



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 776, s.2025

**DISSEMINATION OF THE GUIDELINES ON THE CONDUCT OF THE SCHOOL
YEAR 2025-2026 IN-SERVICE TRAINING FOR TEACHERS (INSET)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary, Secondary and Integrated School Heads
All Others Concerned

1. In reference to Regional Memorandum No. 1358, s. 2025, the Department of Education Regional Office No. 1 through the National Educators Academy of the Philippines-Region I (NEAP-R1) issues guidelines on the conduct of the In-Service Training for Teachers (INSET) on **October 27-30, 2025** pursuant to DepEd Order No. 012, s. 2025 titled, Multiyear Implementing Guidelines on the School Calendar and Activities.
2. The INSET aims to enhance teacher competencies, strengthen instructional practices, and ensure effective learning delivery across all classrooms and learning centers. It shall serve as a venue for teachers to reflect, collaborate, and refine pedagogical skills aligned with current DepEd priorities and programs.
3. The following key content areas shall be the focus of the INSET:
 - a. Reflective practice and instructional refinement in the implementation of the Revised K to 12 Curriculum and ARAL-Reading Program
 - b. Strengthening inclusive instruction
 - c. Strategies for promoting literacy and numeracy
 - d. Strategies for developing critical and creative thinking as well as other higher order thinking skills
 - e. Instructional strategies for non-major teachers handling Filipino in Junior and Senior High School
 - f. Empowering teachers on Socio-Emotional Learning (SEL) in classroom instruction
 - g. Strategies for supporting continuity of learning during emergency situations through flexible modalities
 - h. Accelerating digital adoption for effective and accessible learning delivery
 - i. Strengthening instruction and assessment in the Alternative Learning System
 - j. Enhanced delivery of Guidance services by Guidance designates in schools
 - k. Other emerging needs based on teachers' individual professional development plan
4. The conduct of the INSET shall be organized and delivered at the school level to ensure contextualized and needs-based professional development for teachers. The implementation of the INSET shall be monitored by personnel from the

Curriculum Implementation Division (CID) and the Schools Governance and Operations Division (SGOD). The Monitoring Tool for the conduct of Midyear INSET during school visits and monitoring activities, is attached as **Enclosure 1** to this Memorandum.

5. To ensure quality in the preparation and delivery of the INSET, all School Heads are directed to refer to DM-OUHROD-2024-1576, *Guidelines on the Conduct of RO-, SDO-, and School-Developed Professional Development Programs for FY 2024*. The INSET Plan template and other enclosures can be accessed through the link: tinyurl.com/DM241576. Schools are required to accomplish and submit their INSET Plans to the Human Resource Development (HRD) Section on or before **October 17, 2025**, for review and consolidation.

6. Expenses related to the conduct of the INSET shall be chargeable against School MOOE, subject to existing government accounting and auditing rules and regulations.

7. All School Heads shall ensure the effective implementation, monitoring, and documentation of INSET activities and submit consolidated completion reports using the prescribed NEAP format through the SGOD HRDS and SMME on or before November 7, 2025.

8. Immediate dissemination of this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: As stated
Reference: Regional Memorandum No. 1358, s. 2025

To be indicated in the Perpetual Index under the following subject:
IN-SERVICE TRAINING TEACHERS TRAINING PROGRAMS

SGOD/HRD/pgt/DM_2025INSET
October 13, 2025



MONITORING TOOL FOR THE CONDUCT OF MIDYEAR INSET

Division: _____ **School ID:** _____
School: _____ **School Head:** _____
School Category: _____ **Address:** _____
No. of Personnel: Teaching: ____ SH: ____ **Sex:** Male: ____ Female: ____

I. Directions: Please indicate your findings on the conduct of monitoring by checking the appropriate column and provide remarks, when necessary.

INDICATORS	YES	NO	REMARKS
1. The Midyear INSET strictly observes the use of two days to			
a. evaluate the school's progress in implementing the educational programs, projects, and activities			
b. review the performance of teachers and the school staff			
2. The Midyear INSET strictly observes the use of three days to conduct needs-based training.			
3. The school has an approved training matrix intended to cover all the days of the INSET.			
4. The INSET is planned covering the priority areas as stated in RM 1358, s. 2025			
a. Reflective practice and instructional refinement in the implementation of the Revised K to 12 Curriculum and ARAL-Reading Program			
b. Strengthening inclusive instruction			
c. Strategies for promoting literacy and numeracy			
d. Strategies for developing critical and creative thinking as well as other higher order thinking skills			
e. Instructional strategies for non-major teachers handling Filipino in Junior and Senior High School			
f. Empowering teachers on Socio-Emotional Learning (SEL) in classroom instruction			
g. Strategies for supporting continuity of learning during emergency situations through flexible modalities			
h. Accelerating digital adoption for effective and accessible learning delivery			
i. Strengthening instruction and assessment in the Alternative Learning System			
j. Enhanced delivery of Guidance services by Guidance designates in schools			
k. Other emerging needs based on teachers' individual professional development plan			
5. The sessions in the INSET are facilitated by teachers (or invited learning facilitators) who are trained or have mastery of the content.			
6. The INSET participants are required to have Job-Embedded Learning (JEL) as reflected in the session/training matrix.			
7. The school uses the Maintenance and Other Operating Expenses (MOOE) in the conduct of the school-based INSET.			
8. The participants are given adequate opportunities to highly engage in the sessions.			
9. The participants attention are not divided with other school activities.			
10. The attendance of teachers is strictly monitored on a daily basis (including the time in and time out).			

Breakdown of Teaching Personnel:

Teacher I _____	Master Teacher I _____	Head Teacher II _____
Teacher II _____	Master Teacher II _____	Head Teacher III _____
Teacher III _____		Head Teacher VI _____

II. OTHER COMMENTS/ OBSERVATIONS:

III. RECOMMENDATIONS:

Name and Signature of Monitoring Personnel
Date of Monitoring: _____



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Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1358 s. 2025

GUIDELINES ON THE CONDUCT OF THE SCHOOL YEAR 2025-2026 IN-SERVICE TRAINING FOR TEACHERS (INSET)

To: Schools Division Superintendents
All Concerned Personnel

1. This Office, through the National Educators Academy of the Philippines-Region I (NEAP-R1), issues the following guidelines on the conduct of the In-Service Training for Teachers (INSET) on **October 27-30, 2025** pursuant to DepEd Order No. 012, s. 2025 titled, Multiyear Implementing Guidelines on the School Calendar and Activities.

2. The INSET aims to enhance teacher competencies, strengthen instructional practices, and ensure effective learning delivery across all classrooms and learning centers. It shall serve as a venue for teachers to reflect, collaborate, and refine pedagogical skills aligned with current DepEd priorities and programs.

3. The following key content areas shall be the focus of the INSET:

- a. Reflective practice and instructional refinement in the implementation of the Revised K to 12 Curriculum and ARAL-Reading Program
- b. Strengthening inclusive instruction
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- g. Strategies for supporting continuity of learning during emergency situations through flexible modalities
- h. Accelerating digital adoption for effective and accessible learning delivery
- i. Strengthening instruction and assessment in the Alternative Learning System
- j. Enhanced delivery of Guidance services by Guidance designates in schools
- k. Other emerging needs based on teachers' individual professional development plan

4. All Schools Division Superintendents and School Heads shall ensure the implementation of SY 2025-2026 INSET in accordance with prescribed guidelines, providing appropriate professional development programs for all K to 12 teachers based on their needs.
5. To ensure quality in the preparation and delivery of the INSET, refer to DM-OUHROD-2024-1576 titled, Guidelines on the Conduct of Regional Office-, Schools Division Office-, and School-Developed Professional Development Programs for FY 2024 and its enclosures through the link tinyurl.com/DM241576.
6. INSET may be organized and delivered either at the school level (school-based INSET) or division/district level (cluster-based INSET).
7. Pursuant to DM-OUHROD-2025-0586 titled, Guidelines on the Utilization of the FY 2025 Human Resource Development (HRD) Fund, expenses related to the conduct of INSET shall be chargeable against the HRD Funds directly released to the Schools Division Offices (SDOs) and the available FY 2024 Continuing Funds, subject to existing government accounting and auditing rules and regulations.
8. The expenses of school-based INSET may also be funded through the Maintenance and Other Operating Expenses (MOOE), in accordance with DepEd Order No. 008, s. 2019 or the Revised Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, including Other Funds Managed by School and subject to the usual government accounting and auditing rules and regulations.
9. To ensure effective implementation and documentation of INSET activities, all Schools Division Offices (SDOs) through the SGOD HRDS and SMME, shall submit consolidated INSET completion reports using the prescribed NEAP format to NEAP-R1 through email at neap.region1@deped.gov.ph.
10. For concerns or queries, please contact the **NEAP-R1** at neap.region1@deped.gov.ph.
11. Immediate dissemination of this Memorandum is desired.


TOLENTINO G. AQUINO
Director IV

Encl.: As stated
Reference: As Stated
To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES

TRAINING PROGRAMS

HRDD/rtm/RM_2025INSET
October 7, 2025



Document 2

DepEd ROI

HRDD 251319



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