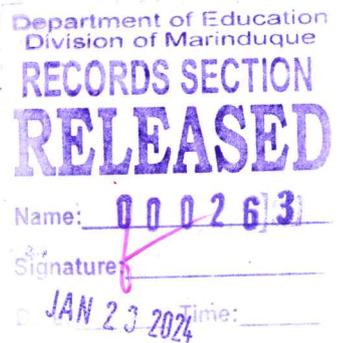




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

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

SUBJECT: **ADDENDUM TO THE UNNUMBERED DIVISION MEMORANDUM
DATED JANUARY 15, 2024 RE: GUIDELINES ON THE CONDUCT
OF THE IN-SERVICE TRAINING OF TEACHERS (INSET)
FOR SCHOOL YEAR 2023-2024**

DATE: January 19, 2024

1. Please be informed of the additional details for the Unnumbered Division Memorandum dated January 15, 2024 titled "*Guidelines on the Conduct of the In-Service Training of Teachers (INSET) for School Year 2023-2024*" specifically on the submission of INSET Reports, to wit:

- 1.1. School heads and school LAC leaders are highly encouraged to conduct INSET sessions on the priority INSET topics of the Department stipulated in Memorandum DM-OUHROD-2024-0037. Localized learning and development needs of teachers may be addressed in the monthly conduct of School Learning Action Cell (SLAC) sessions instead.
- 1.2. **School heads shall submit their 2024 School INSET Participant Report on or before February 5, 2024 through bit.ly/INSETReportMdq2024.** The INSET report can also be found at the same link while the Tracking Tool for the Submission of INSET reports can be accessed through bit.ly/INSETReportTrackerMdq2024.

2. A list of Frequently Asked Questions (FAQs) is attached to this Addendum, for guidance and information.

3. All other provisions contained in the aforementioned Memorandum remain official.

4. Immediate dissemination of this Memorandum is highly desired.

/SGOD-HRDS-KDA

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque
Email: deped_marinduque@yahoo.com
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Tayo Marinduque



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

FREQUENTLY ASKED QUESTIONS (FAQs)

1. When will the INSET proper take place for SY 2023-2024?

Per DepEd Order No. 22, s. 2023 titled “*Implementing Guidelines on the School Calendar and Activities for School Year (SY) 2023-2024*”, the first two days (January 24-25, 2024) shall be spent evaluating the school’s progress in the implementation of the educational programs, projects, and activities, as well as in reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three days (January 26, 29, and 30, 2024) shall be devoted to the conduct of the school-based INSET activities for the teachers’ continued professional development.

2. Memorandum DM-OUHROD-2024-0037 enumerated NEAP Central Office priority programs and policies which shall be the focus of discussion in both SDO-based INSET and school-based INSET. Can schools still discuss topics not included in the list?

The Schools Division Office, through the SGOD-Human Resource Development, highly encourages schools to follow the suggested topics from the Central Office to ensure coherence of data and ease of reporting to the Central and Regional Offices. Localized learning and development needs of teachers can be addressed through the monthly conduct of Learning Action Cell (LAC) sessions.

3. Division Memorandum No. 003, s. 2024 titled “Standardization of Documentary Requirements for the Conduct of School-Based Learning Action Cell (SLAC) Sessions”, prescribed that documentary requirements needed for the conduct of SLAC and INSET be submitted to the Schools Division Office two weeks before the conduct of the activity. Will there be an extension of the deadline for the submission of such documents, considering that necessary revisions caused by Memorandum DM-OUHROD-2024-0037 must still be made?

Yes. In consideration of the short timeframe between the release of DM-OUHROD-2024-0037 and the conduct of INSET for Teachers, the deadline for submission of documentary requirements needed for the conduct of INSET is extended to January 23, 2024 5:00 PM. The Schools Division Office, through the SGOD-Human Resource Development, reiterates that schools utilize the standardized templates and submit complete documents to avoid any inconvenience.

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque
Email: deped_marinduque@yahoo.com
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Tayo Marinduque

4. Will there be an SDO-based INSET for this School Year?

Yes, the Clustered District Mass Training of Teachers on Higher Order Thinking Skills Professional Learning Package (HOTS PLP) on Science, Mathematics, and English is the SDO-based INSET for School Year 2023-2024. As stated in the Division Memorandum No. 004, s. 2024, the learning and development activity is **intended for nominated teachers in Science, Mathematics, and English from all secondary schools in the Division**. Teachers who were not nominated to attend the abovementioned learning and development activity shall participate in their respective school-based INSET for teachers.

5. Due to the SDO-based INSET for secondary Science, Mathematics, and English teachers, we only have a small number of teachers left in our school. Can we have a clustered district INSET for non-SME teachers?

Yes. Interested school heads must send a request letter to their Public Schools District Supervisor for the conduct of a clustered district INSET. If feasible, the concerned Public Schools District Supervisor must send a request letter, together with the required documents, to the Schools Division Superintendent to approve the conduct of such activity.

Nonetheless, school heads must still submit their own INSET report to the prescribed link.

6. Memorandum DM-OUHROD-2024-0037 mentioned the need to submit an INSET report. Is this only applicable to the SDO and not to schools?

Schools, through their respective school heads, must **submit an INSET report to the Division Office on or before February 5, 2024 through bit.ly/INSETReportMdq2024**. Submission of reports can be tracked through bit.ly/INSETReportTrackerMdq2024.

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque
Email: deped_marinduque@yahoo.com
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Tayo Marinduque