



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

07 September 2026

DIVISION MEMORANDUM

No. 083, s. 2026

INTERIM GUIDELINES ON THE CONDUCT OF THE SEPTEMBER 2026 IN-SERVICE TRAINING (INSET) FOR TEACHERS IN THE SCHOOLS DIVISION OF MARINDUQUE

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

1. In view of DepEd Order No. 009, s. 2026, titled "*Guidelines on the Implementation of the Three-Term School Calendar in Basic Education*," and pending the issuance of the implementation guidelines on the conduct of the September 2026 In-Service Training (INSET) for Teachers, this Office, through the School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) under Program Creating Tomorrow's Schools Today: SGOD 360° and Project Quality HRD – TALINO (Training And Learning Initiatives for NON-teaching and teaching personnel), hereby issues the **Interim Guidelines on the Conduct of the September 2026 In-Service Training (INSET) for Teachers in the Schools Division of Marinduque for School Year 2026–2027** to provide schools with a common framework for the planning, documentation, and implementation of INSET on September 10-11, 2026.

2. Consistent with DepEd Order No. 035, s. 2016, INSET activities shall remain centered on the improvement of teaching and learning. Accordingly, school heads shall prioritize the conduct of INSET activities on the following areas:

- 2.1. learner diversity and student inclusion;
- 2.2. content and pedagogy;
- 2.3. assessment and reporting;
- 2.4. 21st century skills and Information and Communications Technology (ICT) integration; and
- 2.5. curriculum contextualization, localization, and indigenization.

3. School heads shall also ensure that the planned INSET activities are relevant to the professional development needs of their teachers and contribute to the improvement of teaching and learning. Schools are encouraged to maximize available quality-assured learning resources and professional development materials from the Division Learning and Development (L&D) Repository, whenever applicable.

4. For the proper documentation and review of the proposed conduct of the September 2026 INSET, **school heads of all public elementary, secondary, and**



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>

integrated schools shall submit the following documentary requirements to the SGOD-HRDS through the OSDS-Records Section on or before September 10, 2026:

- a. letter addressed to the Concurrent Officer-in-Charge of the Office of the Schools Division Superintendent, Dr. Ronnie S. Mallari, CESO III, stating the school's conduct of the September 2026 INSET and the proposed venue;
- b. budget matrix indicating the proposed source and utilization of funds for the conduct of the INSET;
- c. activity matrix detailing the proposed learning sessions, duration (in minutes), and resource speaker; and
- d. certification prescribed by the Schools Division Office attesting to the school's compliance with DepEd Memorandum No. 044, s. 2023 on the quality assurance of school-based professional development programs.

The prescribed templates for the abovementioned documentary requirements may be accessed and downloaded from the Division Learning and Development (L&D) Repository through bit.ly/LDRepositoryMdq.

5. School heads may opt to participate in DepEd training activities offered virtually during the scheduled INSET period, provided that such activities are relevant to their identified learning and development needs and are recognized or authorized by the Department of Education.

6. In cases where the school opts to participate in DepEd virtual training activities, and in consideration of the allotted budget estimates for the conduct of the September 2026 INSET, teachers shall still convene in-person in a venue preferably within the school premises. This arrangement shall facilitate the appropriate utilization of available funds and ensure the proper monitoring and documentation of attendance and participation throughout the training.

7. School heads shall exercise overall supervision over the conduct of the INSET and shall ensure that the approved or submitted Activity Matrix is properly implemented. Appropriate attendance records, photographs, session outputs, and other relevant documentation shall likewise be maintained by the school for monitoring, reporting, and audit purposes.

8. **This Office reminds all school heads to strictly observe the maximum allowable rates for meals and training materials in accordance with DepEd Order No. 2, s. 2018**, titled *“Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education.”* For the September 2026 INSET, the allowable rates shall be as follows:

EXPENSE ITEM	MAXIMUM ALLOWABLE RATE
AM snacks	Php 100.00 per person per day
Lunch	Php 400.00 per person per day
PM snacks	Php 100.00 per person per day
Training supplies/kit	Php 300.00 per person

9. Expenses for the conduct of the September 2026 INSET shall be charged against school's local funds and other funds intended for learning and development, subject to the availability of funds and existing accounting and auditing rules and regulations.

10. The SGOD-HRDS shall review the submitted documentary requirements and provide technical assistance, as necessary, to ensure that the proposed INSET activities

are responsive to identified professional development needs and consistent with applicable Department policies and these interim guidelines.

11. CID personnel, SGOD-assigned personnel in the districts, and personnel from the SGOD-HRDS and SGOD-School Management, Monitoring & Evaluation (SGOD-SMM&E) shall monitor the implementation of the September 2026 INSET activities. Their travel expenses shall be charged to the 2026 Division HRD Fund, subject to the usual accounting and auditing rules and regulations.

12. 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 of gathering the results of M&E may be implemented.

13. A separate Division Memorandum shall be issued by this Office regarding the submission of INSET implementation reports and participatory data for the September 2026 INSET. The said Memorandum shall prescribe the reporting requirements, data to be submitted, submission procedures, and applicable timelines once the necessary reporting arrangements and data requirements are finalized.

14. The provisions of this Memorandum shall apply only to the conduct of the September 2026 INSET for Teachers in the Schools Division of Marinduque and shall not be construed as prescribing policies or procedures for the implementation of other INSET activities.

15. This Memorandum shall remain effective until the issuance of the official Department of Education guidelines governing the conduct of INSET for School Year 2026-2027.

16. The following prescribed templates are enclosed for reference:

- a. Enclosure 1: Letter Request;
- b. Enclosure 2: Budget Matrix;
- c. Enclosure 3: Activity Matrix;
- d. Enclosure 4: Certification Attesting to the School's Compliance with DepEd Memorandum No. 044, s. 2023

17. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONNIE S. MALLARI, PhD, CESO III

Regional Director

Concurrent, Officer-in-Charge

Office of the Schools Division Superintendent

Encls: As stated

References: DepEd Order No. 009, s. 2026

DepEd Order No. 035, s. 2016

DepEd Memorandum No. 044, s. 2023

To be indicated in the Perpetual Index
under the following subjects:
TEACHERS
TRAINING PROGRAMS

SGOD-HRDS/KDA

Interim-Guidelines-on-the-Conduct-of-the-September-2026-In-Service-Training-(INSET)-for-Teachers-in-the-Schools-Division-of-Marinduque-for-School-Year-2026-2027 / September 7, 2026



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>

Date

Dr. RONNIE S. MALLARI, CESO III

Regional Director

Concurrent, Officer-in-Charge

Office of the Schools Division Superintendent

Sir:

In compliance with the Interim Guidelines on the Conduct of the September 2026 In-Service Training (INSET) for Teachers in the Schools Division of Marinduque for School Year 2026–2027, [Name of School] respectfully requests approval to conduct its September 2026 In-Service Training (INSET) for Teachers on September 10–11, 2026, at [complete name and address of venue].

The proposed INSET shall provide teachers with relevant professional development opportunities responsive to their identified learning and development needs and aligned with the improvement of teaching and learning.

The activity shall be conducted in person, as reflected in the attached activity matrix. The school shall likewise ensure the proper documentation and monitoring of attendance and participation throughout the conduct of the activity.

The following documents are attached for reference:

1. budget matrix;
2. activity matrix; and
3. certification attesting to the school's compliance with DM 044, s. 2023.

Thank you for your continued support of the professional development of our teachers.

Very truly yours,

NAME OF SCHOOL HEAD

Position

Noted:

NAME OF PUBLIC SCHOOLS DISTRICT SUPERVISOR

Public Schools District Supervisor

BUDGET MATRIX

PROFESSIONAL DEVELOPMENT PROGRAM:	
SEPTEMBER 2026 IN-SERVICE TRAINING FOR TEACHERS	
LEARNING SERVICE PROVIDER: Name of School	
DELIVERY PLATFORM: In-person	
SOURCE OF FUNDS:	
TOTAL TARGETED PARTICIPANTS:	
TARGET DATE/S: SEPTEMBER 10-11, 2026	PROPOSED VENUE:

BUDGET BREAKDOWN				
PARTICULARS	NO. OF PAX	NO. OF DAYS	UNIT COST	TOTAL ESTIMATED COST
AM Snacks		2	100.00	
Lunch		2	400.00	
PM Snacks		2	100.00	
Training Supplies		2	300.00	
TOTAL EXPENSES				

Declaration:

I hereby declare that the information provided in this application is true and correct, and there have been no misleading statements, omissions of any relevant facts, nor any misinterpretations made.

I agree that DepEd-National Educators Academy of the Philippines to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Prepared by:

Name	
Signature	
Date	

This Form is not valid if not signed.

Reviewed by:

Name	Name of Public Schools District Supervisor
Signature	
Date	

This Form is not valid if not signed.

Recommending Approval:

Name	MABEL F. MUSA, PhD, CESO VI
Signature	
Date	

Approved:

Name	RONNIE S. MALLARI, PhD, CESO III
Signature	
Date	

BUDGET MATRIX

PROFESSIONAL DEVELOPMENT PROGRAM: SEPTEMBER 2026 IN-SERVICE TRAINING FOR TEACHERS	
LEARNING SERVICE PROVIDER: Name of School	
DELIVERY PLATFORM: In-person	
TARGET DATE/S: SEPTEMBER 10-11, 2026	PROPOSED VENUE:

TIME	NO. OF MINUTES	ACTIVITY/SESSION	NAME OF FACILITATOR

Prepared by:

Name	
Signature	
Date	

This Form is not valid if not signed.

Reviewed by:

Name	Name of Public Schools District Supervisor
Signature	
Date	

This Form is not valid if not signed.

CERTIFICATION

THIS IS TO CERTIFY that the September 2026 In-Service Training (INSET) for Teachers of NAME OF SCHOOL, scheduled on September 10–11, 2026, shall be planned and implemented in accordance with the applicable provisions of DepEd Memorandum No. 044, s. 2023, titled “*Guidelines on the Quality Assurance of School-Based Professional Development Programs*,” and other applicable policies and guidelines of the Department of Education.

I further certify that:

- a. the proposed INSET activities are responsive to the identified learning and development needs of teachers and are aligned with applicable professional development priorities;
- b. the proposed learning sessions, resource persons/facilitators, duration, and other implementation arrangements are reflected in the submitted activity matrix;
- c. the school shall ensure the proper implementation, documentation, and monitoring of the INSET activities;
- d. the school shall maintain appropriate attendance records, photographs, session outputs, certificates of participation, and other relevant supporting documents as evidence of the actual conduct and participation in the activity;
- e. all expenditures for the conduct of the INSET shall be undertaken in accordance with existing budgeting, accounting, auditing, procurement, and other applicable government rules and regulations, including the prescribed maximum allowable rates for meals and training supplies/materials; and
- f. the information and documents submitted by the school in relation to the conduct of the September 2026 INSET are true, accurate, and complete to the best of my knowledge and shall be made available for monitoring, validation, and audit purposes when required.

This certification is issued in connection with the submission of the documentary requirements for the conduct of the September 2026 INSET for Teachers in the Schools Division of Marinduque.

Issued this ____ day of September 2026 at _____,
Marinduque, Philippines.

SIGNATURE OVER PRINTED NAME OF SCHOOL HEAD

Position