



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024- 652

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Parañaque City
SDO Quezon City
SDO Valenzuela City
Human Resource Development Division Chief

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **PARTICIPANTS TO THE VALIDATION, REVISION, AND FINALIZATION OF THE DRAFT IN-SERVICE TRAINING (INSET) POLICY**

DATE : June 25, 2024

1. In reference to **DM-OUHROD-2024-1219** dated 24 June 2024 from the Office of the Officer-in-Charge, Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, the field is hereby informed regarding the above-captured subject to be conducted on 22-26 July and 05-09 August 2024.
2. Attached is the list of Participants (**Enclosure 1**) to the Validation, Revision, and Finalization of the Draft In-Service Training (INSET) Policy.
3. This Memorandum shall likewise serve as the official travel authority document of the participants.
4. Please refer to the attached Memorandum for the complete details.
5. For questions and concerns, please contact Arren V. Aduan, Education Program Supervisor – HRDD NEAP(R) at hrdd.ncr@deped.gov.ph.
6. Immediate dissemination and compliance of this memorandum is desired.

JOCELYN DR ANDAYA
Director IV





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure 1

**Participants to the Validation, Revision, and Finalization
of the Draft In-Service Training (INSET) Policy**

I. Validation of the Revised Draft INSET Policy (July 22-26, 2024)

NO.	NAME	POSITION	OFFICE
1	Guillermo Nikos Telan	PSDS	SDO Quezon City
2	Alma M. Escobia	SEPS HRD	SDO Valenzuela City
3	Juliana Tamayo-Alvarez	School Head	SDO Valenzuela City
4	Winston Jazmin Luna	School Head	SDO Quezon City
5	Marillou De Jesus	School Head	SDO Parañaque City
6	Rowena E. Cristobal	School Head	SDO Valenzuela City

II. Revision of the Validated Draft INSET Policy (August 05-09, 2024)

NO.	NAME	POSITION	OFFICE
1	Rhea B. Eden	EPS HRDD	Regional Office NCR
2	Melvin Willy Roque	PDS	SDO Valenzuela City



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1219

TO : Regional Directors
Schools Division Superintendents
Human Resource Development Division Chiefs
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **CONDUCT OF VALIDATION, REVISION, AND FINALIZATION OF THE DRAFT IN-SERVICE TRAINING (INSET) POLICY**

DATE : 24 June 2024

- Following the *Presentation and Final Consultation on the Draft INSET Policy (Proposed Guidelines for School-Led Professional Development Programs)* last 24-28 June 2024, the National Educators Academy of the Philippines (NEAP) will conduct a series of activities for the **Validation, Revision, and Finalization of the Draft INSET Policy**, with the following schedule and details:

Activity	Expected Participants	Schedule
Validation of the Revised Draft INSET Policy	Select School Heads, Supervisors, and Human Resource Development Specialists	22-26 July 2024
Revision of the Validated Draft INSET Policy	Participants of the INSET developmental workshops held last 15-19 April and 24-28 June 2024	05-09 August 2024
Finalization of the Reviewed Draft INSET Policy	Select Central Office, Regional Office (RO), Schools Division Office (SDO), and School Personnel	23-27 September 2024

- The goal of these activities is to provide field implementers with a comprehensive policy for the effective and efficient design, development, delivery, implementation, quality assurance, and monitoring and evaluation of INSET and Other Learning and Development (L&D) Interventions for teachers, administrators, and education support staff in schools and learning centers.



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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 2



3. Specifically, the activities have the following objectives:
 - a. Ensure alignment of the draft policy with the desired efficient and practical experiences of field implementers;
 - b. Enhance the draft policy based on the insights and inputs provided by field implementers; and
 - c. Finalize the draft policy for routing and vetting of the top management.
4. A separate advisory on the final venues, accommodation arrangements, meal guides, and list of participants (for the *Finalization* activity) will be released later.
5. For the *Validation* activity, **the Regional Offices are requested to endorse participants who have not attended previous related activities.** Please refer to **Enclosure 1** for the *Allocated Number of Nominated Participants/ Validators per Level (Region, Division, and School) per Region.*
6. The participants are requested to confirm their attendance through the registration link **https://bit.ly/INSETWriteshop_RegForm on or before 12 July 2024.**
7. In case the identified participants will not be able to attend due to valid reasons, we request that the Regional Offices submit to the NEAP Professional Development Division (PDD) the names of participants as replacement through the email address provided below three (3) days prior to the actual conduct of the activity.
8. The participants are requested to bring their own laptops, chargers, and extension cords as well as copies of their school professional development plans, Learning Action Cell (LAC) plans, INSET plans, and other relevant documents that may be used as reference in crafting their outputs.
9. Copies of the policy documents will be sent to the participants through their registered email addresses, one (1) week before the activity. Please note that these documents are still subject for review, enhancement, validation, and finalization processes. Unauthorized dissemination of such is strictly prohibited.
10. Board and lodging of the participants and the Program Management Team (PMT) shall be charged against the NEAP Human Resource Development (HRD) Funds. As to travel expenses, those of the PMT shall be charged against HRD Funds, while those of the participants shall be charged against RO/SDO/local funds, subject to the usual accounting and auditing rules and regulations.
11. For clarifications and concerns, please coordinate with **Mr. Dustin Troy Joson** of NEAP PDD through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
12. For immediate dissemination and appropriate action.

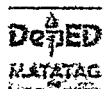
Enclosures:

Enclosure 1 – List of Participants for the Validation Activity & Allocated Number of Participants per Region
Enclosure 2 – List of PMT and Field Participants for the Revision Activity

Copy furnished:

Atty. Revsee A. Escobedo
 Undersecretary for Operations

[NEAP-PDD/Joson]



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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Enclosure 1 – Allocated Number of Participants for the Validation

Validation of the Revised Draft INSET Policy
July 22-26, 2024 | NCR

List of Participants

No.	Name of Participants	Position	Office/Station	Region
1	Marife T. Morcilla	PDO V	NEAP-PDD Program Management Team	
2	Alexander Simagala	PDO IV		
3	Dustin Troy R. Joson	SEPS		
4	Florentino L. Varron Jr.	SEPS		
5	Julie Lyka Ignao	PDO II		
6	Jufeel Pulvosa	PDO II		
7	Mathew Bofete	TA II		
8	Ann Christine T. Sison	TA II		
9	Gerald Magno	SEPS	NEAP-QAD Program Management Team	
10	Alvin B. Fulgencio, Jr.	SEPS		
11	Mark Alvin M. Cruz	SEPS		
12	Evelyn D. Cruzada	HTC	NEAP	

Allocated Number of Participants per Region

Region	SDO Personnel			School Head (Type of School according to Size)				Total
	PSDS	EPS	HRD SEPS	Small	Medium	Large	Mega	
Batch 1 (July 22-24)								
VI	1		1	1	1	1	1	6
VII		1	1	1	1	1	1	6
VIII		1	1	1	1	1	1	6
IX	1	1	1	1	1	1	1	7
X	1		1	1	1	1	1	6
XI	1	1	1	1	1	1	1	7
XII		1	1	1	1	1	1	6
XIII	1		1	1	1	1	1	6
Total	5	5	8	8	8	8	8	50
Batch 2 (July 24-26)								

I	1		1	1	1	1	1	6
II	1	1	1	1	1	1	1	7
III	1		1	1	1	1	1	6
IV-A		1	1	1	1	1	1	6
IV-B	1	1	1	1	1	1	1	7
V		1	1	1	1	1	1	6
NCR	1		1	1	1	1	1	6
CAR		1	1	1	1	1	1	6
Total	5	5	8	8	8	8	8	50

Enclosure 2 – List of Participants for Revision of the Validated Draft INSET Policy

Revision of Validated Draft INSET Policy
August 5-9, 2024 | NEAP NCR, 15 Cepeda St., Marikina City

No.	Name of Participants	Position	Office/Station	Region
1	Marife T. Morcilla	PDO V	NEAP-PDD Program Management Team	
2	Alexander Simagala	PDO IV		
3	Dustin Troy R. Joson	SEPS		
4	Florentino L. Varron Jr.	SEPS		
5	Julie Lyka Ignao	PDO II		
6	Jufeel Pulvosa	PDO II		
7	Mathew Bofete	TA II		
8	Ann Christine T. Sison	TA II		
9	Gerald Magno	SEPS	NEAP-QAD Program Management Team	
10	Alvin B. Fulgencio, Jr.	SEPS		
11	Mark Alvin M. Cruz	SEPS		
12	Evelyn D. Cruzada	HTC	NEAP	
Field Writers (RO/SDO/School)				
13	Dinah Bonao	CES	HRDD/NEAP-R	Region I
14	Juner Windel Valdez	EPS	HRDD	
15	Catherine B. Operaña	PSDS	SDO Pangasinan 1	
16	Jimmy Laroya	PSDS	SDO Pangasinan 2	
17	Joy S. Ferrer-Lopez	EPS	HRDD/NEAP-R	Region II
18	Jay J. Gallegos	EPS	SDO Isabela	
19	Romel L. Ricardo	Principal III	Regional Science High School	
20	Albina G. Daguioag	Principal II	SDO Cagayan	Region III
21	Rigette Ryan S. Ramos	EPS	HRDD	
22	Marco Rhonel Eusebio	EPS	SDO Malolos	
23	Rosaline Tuble	Principal IV	SDO Pampanga	
24	Leo M. Atienza	HT I	San Isidro Integrated NHS	Region IV-A
25	Patrick Coquilla	Principal	Emilia Embalada Pobleto MHS	
26	Jennifer Rojo	Principal	Principal Pansin ES	
27	Alona M. Raton	Principal I	Gulod ES	
28	Orven Francis De Pedro	Principal III	Tagaytay Science NHS	
29	Ester Dolatre	Principal IV	Cavite Science NHS	
30	Arelene M. Hernandez	Principal	Governor Luis A. Ferrer Jr. East	

			NHS	
31	Elena Orbera	Accountant	SDO Sta. Rosa City	
32	Carlo June Tibayan	Attorney III		
33	Elizabeth Delas Alas	CES	SDO Occidental Mindoro	Region IV-B
34	Jonathan Lilang	SEPS	SDO Romblon	
35	Jeremy Atad	EPS II	NEAP-R	Region V
36	Marjorie L. Contado	Principal I	Sawang ES	
37	Eva Fabraquel	PSDS	SDO Roxas City	Region VI
38	Josephine Balasan	Principal III	Roberto H. Tirol High School	
39	Fatima Escuton	Principal III	Lucero National High School	
40	Jeanyllete Ayson	EPS	SDO Bohol City	Region VII
41	Rhea Liza B. Valmores	SEPS (M&E)	SDO Carcar	
42	Harvie Villamor	CES	HRDD/NEAP-R	Region VIII
43	Millaner Oyo-a	Principal III	SDO Calbayog City	
44	Ann Agda	EPS	SDO Dapitan City	Region IX
45	Monina Antiguina	EPS	SDO Dipolog City	
46	Jerome M. Fundal	Principal I	SDO Pagadian City	
47	Ell June S. Abucay	Planning Officer III	SDO Ozamiz City	Region X
48	Rechie A. Lazalita	Principal I	SDO Misamis Oriental	
49	Jeoffrey Bernabe	SEPS	NEAP-R	Region XI
50	Noel B. Canales	PSDS	SDO Davao de Oro	
51	Henry Fritz Diaz	SEPS	NEAP-R	Region XII
52	John Michael Castino	SEPS	SDO General Santos City	
53	Rexan O. Bolotaolo	PSDS	SDO Agusan del Sur	CARAGA
54	Romalyn P. Matildo	Principal I	SDO Surigao del Sur	
55	Dexter Andres	EPS	HRDD	CAR
56	Ginadine Lopez	ASDS	SDO Kalinga	
57	Sharon Christianie Castillo	Principal I	SDO Baguio City	
58	Rachel Baliked	Head Teacher	SDO Benguet	NCR
59	Rhea Eden	EPS	HRDD	
60	Melvin Willy Roque	PSDS	SDO Valenzuela	