



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



January 17, 2024

REGIONAL MEMORANDUM

No. 046 s. 2024

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 Public Elementary and Secondary School Heads
 All Others Concerned

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

- In reference to DM-OUHROD-2024-0037 from the Officer-in-Charge of the Office of the Undersecretary for Human Resource and Organizational Development, relative to the conduct of the In-Service Training for Teachers (INSET) 2024. This office, through the Human Resource and Development Division reiterates the guidelines issued by the National Educators Academy of the Philippines (NEAP) as stipulated in DepEd Order No. 22, s. 2023 titled *Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024* and DM No.44, s.2023 titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*.
- The SGOD HRDS SEPS and SMME SEPS are hereby directed to facilitate reporting, encoding and submission of their respective SDO's report. Hence, the Regional Office shall be copy furnished with the scanned copy of the signed consolidated report to be uploaded on the link below.

OFFICE	LINK	Deadline of Submission
Central Office Link	https://sites.google.com/deped.gov.ph/inset2024/	February 09, 2024
Regional Office Link	http://tinyurl.com/NCRINSET2024Report	February 10, 2024.

- To ensure seamless conduct of INSET, an online orientation with the SGOD HRDS SEPS and SMME SEPS will also be conducted on **January 18, 2024, 1:00 P.M.** via **MS Teams** through this link: <http://tinyurl.com/NCRINSETPrep24>



Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

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4. Please refer to the attached enclosures for your guidance:

Enclosure No.1: INSET 2024 Regional Monitoring Team and
Enclosure No.2: Terms of Reference (TOR) on the Conduct of INSET 2024.

5. Travel and other related expenses of the regional monitors relative to the conduct of the activity shall be charged against the regional funds subject to the usual accounting and auditing rules and regulations.

6. For queries, you may contact Hajji R. Palmero, Chief, HRDD- NEAP-R at hajji.palmero@deped.gov.ph or Arren V. Aduan, Education Program Supervisor, HRDD- NEAP-R Learning and Development at arren.aduan@deped.gov.ph.

7. Immediate dissemination of this Memorandum is desired.


JOCELYN DR. ANDAYA
Director IV



Republic of the Philippines
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NATIONAL CAPITAL REGION

Enclosure No. 1

INSET 2024 REGIONAL MONITORING TEAM

PAMAMAZON Cluster		
Schools Division Office	Monitoring Date	Regional Office (RO) Monitoring Officials
SDO Pasay City	January 24, 2024	RODOLFO J. COLOCAR <i>Education Program Supervisor</i> LEAH AILAH C VICENCIO <i>Education Program Specialist II</i>
SDO Makati City	January 25, 2024	
SDO Manila City	January 26, 2024	
SDO Quezon City	January 29, 2024	

PAMAMARISAN Cluster		
Schools Division Office	Monitoring Date	Regional Office (RO) Monitoring Officials
SDO Pasig City	January 24, 2024	ARREN V. ADUAN <i>Education Program Supervisor</i> JENNIFER G. MEDINA <i>Education Program Specialist II</i>
SDO Marikina City	January 25, 2024	
SDO Mandaluyong City	January 26, 2024	
SDO San Juan City	January 29, 2024	

CAMANAVA Cluster		
Schools Division Office	Monitoring Date	Regional Office (RO) Monitoring Officials
SDO Caloocan City	January 24, 2024	CHRISTIAN T. ESPAÑOL <i>Education Program Supervisor</i> RICHARD D. VIDAL <i>Education Program Specialist II</i>
SDO Malabon City	January 25, 2024	
SDO Navotas City	January 26, 2024	
SDO Valenzuela City	January 29, 2024	

MUNTAPARLAS Cluster		
Schools Division Office	Monitoring Date	Regional Office (RO) Monitoring Officials
SDO Muntinlupa City	January 24, 2024	RHEA B. EDEN <i>Education Program Supervisor</i> DON RAY V. SALVADOR <i>Education Program Specialist II</i>
SDO Taguig City & Pateros	January 25, 2024	
SDO Parañaque City	January 26, 2024	
SDO Las Piñas City	January 29, 2024	



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Enclosure No. 2

**TERMS OF REFERENCE (TOR)
ON THE CONDUCT OF INSET 2024**

OFFICE/STAFF DESIGNATED	DIVISION OFFICE	TASK	RESPONSIBILITIES
JOCELYN DR ANDAYA	Regional Office	Director IV Chairman	Oversees the conduct of INSET in SDO and Schools
CRISTITO A ECO	Regional Office	Asst. Regional Director Co-Chairman	Assists in overseeing the conduct of INSET
HAJJI R. PALMERO	Regional Office	Chief, HRDD NEAP R Team Leader	Leads the conduct of INSET in the SDO and Schools
DR. CHRISTIAN ESPANOL DR. RHEA EDEN DR. ARREN ADUAN DR. RODOLFO COLOCAR	Regional Office	Educ. Program Supervisors	Provides Technical Assistance to SDO on the design and development and program delivery management of INSET
JENNIFER MEDINA DON RAY SALVADOR LEAH AILAH C. VICENCIO RICHARD VIDAL	Regional Office	Educational Program Specialist II	Consolidate the result of the evaluation and note the special needs of the Professional Development Program Owner participants.



Republika ng Pilipinas

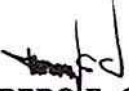
Department of Education

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.



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

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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/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. Josen**, Senior Education Program Specialist, through email 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

Atty. Revsee A. Escobedo
Undersecretary for Operations

Gina O. Gonong
Undersecretary for Curriculum and Teaching

Nolasco A. Mempin
Undersecretary for Administration

[NEAP-PDD/Josen]



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