



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

13 October 2025

DIVISION MEMORANDUM

No. 695, s. 2025

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

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Education Program Supervisors
Public Schools District Supervisors/PICDs
All Elementary and Secondary School Heads
Administrative Officer V
This Division

1. Pursuant to **DepEd Memorandum DM-OULS-2025-095** dated **29 September 2025**, titled “*Guidelines on the Conduct of the School Year 2025–2026 In-Service Training (INSET) for Teachers*,” the Department of Education through the **National Educators Academy of the Philippines (NEAP)**, announces the conduct of the **In-Service Training (INSET) for Teachers on October 27–30, 2025**. This initiative supports DepEd’s continuing commitment to the professional development of teachers.
2. The conduct of the INSET shall primarily aim to strengthen teacher competencies for enhanced learning delivery across all learning areas. The INSET shall focus on any of the following key training content areas:
 - a. Reflective practice and instructional refinement in the implementation of:
 - i. Revised K to 12 Curriculum
 - ii. 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 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 the classroom
 - g. Strategies for learning continuity through flexible modalities
 - h. Accelerating digital adoption for effective and accessible learning delivery
 - i. Strengthening instruction and assessment in the Alternative Learning System (ALS)
 - j. Enhanced delivery of Guidance Services by designated Guidance teachers
 - k. Other emerging needs based on teachers’ Individual Professional Development Plans (IPDPs)



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity



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3. **All School Heads** are directed to ensure the proper organization, planning, and implementation of the **School-Based INSET** following NEAP guidelines. They shall provide appropriate professional development opportunities for all teachers based on identified training needs.
4. **All schools are further instructed to submit the following documents on or before October 22, 2025**, to wit:
 - a) School-based In-Service Training (INSET) Plan
 - b) Curriculum Vitae of Resource Speakers
 - c) Budget Matrix
 - d) School-Based PD Program Design Quality Standards Checklist
5. The training shall be based on the results of the **Training Needs Analysis (TNA), Electronic Self-Assessment Tool (E-SAT). The Training shall be included in the School Master Plan for Professional Development (SMPPD)**. The proposal shall form part of the documentation and approval process for the conduct of the INSET.
6. The INSET may be conducted at the **school level (school-based INSET)** or **cluster/district level (cluster-based INSET)**, depending on the identified learning needs and available resources.
7. To ensure the preparation of 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 2024, and its enclosures through the link: <https://bit.ly/SY2025-2026INSETGuidelinesTemplates>.
8. School Heads are directed to submit approved post-INSET reports through the **SGOD HRDS** focal person using the prescribed NEAP reporting format on or before November 7, 2025, through this link: <https://bit.ly/INSETReportSY2025-2026>. School Heads shall also submit the following reports after the INSET, to wit:
 - a) PD Program Completion Report Form
 - b) Actual Participants Profile Sheets
 - c) PD Program Workplace Application Plan (WAP)
 - d) M&E Results
9. The consolidated report shall be submitted to the **Regional Office through the HRDD/NEAP-R** on or before **14 November 2025** using the link: tinyurl.com/eq2025inset.
10. **Funding requirements for the conduct of the School-Based INSET shall be chargeable against the School Maintenance and Other Operating Expenses (MOOE)**, or other available funds, subject to the usual accounting and auditing rules and regulations per **DepEd Order No. 008, s. 2019** and **DM-OUHRDD-2025-0586** while the Division INSET shall be charged against HRD Funds.



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11. Participants who will render services during Saturdays, Sundays, or Holidays shall be granted Vacation Service Credits pursuant to DepEd Order No. 013, s. 2024. School Heads and non-teaching personnel who render services beyond office hours shall be entitled to Compensatory Overtime Credit (COC) per CSC and DBM Joint Circular No. 2, s. 2004.
12. Immediate and wide dissemination of this Memorandum is desired for the information and compliance of all concerned.

JAY S. MONTEALTO, CESO VI
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
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