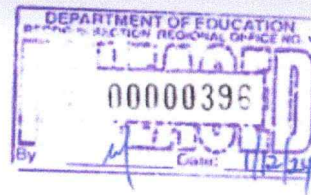




Republic of the Philippines  
Department of Education  
REGION V - BICOL



REGIONAL MEMORANDUM  
No. **000054** s. 2024

11 Jan 2024

REITERATION OF THE GUIDELINES OF THE CONDUCT OF THE IN-SERVICE  
TRAINING FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024

To : Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. To foster efficiency and effectiveness on the conduct of the In-service Training for Teachers (INSET) for SY 2023-2024, this Office reiterates attached guidelines stipulated in DM-OUHROD-2024-0037 dated January 11, 2024.
2. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**GILBERT T. SADSAD**  
Regional Director



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 17, 2024

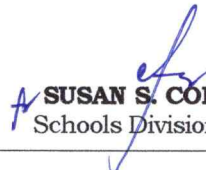
To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

School heads are requested to include in their INSET topics the programs listed in item no. 3 of DM-OUHROD-2024-0037 as reiterated in Regional Memorandum No. 054, s. 2024. (Both are attached to this memo as reference.)

There is no need to resubmit already approved proposals to this Office. The PSDSs are directed to guide the School Heads in the modification of their INSET matrix and monitor its implementation.

INSET Reports will be consolidated and submitted by the SGOD-HRD Section to the Central Office. Hence, School Heads are expected to ensure prompt submission of reports on or before February 7, 2024 through this link: [tinyurl.com/2024NAGAINSET](https://tinyurl.com/2024NAGAINSET).

For dissemination, guidance and compliance.

  
**SUSAN S. COLLANO CESOV**  
Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01



☐ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur  
☎ 0981 630 0070  
✉ [naga.city@deped.gov.ph](mailto:naga.city@deped.gov.ph)



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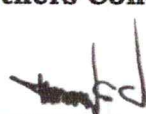


Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**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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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/depd.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@depd.gov.ph](mailto:neap.pdd@depd.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**  
Undersecretary for Operations

**Nolasco A. Mempin**  
Undersecretary for Administration



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: [usec.hrod@depd.gov.ph](mailto:usec.hrod@depd.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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