atillo</b> Chief Education Supervisor	<b>Ronnie S. Mercado</b> 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
				<b>Maria Cristina B. Dionisio</b> Education Program Supervisor	<b>Aida P. Placencia</b> Education Program Supervisor
				<b>Jenielito S. Atillo</b> Chief Education Supervisor	<b>Ronnie S. Mercado</b> Education Program Supervisor
				<b>Maria Cristina B. Dionisio</b> Education Program Supervisor	<b>Aida P. Placencia</b> Education Program Supervisor
	Davao City				
	Digos City				
	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	<b>Glen L. Villonez</b> Education Program Supervisor			<b>Ronnie S. Mercado</b> Education Program Supervisor
November 29, 2024	Davao del Norte	<b>Jeffrey L. Bernabe</b> Senior Education Program Specialist			<b>Aida P. Placencia</b> Education Program Supervisor
	Panabo City				

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  
 27 NOV 2024

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Republika ng Pilipinas

## Department of Education

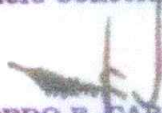
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

11/19/24 KGT 47

### MEMORANDUM

DM-OUHROD-2024-2906

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](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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Effectivity	03.23.23	Page	1 of 2



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
<b>Marife T. Morcilla</b> <i>Project Development Officer V, NEAP Professional Development Division</i>	<a href="mailto:neap.pdd@deped.gov.ph">neap.pdd@deped.gov.ph</a> (02) 8715-9919	Downloading of Training Resource Packages and Delivery of PD Programs
<b>Dir. Leah B. Apao</b> <i>Director III, NEAP and OIC, NEAP Quality Assurance Division</i>	<a href="mailto:neap.qad@deped.gov.ph">neap.qad@deped.gov.ph</a> (02) 8633-7207	e-M&E Tool
<b>Dir. Jennifer E. Lopez</b> <i>Director IV, NEAP</i>	<a href="mailto:neap.od@deped.gov.ph">neap.od@deped.gov.ph</a> (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*