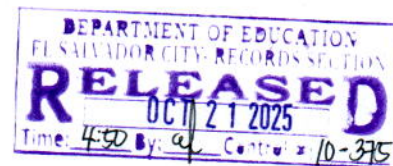




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



21 October 2025

DIVISION MEMORANDUM
No. 395, s. 2025

**GUIDELINES ON THE CONDUCT OF SY 2025-2026
IN-SERVICE TRAINING FOR TEACHERS**

To: All Public Elementary School Heads
All Public Secondary School Heads
All Teachers
All Others Concerned

1. In relation to DM-OULS-2025-095 Re: *Guidelines on the Conduct of SY 2025-2026 In-Service Training for Teachers*, this Office informs the field of the following guidelines for this year's In-Service Training for Teachers to be conducted on October 27-30 pursuant to DepEd Order No. 12, s.2025 titled, Multiyear Implementing Guidelines on the School Calendar and Activities.
2. The conduct of 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 Revised K to 12 Curriculum and ARAL Reading Program
 - b. Strengthening inclusive education
 - 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 JHS/SHS
 - f. Empowering teachers on Socio-Emotional Learning (SEL) in the classroom
 - 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 ALS
 - j. Enhanced delivery of Guidance services
 - k. Other emerging needs based on teachers' individual professional development plan
 - l. Other PDs pre-approved by the SDO and have undergone NEAP or CPD accreditation



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3. School-based INSET may be funded through the School 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, subject to the usual government accounting and auditing rules and regulations.
4. To ensure effective implementation and documentation of INSET activities, all school heads are directed to submit **INSET completion report** (please see attached template) on or before November 7, 2025 through the HRD section.
5. The office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For immediate dissemination and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

hrd

Midyear INSET



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

Attachment 1. Program Completion Report Template

SY 2025-2026 IN-SERVICE TRAINING FOR TEACHERS

PROGRAM COMPLETION REPORT

Learning Service Provider:		
Contact Person:	Designation:	
Contact No.:	Email Address:	
Program/Course Title:		
Date/s of Conduct:		
Venue:		
Total No. of Participants:	Male:	Female:
Executive Summary:		
M and E Analysis		



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General Comments and Issues Encountered

In this section make any general comments about the program and identify any issues encountered in relation to:

- *its delivery*

Photo Documentation



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Recommendations

I hereby declare the information provided in this program completion report is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made. I further allow DepEd-NEAP to investigate the authenticity of all the documents submitted.

I agree that DepEd-NEAP is to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Sign off by the Program/Course Manager or its equivalent

P/C Manager:
Signature:
Date:

***Attachments: signed attendance sheets, program/matrix, pre/post and other evaluation results**



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REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



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



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Telephone Nos.: (088) 882-6326
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Website: depedelsalvadorcity.net

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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.
 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 on or before **14 November 2025**.
 9. For queries, please contact **Director Michael Joseph P. Cabauatan**, NEAP Director III, by email mjc@deped.gov.ph or telephone number (02) 8638-8638.
 10. For immediate dissemination and strict compliance.



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