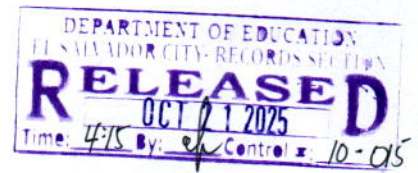




Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Division Advisory No. 015, s.2025

October 21, 2025

In compliance with DepEd Order (DO) No. 8, s.2013  
this advisory is issued not for endorsement as per DO 28, s.2001,  
but for only the information of DepEd Officials, personnel/staff,  
as well as the concerned public  
(visit <https://depedelsalvadorcity.org>)

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Section and Unit Heads

**SCHOOL AND DIVISION ACTIVITIES DURING THE SEMESTRIAL BREAK**

Please be advised to read Regional Memorandum No. 822, s.2025 relative to  
the conduct of School/Division Activities during the Semestrial Break on October 27-  
30, 2025.

Attendance during the break will be strictly checked for compliance.

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

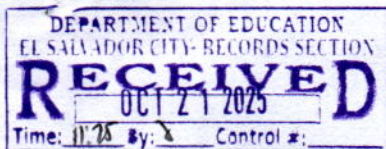
ATTENDANCE



Address: Zone 3, Tuburan, Poblacion, El Salvador City  
Telephone Nos.: (088) 882-6326  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)  
Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)

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Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO

Third Copy of Three  
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25-140540 10-21-25

October 15, 2025

REGIONAL MEMORANDUM  
No. 822, s. 2025

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

To: Schools Division Superintendents  
All Others Concerned

1. Following the attached **DepEd Memorandum DM-OU-LS-2025-095** issued by the Office of the Undersecretary for Learning Systems, the Department of Education (DepEd), through the **National Educators Academy of the Philippines (NEAP)**, provides the **Guidelines on the Conduct of the School Year (SY) 2025-2026 In-Service Training for Teachers (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 INSET shall aim to strengthen teacher competencies for enhanced learning delivery across all classrooms and learning centers. It shall focus on any of the following key areas:

- Reflective practice and instructional refinement in the implementation of the Revised K to 12 Curriculum and ARAL Reading Program
- Strengthening inclusive instruction
- Strategies for promoting literacy and numeracy
- Strategies for developing critical and creative thinking and higher-order thinking skills
- Instructional strategies for non-major teachers handling Filipino in Junior and Senior High School
- Empowering teachers on Socio-Emotional Learning (SEL)
- Strategies for supporting continuity of learning during emergencies through flexible modalities;
- Accelerating digital adoption for effective and accessible learning delivery
- Strengthening instruction and assessment in the Alternative Learning System (ALS)
- Enhanced delivery of guidance services and
- Other emerging needs based on teachers' individual professional development plans.

3. All **Schools Division Offices (SDOs)** and **School Heads** are directed to ensure the effective implementation of the SY 2025-2026 INSET in accordance with the prescribed guidelines and contextualized based on the needs of K to 12 teachers.



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
Telephone No: (088) 881-3137  
Email Address: region10@deped.gov.ph  
Website: r10.deped.gov.ph

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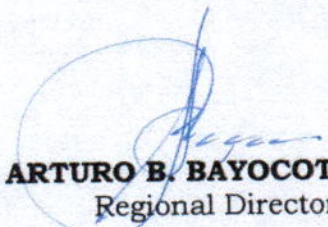
4. To ensure quality preparation and delivery, reference is made to **DepEd Memorandum DM-OUHRDD-2024-1576**, titled **Guidelines on the Conduct of Regional Office-, Schools Division Office-, and School-Developed Professional Development Programs for FY 2024** and related enclosures accessible via [tinyurl.com/DM241576](https://tinyurl.com/DM241576).

5. The conduct of INSET may be done at the **school level (school-based INSET)** or **division/district level (cluster-based INSET)**.

6. Expenses for the INSET shall be chargeable against the **FY 2025 Human Resource Development (HRD) Fund** and available **FY 2024 Continuing Funds**, subject to existing accounting and auditing rules. Funding may also be sourced from the **MOOE**, per **DepEd Order No. 008, s. 2019**, and relevant guidelines on the use of school funds.

7. All SDOs through **SGOD-HRDD and SMME** shall submit consolidated INSET completion reports using the prescribed NEAP format to the **Regional Office (RO)**, using this link <https://tinyurl.com/INSET-Reports-R10-25-26> on or before November 10.

8. This Office directs the immediate and wide dissemination of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

INSET      POLICY

RE: Guidelines on the Conduct of the School Year (SY) 2025-2026  
In-Service Training for Teachers (INSET)

HRDD/onb



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
Telephone No: (088) 881-3137  
Email Address: [region10@deped.gov.ph](mailto:region10@deped.gov.ph)  
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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

**MEMORANDUM**  
**DM-OULS-2025-095**

**TO :** Regional Directors  
Schools Division Superintendents  
Human Resource Development Division Chiefs  
Curriculum and Learning Management Division Chiefs  
School Governance and Operations Division Chiefs  
Curriculum Implementation Division Chiefs  
All Others Concerned

**FROM :** *Carmela C. Oracion*  
**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Undersecretary for Learning Systems

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

**DATE :** 29 September 2025

1. In support of the Department's sustained commitment to the continuous professional development of teachers, the National Educators Academy of the Philippines (NEAP) hereby issues the following guidelines on the conduct of the In-Service Training for Teachers (INSET) on **27-30 October 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 shall be guided by the primary goal of strengthening teacher competencies for enhanced learning delivery in all classrooms and learning centers. Specifically, INSET shall focus on any of the following key training content:
  - a. Reflective practice and instructional refinement in the implementation of the:
    - i. Revised K to 12 Curriculum
    - ii. ARAL-Reading Program
  - b. Strengthening inclusive instruction
  - c. Strategies for promoting literacy and numeracy
  - d. Strategies for developing critical and creative thinking as well as other higher order thinking skills
  - e. Instructional strategies for non-major teachers handling Filipino in Junior and Senior High School
  - f. Empowering teachers on Socio- Emotional Learning (SEL) in classroom instruction



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [oec@deped.gov.ph](mailto:oec@deped.gov.ph); Website: [www.deped.gov.ph](http://www.deped.gov.ph)



**Address:** DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
**Telephone No:** (088) 881-3137  
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**Website:** [r10.deped.gov.ph](http://r10.deped.gov.ph)

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- g. Strategies for supporting continuity of learning during emergency situations through flexible modalities
  - h. Accelerating digital adoption for effective and accessible learning delivery
  - i. Strengthening instruction and assessment in the Alternative Learning System
  - j. Enhanced delivery of Guidance services by Guidance designates in schools
  - k. Other emerging needs based on teachers' individual professional development plan
3. All Schools Division Superintendents and School Heads shall ensure the implementation of SY 2025-2026 INSET in accordance with prescribed guidelines, providing appropriate professional development programs for all K to 12 teachers based on their needs. Regional Directors are likewise enjoined to extend technical guidance and support to their respective Schools Division Offices to facilitate the effective preparation and conduct of the INSET.
  4. To ensure quality in the preparation and delivery of the INSET, refer to DM-OUHROD-2024-1576 titled, Guidelines on the Conduct of Regional Office-, Schools Division Office-, and School-Developed Professional Development Programs for FY 2024 and its enclosures through the link [tinyurl.com/DM241576](https://tinyurl.com/DM241576).
  5. INSET may be organized and delivered either at the school level (school-based INSET) or division/district level (cluster-based INSET).
  6. Pursuant to DM-OUHROD-2025-0586 titled Guidelines on the Utilization of the FY 2025 Human Resource Development (HRD) Fund, expenses related to the conduct of INSET shall be chargeable against the HRD Funds directly released to the Schools Division Offices (SDOs) and the available FY 2024 Continuing Funds, subject to existing government accounting and auditing rules and regulations.
  7. The expenses for school-based INSET may also be funded through the Maintenance and Other Operating Expenses (MOOE), in accordance with DepEd Order No. 008, s. 2019 or the 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.
  8. To ensure effective implementation and documentation of INSET activities, all Schools Division Offices (SDOs) through the SGOD HRDS and SMME, shall submit consolidated INSET completion reports using the prescribed NEAP format to their Regional Offices (ROs). Likewise, ROs through the HRDD/NEAP-R, shall submit the RO-consolidated reports to NEAP Central Office via [tinyurl.com/eoy2025inset](https://tinyurl.com/eoy2025inset) on or before **14 November 2025**.
  9. For queries, please contact **Director Michael Joseph P. Cabauatan**, NEAP Director III, by email [neap.rd@deped.gov.ph](mailto:neap.rd@deped.gov.ph) or telephone number (02) 8638-8638.
  10. For immediate dissemination and strict compliance.



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [cust.serv@deped.gov.ph](mailto:cust.serv@deped.gov.ph); Website: [www.deped.gov.ph](http://www.deped.gov.ph)



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