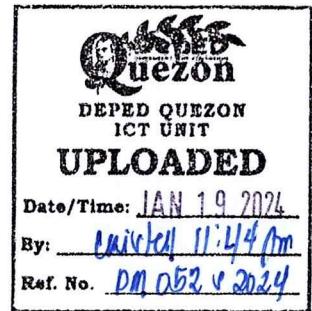




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



16 January 2024

**DIVISION MEMORANDUM**

**DM No. 052, s. 2024**

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

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Secondary and Elementary School Heads  
Secondary and Elementary School Teachers  
All Others Concerned

1. With reference to DM-OUHROD-2024-0037 dated 11 January 2024, this Office through Human Resource Development Section announces the **Midyear In-Service Training (INSET)** to be conducted from January 24-26 and January 29-30, 2024.
2. 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/> on or before 09 February 2024.
3. For further details on the conduct of the said programs, please see attached document for reference.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



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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.

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](mailto: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**  
Undersecretary for Operations

**Nolasco A. Mempin**  
Undersecretary for Administration