



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024-1053

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Marikina
SDO Valenzuela

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

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

DATE : October 10, 2024

1. This is in reference to Advisory dated October 7, 2024 from Jennifer E. Lopez, Director IV, National Educators Academy of the Philippines, and Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development dated June 24, 2024, informing the concerned Schools Division Offices about the above-captioned subject.

2. The following personnel are advised to attend the **activity** which will be held on **October 14-18, 2024** at **NEAP Marikina**:

| Name | Designation | Office |
|--------------------------|--|----------------|
| Jennifer F. Vivas | Officer-in-Charge, Assistant Schools Division Superintendent | SDO Marikina |
| Filmore R. Caballero | Chief Education Supervisor, Curriculum Implementation Division | SDO Valenzuela |
| Melvin Willy II B. Roque | Public School District Supervisor | |

3. Participants are advised 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.

4. First meal will be breakfast on October 14, 2024 and last meal will be lunch on October 18, 2024.



6 Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

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Certificate No. PHP QMS
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5. The participants' board and lodging will be charge to NEAP HRD Fund while transportation, per diem, and other incidental expenses shall be charged to their local funds subject to the usual accounting and auditing rules and regulations.
6. For other questions and concerns, kindly coordinate with **Mr. Dustin Troy R. Josen**, Senior Education Program Specialist of NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
7. Immediate dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV



6 Misamis St., Bago Bantay, Quezon City
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Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

October 7, 2024

ADVISORY

In reference to DM-OUHROD-2024-1219, re: **Conduct of Validation, Revision, and Finalization of the Draft In-Service Training (INSET) Policy** dated June 24, 2024, please be informed that the following activity is postponed:

| Activity | Expected Participants | New Schedule | Venue |
|------------------------------------|--|---------------------|---|
| Revision of the Draft INSET Policy | Please see the attached list of participants | October 14-18, 2024 | NEAP-R Facility (NCR), Cepeda cor E. Santos, Street, Concepcion Uno Marikina City |

| Accommodation* and Meals | Oct. 14, 2024 Monday | Oct. 15, 2024 Tuesday | Oct. 16, 2024 Wednesday | Oct. 17, 2024 Thursday | Oct. 18, 2024 Friday |
|--------------------------|-------------------------|--------------------------|----------------------------|---------------------------|-------------------------|
| Breakfast | ✓ | ✓ | ✓ | ✓ | ✓ |
| AM Snack | ✓ | ✓ | ✓ | ✓ | ✓ |
| Lunch | ✓ | ✓ | ✓ | ✓ | ✓ |
| PM Snack | ✓ | ✓ | ✓ | ✓ | |
| Dinner | ✓ | ✓ | ✓ | ✓ | |

*Room check-in is available on October 14, morning. Check-out on October 18, afternoon.

Other stipulations in the activity memo, specifically items 7 to 10, will remain the same. Confirmation of participation is expected to be done through the accomplishment of online registration link https://bit.ly/INSETWriteshop_RegForm on or before October 11, 2024.

For further questions and concerns, you may contact **Mr. Dustin Troy R. Joson**, Senior Education Program Specialist of the Professional Development Division through telefax no. (02) 8715-9919 or email at neap.pdd@deped.gov.ph.

For information and guidance.


JENNIFER E. LOPEZ
 Director IV

[NEAP-PDD/Joson]



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Group A

List of Participants

| No. | Name of Participants | Position | Office/Station | Region |
|-----|--------------------------|-------------|---|-------------|
| 1 | Jennifer E. Lopez | Director IV | National Educators Academy of the Philippines | |
| 2 | Marife T. Morcilla | PDO V | NEAP-PDD Program Management Team | |
| 3 | Dustin Troy R. Joson | SEPS | | |
| 4 | Hanifa Hadji Abas | EPS II | | |
| 5 | Jufael Pulvosa | PDO II | | |
| 6 | Ann Christine T. Sison | TA II | | |
| 7 | Gillian Casaclang | EPS II | | SDO Dagupan |
| 8 | Romel Costales | CES | HRDD | Region II |
| 9 | Joy S. Ferrer-Lopez | EPS | HRDD | Region II |
| 10 | Leo M. Atienza | HT I | San Isidro Integrated High School | Region IV-A |
| 11 | Domingo Cueto | P II | David P. Jimenez Elementary School | Region IV-A |
| 12 | Gregorio Racelis | P III | Gumaca National High School | Region IV-A |
| 13 | Eva Fabraquel | PSDS | SDO Roxas | Region VI |
| 14 | Josephine Balasan | P III | Roberto H. Tirol High School | Region VI |
| 15 | Fatima Escuton | P III | Lucero National High School | Region VI |
| 16 | Ranie Livero O. Villamin | EPS | HRDD | Region X |
| 17 | Jeoffrey Bernabe | SEPS | NEAP-R/HRDD | Region XI |
| 18 | Aileen Anonuevo | CES | SDO Panabo City | Region XI |
| 19 | Christine C. Bagacay | CES | SDO Tagum City | Region XI |
| 20 | John Michael Castino | SEPS | SDO General Santos City | Region XII |
| 21 | Rexan O. Bolotaolo | PSDS | SDO Agusan Del Sur | CARAGA |
| 22 | Melvin Willy Roque | PSDS | SDO Valenzuela | NCR |
| 23 | Evelyn Cruzada | | Resource Person | |



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Group B

List of Participants

| No. | Name of Participants | Position | Office/Station | Region |
|-----|---------------------------|---------------------------|-------------------------------------|-------------|
| 1 | Alexander Simagala | PDO IV | NEAP-PDD Program Management Team | |
| 2 | Marvin Villafuerte | SEPS | | |
| 3 | Richie Carla Vesagas | SEPS | | |
| 4 | Mathew Bofete | PDO II | | |
| 5 | Julie Lyka Ignao | PDO II | | |
| 6 | Lara Grace Abaleta | TA II | | |
| 7 | Toni Rose Rosales | TA II | | |
| 8 | Ruby Chanda J. Crisostomo | PDO IV | BHROD | CO |
| 9 | Lizette Ann L. Carpio | PDO III | BHROD | CO |
| 10 | Jennifer F. Vivas | OIC-ASDS | SDO Marikina | NCR |
| 11 | Filmore R. Caballero | CES | SDO Valenzuela | NCR |
| 12 | Bryan Pobe | EPS | HRDD | Region IV-A |
| 13 | Maria Corazon A. Rubio | Principal II | SDO Lucena City | Region IV-A |
| 14 | Elizabeth A. Soriano | Assistant Principal II | SDO Cavite Province | Region IV-A |
| 15 | Patrick Coquilla | Principal | Emilia Embalada Poblete MHS | Region IV-A |
| 16 | Irene Dayandante | PSDS | SDO Camarines Sur | Region V |
| 17 | Representative | | RITQ | |
| 18 | Representative | | RITQ | |



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Group C

List of Participants

| No. | Name | Position/Designation | Office |
|-----|--------------------------|--|-------------------------------------|
| 1 | Rizza A. Pereyra | Senior Education Program Specialist | NEAP-Central Office |
| 2 | Dia Sielo D. Carabaña | Education Program Specialist II | |
| 3 | Arlu Bernard J. Cabanero | Education Program Specialist II | |
| 4 | Angelo E. Bedana | Project Development Officer II | |
| 5 | Paolo Alinojan | Technical Assistant II | |
| 6 | Representatives | | BHROD |
| 7 | | | |
| 8 | Nelma Lyn R. Barnija | Chief Education Supervisor | Region XI-HRDD |
| 9 | Michael S. Anoda | Education Program Supervisor | Region XI-CLMD |
| 10 | Elmer Augustus Conde | Education Program Specialist II | CARAGA-NEAP R |
| 11 | Maribel R. Serafica | Public Schools District Supervisor | Region II, SDO Cagayan |
| 12 | Lawrence B. Icasiano | Public Schools District Supervisor | Region IV-A, SDO Tanauan City |
| 13 | Remelyn De Galicia | Accountant | Region IV-A, SDO Lipa |
| 14 | Lovelyn Atienza | Attorney III | Region IV-A, SDO Lipa |
| 15 | Darlferhen M. Dancel | Principal I | Region IV-A, SDO Imus City |
| 16 | Rebonie Emboltorio | Senior Education Program Specialist | Region VI, SDO Kabankalan City |
| 17 | Hazel M. Diaz | School Principal III | Region VIII, SDO Northern Samar |
| 18 | Exquil Bryan P. Aron | Curriculum Implementation Division Chief | Region X, SDO Iligan City |
| 19 | Mervie Y. Seblon | OIC- Assistant Schools Division Superintendent | Region XII, SDO General Santos City |





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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.

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/INSETWritesShop_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]