Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION - NCR
RELEASED
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BY: DATE:

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REGIONAL MEMORANDUM
No. ROP-2023- 071

February 6, 2023

CONDUCT OF MID-YEAR IN-SERVICE TRAINING OF TEACHERS

To: Schools Division Superintendents

1. In line with Memorandum DM-OUHROD-2023-0157 dated February 2, 2023 from the office of Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, National Educators Academy of the Philippines, and Teacher Education Council Secretariat, the field is hereby informed about the above-captioned subject.

2. Provided is further information and highlights the salient points on in-service-training (INSET) of **DM-OUHRD-2023-0063 – "2023 HRD Program Support Fund (PSF) and INSET Fund for the Regions and Divisions".**

3. SDOs are advised to utilize the INSET as one of the modalities in providing professional development for teachers that are responsive, needs-based, and anchored on the Professional Standards based on the consolidated Individual Development Plan (IDP) of teachers.

4. INSET topics shall be anchored on teachers' professional development needs enumerated in Part IV – IDP of their Individual Performance Commitment and Review Form (IPCRF), merging and urgent needs/priorities identified by the leadership particularly on literacy and numeracy, critical thinking and problem-solving skills across key stages.

5. Schools are allowed to merge with other nearby school/s within the district in conducting the INSET provided that they have related, if not the same content in their INSET Plan. Moreover, the participants of the INSET should strictly adhere to the current health and safety protocols.

6. Schools shall submit their INSET Plan to the Schools Division Office (SDO) through their respective Public Schools District Supervisors (PSDS).

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313

7. The SDO PSDS shall conduct Monitoring and Evaluation (M&E) activities to ensure the quality of the INSET using existing M&E tools and processes

8. Schools and SDOs shall use the attached **INSET Completion Report** template. The final submission of SDO reports to NEAP R is on or before **February 28, 2023** by uploading the soft copy to **https://tinyurl.com/NCRNEAPINSET2023** and submit the consolidated signed hard copies at the Human Resource Development Division – National Educators Academy of the Philippines (HRDD – NEAP), 3rd Floor, New Building, DepEd NCR, Misamis St. Bago Bantay, Quezon City.

9. Expenses incurred relative to the conduct of this activity shall be chargeable against the INSET Funds directly released by DBM to SDOs pursuant to DepEd Order 030, s. 2021, subject to the usual government accounting and auditing rules and regulations. This is computed as five percent (5%) of the total School Maintenance and Other Operating Expenses (MOOE) of public schools.

10. For more information and clarification, please contact **Jennifer G. Medina** through email at **jennifermedina@deped.gov.ph .**

11. Immediate dissemination and compliance with this Memorandum is desired.

WILFREDO E. CABRAL, CESO III
Regional Director

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND
TEACHER EDUCATION COUNCIL SECRETARIAT

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MEMORANDUM
DM-OUHROD-2023-0157

TO : **Regional Directors**
HRDD Chiefs
NEAP-R Focal Persons
School Division Superintendents
School Heads
All Others Concerned

FROM : **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development, National Educators Academy of the Philippines, and Teacher Education Council Secretariat

SUBJECT : **CONDUCT OF MID-YEAR IN-SERVICE TRAINING OF TEACHERS**

DATE : February 02, 2023

1. This is to provide further information and highlight the salient points on in-service training (INSET) of DM-OUHROD-2023-0063 - *"2023 HRD Program Support Fund (PSF) and INSET Fund for the Regions and Divisions"* dated 4 January 2023 issued by this Office.

   "5. On the other hand, the In-Service Training (INSET) Fund (Enclosure 2), which is also released directly to SDOs, may be utilized for the Programs, Activities, and Projects (PAPs), particularly on Literacy-Numeracy programs subject to DepEd Order No. 030, s. 2021 titled Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders (Enclosure 3)."

2. INSET is one of the modalities in providing professional development for teachers which can be an avenue where teachers and school leaders can enhance teacher competencies, address concerns, issues, and gaps in teaching and learning. In ensuring the quality and relevance of school-based INSET, the school heads shall ensure that the topics and content are responsive, needs-based, and anchored on the Professional Standards based on the consolidated Individual Development Plan (IDP) of teachers.

3. All INSET topics shall be anchored on teachers' professional development needs enumerated in Part IV- IDP of their Individual Performance Commitment and Review Form (IPCRF), emerging and urgent needs/priorities identified by the leadership particularly on literacy and numeracy, critical thinking and problem-solving skills across key stages.

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4. Schools are allowed to merge with other nearby school/s or schools within the district in conducting the INSET provided that they have related, if not the same content in their INSET Plan. Moreover, the participants of the INSET should strictly adhere to the current health and safety protocols.

5. Schools shall submit their INSET plan to the School Division Office (SDO) through their respective Public Schools District Supervisors (PSDS).

6. The relevant SDO personnel shall conduct Monitoring and Evaluation (M&E) activities to ensure the quality of the INSET using existing M&E tools and processes.

7. Schools, SDOs, and ROs shall use the INSET Completion Report templates that can be accessed and downloaded through **tinyurl.com/neapinset23**. The final date of submission of RO reports to DepEd CO thru NEAP is **on or before March 3, 2023.**

8. Pursuant to DepEd Order 030 s. 2021, expenses incurred relative to the conduct of this activity shall be chargeable against the INSET Funds subject to the usual government accounting and auditing rules and regulations. INSET funds are directly released by DBM to the SDOs annually. Presently, it is computed as five percent (5%) of the total School Maintenance and Other Operating Expenses of public schools.

9. For more information and clarifications, please contact **Ms. Rizza Pereyra** of the National Educators Academy of the Philippines-Professional Development Division, Department of Education at DepEd Central Office, Room 211 Mabini Building, DepEd Complex, Meralco Ave., Pasig City through email at pdd.pdi@deped.gov.ph or at telefax number (02) 8715-9919.

10. For your information and strict compliance.

Form 1: School-based In-Service Training (INSET) Report

Fill in the yellow cells with the requested information. Choose from the options in the green cells (drop-down).

I. SCHOOL PROFILE

Region:		School Head:	
Division:		Contact No. and/or Email Address:	
School:			
School ID:			

II. CONDUCT OF INSET

Date/s of Conduct				**Participants**			**Quality Assurance**	**Remarks**
Total Duration (in hours)				**Male**		**NEAP-Recognized**		
Venue				**Female**		**CPD-Accredited**		
Utilized Budget Per Capita		**Total INSET Funds Utilized (Mid-year INSET)**		**Total**		**SDO-Reviewed**		

INSET Topics	**Delivery Modality**		**PPST Strands Addressed**						
		Domain 1							
	Remarks:	Domain 2							
		Domain 3							
Remarks:		Domain 4							
		Domain 5							
		Domain 6							
		Domain 7							

INSET Topics	**Delivery Modality**		**PPST Strands Addressed**						
		Domain 1							
	Remarks:	Domain 2							
		Domain 3							
Remarks:		Domain 4							
		Domain 5							
		Domain 6							
		Domain 7							

INSET Topics	**Delivery Modality**		**PPST Strands Addressed**						
		Domain 1							
	Remarks:	Domain 2							
		Domain 3							
Remarks:		Domain 4							
		Domain 5							
		Domain 6							
		Domain 7							

Note: Duplicate the row of cells for INSET Topics as necessary.

Challenges and Issues Encountered	**Recommendations**

Summary of PPST Strands Addressed			
1.1		4.1	
1.2		4.2	
1.3		4.3	
1.4		4.4	
1.5		4.5	
1.6		5.1	
1.7		5.2	
2.1		5.3	
2.2		5.4	
2.3		5.5	
2.4		6.1	
2.5		6.2	
2.6		6.3	
3.1		6.4	
3.2		7.1	
3.3		7.2	
3.4		7.3	
3.5		7.4	
		7.5	

Prepared by:

(Name)
Position

Form 2: SDO Summary of School-based In-Service Trainings (INSET) Report

Fill in the yellow cells with the requested information. Refer to Form 1s submitted by schools.

I. SDO PROFILE

Region:		Superintendent	
Division:		SDO Contact No. and/or Email Address:	

Total No. of Schools			
Elementary Schools (K-6)		Integrated Schools (K-12)	
Integrated Schools (K-10)		Junior High Schools (7-10)	
Integrated Schools (7-12)		Senior High Schools (11-12)	

II. CONDUCT OF INSET

Date/s of Conduct		Remarks:		**Participants**		**Quality Assurance**	**No. of INSET Designs**	**Remarks**
Average Duration (in hours)		Remarks:		**Male**		**NEAP-Recognized**		
Common Venues		Remarks:		**Female**		**CPD-Accredited**		
Utilized Budget Per Capita (Average)		**Total INSET Funds Utilized (Mid-year INSET)**	Remarks:	**Total**		**SDO-Reviewed**		

Elementary Schools (K-6)

INSET Topics	**Delivery Modality**	**No. of Schools**		**PPST Strands Addressed**						
	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7
	Online									
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6	
	Participants		Domain 3	3.1	3.2	3.3	3.4	3.5		
	Male									
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5		
Remarks:	Total									
			Domain 5	5.1	5.2	5.3	5.4	5.5		
	Quality Assurance									
	NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4			
	CPD-Accredited									
	SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5		

Challenges and Issues Encountered	**Recommendations**

Integrated Schools (K-10)

INSET Topics	**Delivery Modality**	**No. of Schools**		**PPST Strands Addressed**						
	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7
	Online									
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6	
	Participants		Domain 3	3.1	3.2	3.3	3.4	3.5		
	Male									
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5		
Remarks:	Total									
			Domain 5	5.1	5.2	5.3	5.4	5.5		
	Quality Assurance									
	NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4			
	CPD-Accredited									
	SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5		

Challenges and Issues Encountered	**Recommendations**

Integrated Schools (7-12)

INSET Topics	Delivery Modality	No. of Schools		PPST Strands Addressed						
	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7
	Online									
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6	
	Participants		Domain 3	3.1	3.2	3.3	3.4	3.5		
	Male									
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5		
Remarks	Total									
			Domain 5	5.1	5.2	5.3	5.4	5.5		
	Quality Assurance									
	NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4			
	CPD-Accredited									
	SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5		

Challenges and Issues Encountered	Recommendations

Integrated Schools (K-12)

INSET Topics	Delivery Modality	No. of Schools		PPST Strands Addressed						
	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7
	Online									
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6	
	Participants		Domain 3	3.1	3.2	3.3	3.4	3.5		
	Male									
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5		
Remarks	Total									
			Domain 5	5.1	5.2	5.3	5.4	5.5		
	Quality Assurance									
	NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4			
	CPD-Accredited									
	SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5		

Challenges and Issues Encountered	Recommendations

Junior High Schools (7-10)

INSET Topics	Delivery Modality	No. of Schools		PPST Strands Addressed						
	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7
	Online									
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6	
	Participants		Domain 3	3.1	3.2	3.3	3.4	3.5		

	Male									
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5		
Remarks:	Total									
			Domain 5	5.1	5.2	5.3	5.4	5.5		
	Quality Assurance									
	NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4			
	CPD-Accredited									
	SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5		

Challenges and Issues Encountered	Recommendations

Senior High Schools (11-12)

INSET Topics	Delivery Modality	No. of Schools		PPST Strands Addressed						
	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7
	Online									
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6	
	Participants		Domain 3	3.1	3.2	3.3	3.4	3.5		
	Male									
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5		
Remarks:	Total									
			Domain 5	5.1	5.2	5.3	5.4	5.5		
	Quality Assurance									
	NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4			
	CPD-Accredited									
	SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5		

Challenges and Issues Encountered	Recommendations