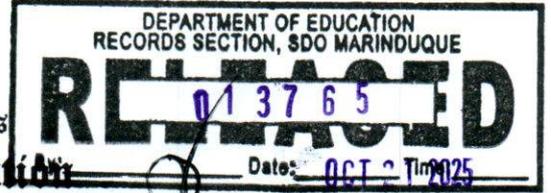




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-173

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID/OIC, SGOD
Public Schools District Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **GUIDELINES ON THE CONDUCT OF IN-SERVICE TRAINING FOR TEACHERS (INSET) FOR SCHOOL YEAR 2025-2026**

DATE: October 16, 2025

1. In reference to Memorandum DM-OULS-2025-095 from the Office of the Undersecretary for Learning Systems, Assistant Secretary Carmela C. Oracion, titled "Guidelines on the Conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET)," the National Educators Academy of the Philippines (NEAP) issues the guidelines on the conduct of the INSET on October 27-30, 2025 pursuant to DepEd Order No. 12, s. 2025 titled "*Multiyear Implementing Guidelines on the School Calendar and Activities.*"

2. The conduct of the INSET for SY 2025-2026 shall be guided by the primary goal of strengthening teacher competencies for enhanced learning delivery in all classrooms and learning centers. Specifically, the INSET shall focus on any of the following key training content:

- 2.1. reflective practice and instructional refinement in the implementation of (a) the Revised K to 12 Curriculum and/or (b) ARAL Reading Program;
- 2.2. strengthening inclusive instruction;
- 2.3. strategies for promoting literacy and numeracy;
- 2.4. strategies for developing critical and creative thinking as well as other higher-order thinking skills;
- 2.5. instructional strategies for non-major teachers handling Filipino in Junior and Senior High School;
- 2.6. empowering teachers on socio-emotional learning (SEL) in classroom instruction;
- 2.7. strategies for supporting continuity of learning during emergency situations through flexible modalities;



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

- 2.8. accelerating digital adoption for effective and accessible learning delivery;
- 2.9. strengthening instruction and assessment in the Alternative Learning System;
- 2.10. enhanced delivery of guidance services by guidance designates in schools; and
- 2.11. other emerging needs based on teachers' individual professional development plans.

3. Memorandum DM-OUHROD-2024-1576 requires all School-Based INSET and SLAC plans to be prepared, delivered, quality-assured, PRC-accredited, and monitored and evaluated, in adherence to the standards and processes set by NEAP and BHROD. To ensure compliance of all schools with this directive, this Office, through the School Governance and Operations Division – Human Resource Development Section under Program Creating Tomorrow's Schools Today: SGOD 360° and Project Quality HRD – TALINO (Training And Learning Initiatives for Non-teaching and teaching personnel), releases, for use of public schools in the Division, the **Division Repository of Quality Assured Learning and Development Packages** and the **Division Repository of Quality Assured School-Based Learning Action Cell (SLAC) Plans** to provide relief on the preparation and quality assurance of INSET plans for SY 2025-2026. **The said repositories are accessible through bit.ly/LDRepositoryMdq.**

4. School heads are advised to utilize the training packages and extract topics from the quality-assured SLAC plans in the Division Repositories to forego the extensive process of quality assurance of INSET plans for SY 2025-2026. Nonetheless, **school heads shall prepare the following documentary requirements for the conduct of INSET for SY 2025-2026:**

- 4.1. **School-Based INSET Plan;**
- 4.2. **Curriculum Vitae of Resource Speakers;**
- 4.3. **Budget Matrix;**
- 4.4. **Activity Matrix; and**
- 4.5. **Assessment Tools (Pre-Test and Post-Test)**

The templates for the abovementioned documents are also accessible through bit.ly/LDRepositoryMdq.

5. Hard copies of the documentary requirements for the conduct of INSET for SY 2025-2026 need not be submitted to the Schools Division Office, as all documents are only signed by the school head. Furthermore, INSET plans with topics extracted from the Division Repositories no longer need to undergo quality assurance. However, **signed soft copies of the said documents shall be uploaded through bit.ly/INSETPlanMdq2025, for record and tracking purposes.**

6. **As part of the monitoring and evaluation, and reporting of INSET activities, school heads shall submit the following reports on or before November 5, 2025:**

- 5.1. **INSET Implementation Data (accessible through bit.ly/INSETImplementationDataMdq2025); and**
- 5.2. **List of Participants (template and submission bin accessible through bit.ly/INSETReportsMdq2025).**

7. School heads may conduct clustered school-based INSET activities, as long as the needed reports are submitted separately per school. Furthermore, those who opt to conduct such activities shall inform, in writing, this Office through the SGOD-HRDS on or before October 24, 2025.

8. Furthermore, the SGOD-SMM&E and SGOD-HRDS remind all school heads to ensure that Level 1 M&E (Daily End-of-Day Evaluation) and Level 2 M&E (Pre-Test and Post-Test) are conducted and monitored. Applicable means in gathering the results of M&E may be implemented.
9. CID personnel, SGOD-assigned personnel in the districts, and personnel from the SGOD-Human Resource Development and SGOD-School Management, Monitoring & Evaluation shall monitor the implementation of INSET activities for SY 2025-2026. Their travel expenses shall be charged to the 2025 Division HRD Fund, subject to the usual accounting and auditing rules and regulations.
10. Expenses for the conduct of school-based INSET may be funded through the Maintenance and Other Operating Expenses (MOOE), in accordance with DepEd Order No. 8, s. 2019 titled "*Revised Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, Including Other Funds Managed by School,*" and subject to the usual government accounting and auditing rules and regulations.
11. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.
12. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA



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Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>