



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

Department of Education
Division of Marinduque
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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: **GUIDELINES ON THE CONDUCT OF THE IN-SERVICE TRAINING OF TEACHERS (INSET) FOR SCHOOL YEAR 2024-2025**

DATE: November 7, 2024

1. The Department, through the National Educators Academy of the Philippines (NEAP), is committed to strengthen the professional development of teachers and school leaders in public schools and learning centers, pursuant to DepEd Order No. 11, s. 2019 titled “Implementation of the NEAP Transformation” and Republic Act No. 11713 titled “Excellence in Teacher Education.”
2. Memorandum DM-OUHROD-2024-1576 from the Office of the Undersecretary for Human Resource and Organizational Development, Wilfredo E. Cabral, Regional Director and Officer-in-Charge, provides the *Guidelines on the Conduct of Regional Office- Schools Division Office-, and School-Developed Professional Development Programs for FY 2024* to ensure effective and efficient development and implementation of school-based professional development programs like the monthly School Learning Action Cell (SLAC) sessions and 3-day School-Based In-Service Training (INSET). Relative to this, the Schools Division of Marinduque issues these **Guidelines on the Conduct of the In-Service Training of Teachers (INSET) for School Year 2024-2025**.
3. Per DepEd Order No. 9, s. 2024 titled “Implementing Guidelines on the School Calendar and Activities for School Year (SY) 2023-2024”, the first two days (November 25-26, 2024) of the 5-day Midyear Break of learners 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 (November 27-29, 2024) shall be devoted to the conduct of the school-based INSET activities for the teachers’ continued professional development.

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4. **School heads shall align the topics of their School-Based INSET with any of the following priority programs:**

- a. MATATAG Curriculum for Kindergarten, Grades 1, 4, and 7;
- b. National Learning Camp;
- c. National Reading Program;
- d. National Mathematics Program;
- e. Inclusive Education (Alternative Learning System, Indigenous Peoples Education, Madrasah Education Program, Special Needs Education, etc.);
- f. Comprehensive Sexuality Education (DepEd Order No. 31, s. 2018);
- g. Gender and Development;
- h. Induction Program for Beginning Teachers;
- i. Higher Order Thinking Skills – Professional Learning Packages (HOTS-PLP for Science, Mathematics, and English);
- j. Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy; and
- k. Subject Content-Based Professional Development Programs.

Localized learning and development needs of teachers may be addressed in the monthly conduct of School Learning Action Cell (SLAC) sessions.

5. 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. However, due to competency and time constraints, **school-based INSET activities for SY 2024-2025 may proceed provided that the topics to be discussed are aligned with the priority programs enumerated in Paragraph 4.**

6. In consideration of the tedious preparation for the submission of required documentary requirements, the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) under Project TALINO (*Training And Learning Initiatives for Non-teaching and teaching personnel*) developed a **portal of readily available and quality-assured learning and development packages on select priority programs which can be accessed through bit.ly/LDPortalMdq**. School heads may utilize the available learning and development packages, in whole or in part, as sessions in their INSET and as partial documentary requirements for the conduct of INSET.

7. **In the absence of a Department-wide template for the INSET 2024-2025 report, school heads are instructed to submit their INSET data reports through bit.ly/LACTrackerMdq2024 under the “November” tab on or before December 13, 2024.** A separate Memorandum will be released once a template for the said report is released.

8. Furthermore, the SGOD-HRDS reminds 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. A list of Frequently Asked Questions (FAQs) is attached to this Memorandum, for guidance and information.

10. For questions and clarifications, please contact the SGOD-HRDS through e-mail address hrds.sdomarinduque@deped.gov.ph.

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

/SGOD-HRDS-KDA

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FREQUENTLY ASKED QUESTIONS (FAQs)

1. 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 for the deadline for the submission of such documents, considering that necessary revisions caused by the guidelines?

Yes. In consideration of the short timeframe between the release of the guidelines and the conduct of INSET for Teachers, the deadline for submission of documentary requirements needed for the conduct of INSET is extended to November 18 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.

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

None. However, due to the requirement that School-Based INSET and SLAC need to be prepared, delivered, quality-assured, PRC accredited, and monitored and evaluated, in adherence to the standards and processes outlined in Memorandum DM-OUHROD-2024-1576, the Schools Division of Marinduque through the SGOD-HRDS, will conduct a Capacity Building for SDO-Based Program Owners and Select School Leaders on NEAP Quality Assurance and PRC CPD Accreditation on November 27-29, 2024. A separate Memorandum will be released regarding this matter. In view thereof, school heads are advised to forego any speakership engagement during the 3-Day INSET to ensure their participation in the aforementioned capacity building activity.

3. Our school has already submitted all the necessary documentary requirements for the conduct of INSET for SY 2024-2025 prior to the release of this Division Memorandum. In addition, our proposed topics are different from those enumerated in the Memorandum. Do we have to revise and resubmit the documentary requirements?

Yes. Memorandum-DM-OUHROD-2024-1576 provides that topics for the School-Based INSET for SY 2024-2025 be aligned with the given priority programs. The developed portal of readily available and quality assured learning and development packages by the SGOD-HRDS aims to ease the tedious preparations of school heads on the development of session guides and slide decks as documentary requirements for the conduct of INSET.

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