



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-189

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID/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: **GUIDANCE ON THE CONDUCT OF THE SCHOOL YEAR 2025-2026
IN-SERVICE TRAINING FOR TEACHERS (INSET) IN VIEW OF THE
UNNUMBERED DEPED MEMORANDUM DATED OCTOBER 23, 2025**

DATE: October 30, 2025

1. Relative to Memorandum SGOD-2025-173 titled "*Guidelines on the Conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET)*" and in view of the Unnumbered DepED Memorandum from the Office of the Secretary titled "*Declaration of Midyear Break as Wellness Break and Guidelines for Professional Development Activities,*" dated October 23, 2025, this Office provides **guidance on the conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET)**.
2. To ensure optimal engaged time-on-task and prevent disruption of classes, **this Office advises all public elementary, secondary, and integrated school heads to schedule their SY 2025-2026 INSET on the same day as their school's monthly SLAC sessions.** The INSET shall preferably be conducted in the morning, followed by the SLAC session in the afternoon. School heads are likewise expected to implement appropriate strategies to ensure the smooth conduct of these school-based professional development activities without interrupting regular classes.
3. Furthermore, this Office advises that the conduct of the SY 2025-2026 INSET commence in January 2026 to allow sufficient time for the preparation and processing of CPD accreditation with the Professional Regulation Commission (PRC).
4. The conduct of SY 2025-2026 INSET shall still be guided by Memorandum DM-OUHROD-2024-1576, which 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.



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5. To forego the extensive process of quality assurance, school heads are advised to utilize the training packages and extract topics from the quality-assured SLAC plans and training resource packages stored in the Division Learning and Development Repository, accessible through bit.ly/LDRepositoryMdq. **Signed copies of the following documentary requirements on the conduct of INSET shall be uploaded through bit.ly/INSETPlanMdq2025 on or before December 5, 2025:**

- a. School-Based INSET Plan;
- b. Curriculum Vitae of Resource Speakers;
- c. Budget Matrix;
- d. Activity Matrix; and
- e. Assessment Tools (Pre-Test and Post-Test)

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

6. **As part of the monitoring and evaluation, and reporting of INSET activities, school heads shall submit the following reports on or before March 25, 2026:**

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

7. 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.

8. 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.

9. 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.

10. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

11. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA



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