



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

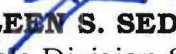
FEB 10 2023

MEMORANDUM

CONDUCT OF THE MID-YEAR IN-SERVICE TRAINING OF TEACHERS

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is the Regional Memorandum No. 71 s. 2023, dated February 6, 2023 from, in accordance with the DepEd Memorandum DM-OUHROD-2023-0157 from the Office of the Gloria Jumamil-Mercado, Undersecretary of Human Resource and Organizational Development National Educators Academy of the Philippines, and Teacher Education Council Secretariat, for reference and guidance of all concerned.
2. All schools are directed to accomplish the attached template of the School Based In-Service Training (INSET) Report, which may be accessed and downloaded from <https://tinyurl.com/NCRNEAPINSET2023>.
3. Likewise, all schools shall submit the accomplished report to the Curriculum Implementation Division through their Public Schools District Supervisors on or before February 20, 2023.
4. Immediate dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects

TRAINING SCHOOLS TEACHERS

AFS/ CONDUCT OF THE MID-YEAR IN-SERVICE TRAINING OF TEACHERS
047 February 9, 2022

UN-2023-047



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
edemuntinlupa@gmail.com

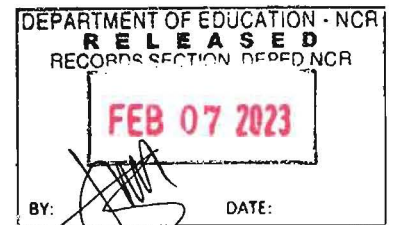


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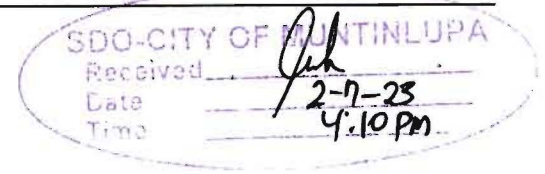


Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



DNCR-E-QRD-033/R0/01112019

REGIONAL MEMORANDUM
No. ROP-2023- 071



February 6, 2023

CONDUCT OF MID-YEAR IN-SERVICE TRAINING OF TEACHERS

To: Schools Division Superintendents

1. In line with Memorandum DM-OUHRD-2023-0157 dated February 2, 2023 from the office of Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, National Educators Academy of the Philippines, and Teacher Education Council Secretariat, the field is hereby informed about the above-captioned subject.
2. Provided is further information and highlights the salient points on in-service-training (INSET) of **DM-OUHRD-2023-0063 – “2023 HRD Program Support Fund (PSF) and INSET Fund for the Regions and Divisions”**.
3. SDOs are advised to utilize the INSET as one of the modalities in providing professional development for teachers that are responsive, needs-based, and anchored on the Professional Standards based on the consolidated Individual Development Plan (IDP) of teachers.
4. INSET topics shall be anchored on teachers' professional development needs enumerated in Part IV – IDP of their Individual Performance Commitment and Review Form (IPCRF), merging and urgent needs/priorities identified by the leadership particularly on literacy and numeracy, critical thinking and problem-solving skills across key stages.
5. Schools are allowed to merge with other nearby school/s within the district in conducting the INSET provided that they have related, if not the same content in their INSET Plan. Moreover, the participants of the INSET should strictly adhere to the current health and safety protocols.
6. Schools shall submit their INSET Plan to the Schools Division Office (SDO) through their respective Public Schools District Supervisors (PSDS).





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

7. The SDO PSDS shall conduct Monitoring and Evaluation (M&E) activities to ensure the quality of the INSET using existing M&E tools and processes
8. Schools and SDOs shall use the attached **INSET Completion Report** template. The final submission of SDO reports to NEAP R is on or before **February 28, 2023** by uploading the soft copy to **<https://tinyurl.com/NCRNEAPINSET2023>** and submit the consolidated signed hard copies at the Human Resource Development Division – National Educators Academy of the Philippines (HRDD – NEAP), 3rd Floor, New Building, DepEd NCR, Misamis St. Bago Bantay, Quezon City.
9. Expenses incurred relative to the conduct of this activity shall be chargeable against the INSET Funds directly released by DBM to SDOs pursuant to DepEd Order 030, s. 2021, subject to the usual government accounting and auditing rules and regulations. This is computed as five percent (5%) of the total School Maintenance and Other Operating Expenses (MOOE) of public schools.
10. For more information and clarification, please contact **Jennifer G. Medina** through email at **jennifermolina@deped.gov.ph** .
11. Immediate dissemination and compliance with this Memorandum is desired.


WILFREDO E. CABRAL, CESO III
Regional Director





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND
TEACHER EDUCATION COUNCIL SECRETARIAT

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MEMORANDUM

DM-OUHROD-2023-~~0157~~

TO : **Regional Directors**
HRDD Chiefs
NEAP-R Focal Persons
School Division Superintendents
School Heads
All Others Concerned

FROM : *Gloria* **GLORIA JUMAMIL-MERCADO** *JMC*
Undersecretary
for Human Resource and Organizational Development,
National Educators Academy of the Philippines, and *JMB*
Teacher Education Council Secretariat

SUBJECT : **CONDUCT OF MID-YEAR IN-SERVICE TRAINING OF TEACHERS**

DATE : February 02, 2023

1. This is to provide further information and highlight the salient points on in-service training (INSET) of DM-OUHROD-2023-0063 - "2023 HRD Program Support Fund (PSF) and INSET Fund for the Regions and Divisions" dated 4 January 2023 issued by this Office.

"5. On the other hand, the In-Service Training (INSET) Fund (Enclosure 2), which is also released directly to SDOs, may be utilized for the Programs, Activities, and Projects (PAPs), particularly on Literacy-Numeracy programs subject to DepEd Order No. 030, s. 2021 titled Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders (Enclosure 3)."

2. INSET is one of the modalities in providing professional development for teachers which can be an avenue where teachers and school leaders can enhance teacher competencies, address concerns, issues, and gaps in teaching and learning. In ensuring the quality and relevance of school-based INSET, the school heads shall ensure that the topics and content are responsive, needs-based, and anchored on the Professional Standards based on the consolidated Individual Development Plan (IDP) of teachers.
3. All INSET topics shall be anchored on teachers' professional development needs enumerated in Part IV- IDP of their Individual Performance Commitment and Review Form (IPCRF), emerging and urgent needs/priorities identified by the leadership particularly on literacy and numeracy, critical thinking and problem-solving skills across key stages.

4. Schools are allowed to merge with other nearby school/s or schools within the district in conducting the INSET provided that they have related, if not the same content in their INSET Plan. Moreover, the participants of the INSET should strictly adhere to the current health and safety protocols.
5. Schools shall submit their INSET plan to the School Division Office (SDO) through their respective Public Schools District Supervisors (PSDS).
6. The relevant SDO personnel shall conduct Monitoring and Evaluation (M&E) activities to ensure the quality of the INSET using existing M&E tools and processes.
7. Schools, SDOs, and ROs shall use the INSET Completion Report templates that can be accessed and downloaded through tinyurl.com/neapinset23. The final date of submission of RO reports to DepEd CO thru NEAP is **on or before March 3, 2023**.
8. Pursuant to DepEd Order 030 s. 2021, expenses incurred relative to the conduct of this activity shall be chargeable against the INSET Funds subject to the usual government accounting and auditing rules and regulations. INSET funds are directly released by DBM to the SDOs annually. Presently, it is computed as five percent (5%) of the total School Maintenance and Other Operating Expenses of public schools.
9. For more information and clarifications, please contact **Ms. Rizza Pereyra** of the National Educators Academy of the Philippines-Professional Development Division, Department of Education at DepEd Central Office, Room 211 Mabini Building, DepEd Complex, Meralco Ave., Pasig City through email at pdd.pdi@deped.gov.ph or at telefax number (02) 8715-9919.
10. For your information and strict compliance.

Form 1: School-based In-Service Training (INSET) Report

Fill in the yellow cells with the requested information. Choose from the options in the green cells (drop-down).

I. SCHOOL PROFILE

Region:		School Head:	
Division:		Contact No. and/or Email Address:	
School:			
School ID:			

II. CONDUCT OF INSET

Date/s of Conduct		Participants		Quality Assurance	Remarks
Total Duration (in hours)		Male		NEAP-Recognized	
Venue		Female		CPD-Accredited	
Utilized Budget Per Capita		Total		SDO-Reviewed	
	Total INSET Funds Utilized (Mid-year INSET)				

INSET Topics	Delivery Modality	PPST Strands Addressed						
Remarks:	Remarks:	Domain 1						
		Domain 2						
		Domain 3						
		Domain 4						
		Domain 5						
		Domain 6						
		Domain 7						

INSET Topics	Delivery Modality	PPST Strands Addressed						
Remarks:	Remarks:	Domain 1						
		Domain 2						
		Domain 3						
		Domain 4						
		Domain 5						
		Domain 6						
		Domain 7						

INSET Topics	Delivery Modality	PPST Strands Addressed						
Remarks:	Remarks:	Domain 1						
		Domain 2						
		Domain 3						
		Domain 4						
		Domain 5						
		Domain 6						
		Domain 7						

Note: Duplicate the row of cells for INSET Topics as necessary.

Challenges and Issues Encountered	Recommendations

Prepared by: _____
(Name)
Position

Summary of PPST Strands Addressed	
1.1	4.1
1.2	4.2
1.3	4.3
1.4	4.4
1.5	4.5
1.6	5.1
1.7	5.2
2.1	5.3
2.2	5.4
2.3	5.5
2.4	6.1
2.5	6.2
2.6	6.3
3.1	6.4
3.2	7.1
3.3	7.2
3.4	7.3
3.5	7.4
	7.5

Form 2: SDO Summary of School-based In-Service Trainings (INSET) Report

Fill in the yellow cells with the requested information. Refer to Form 1s submitted by schools.

I. SDO PROFILE

Region:		Superintendent:	
Division:		SDO Contact No. and/or Email Address:	

Total No. of Schools	
Elementary Schools (K-6)	Integrated Schools (K-12)
Integrated Schools (K-10)	Junior High Schools (7-10)
Integrated Schools (7-12)	Senior High Schools (11-12)

II. CONDUCT OF INSET

Dates of Conduct		Remarks:		Participants		Quality Assurance		No. of INSET Designs		Remarks
Average Duration (in hours)		Remarks:		Male		NEAP-Recognized				
Common Venues		Remarks:		Female		CPD-Accredited				
Utilized Budget Per Capita (Average)		Total INSET Funds Utilized (Mid-year INSET)		Total		SDO-Reviewed				

Elementary Schools (K-6)

INSET Topics	Delivery Modality	No. of Schools	PPST Strands Addressed								
			Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7	
	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7	
	Online										
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6		
	Participants			Domain 3	3.1	3.2	3.3	3.4	3.5		
	Male										
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5			
	Total										
	Quality Assurance			Domain 5	5.1	5.2	5.3	5.4	5.5		
	NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4				
	CPD-Accredited										
SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5				
Remarks											

Challenges and Issues Encountered	Recommendations

Integrated Schools (K-10)

INSET Topics	Delivery Modality	No. of Schools	PPST Strands Addressed								
			Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7	
	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7	
	Online										
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6		
	Participants			Domain 3	3.1	3.2	3.3	3.4	3.5		
	Male										
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5			
	Total										
	Quality Assurance			Domain 5	5.1	5.2	5.3	5.4	5.5		
	NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4				
	CPD-Accredited										
SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5				
Remarks											

Challenges and Issues Encountered	Recommendations

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Integrated Schools (7-12)											
INSET Topics	Delivery Modality	No. of Schools		PPST Strands Addressed							
Remarks	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7	
	Online										
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6		
	Participants			Domain 3	3.1	3.2	3.3	3.4	3.5		
	Male										
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5			
	Total										
	Quality Assurance			Domain 5	5.1	5.2	5.3	5.4	5.5		
	NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4				
	CPD-Accredited										
	SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5			

Challenges and Issues Encountered	Recommendations

Integrated Schools (K-12)											
INSET Topics	Delivery Modality	No. of Schools		PPST Strands Addressed							
Remarks	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7	
	Online										
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6		
	Participants			Domain 3	3.1	3.2	3.3	3.4	3.5		
	Male										
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5			
	Total										
	Quality Assurance			Domain 5	5.1	5.2	5.3	5.4	5.5		
	NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4				
	CPD-Accredited										
	SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5			

Challenges and Issues Encountered	Recommendations

Junior High Schools (7-10)											
INSET Topics	Delivery Modality	No. of Schools		PPST Strands Addressed							
	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7	
	Online										
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6		
	Participants			Domain 3	3.1	3.2	3.3	3.4	3.5		

Remarks	Male										
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5			
	Total										
	Quality Assurance										
	NEAP-Recognized		Domain 5	5.1	5.2	5.3	5.4	5.5			
	CPD-Accredited		Domain 6	6.1	6.2	6.3	6.4				
	SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5			

Challenges and Issues Encountered	Recommendations

Senior High Schools (11-12)

INSET Topics	Delivery Modality	No. of Schools	PPST Strands Addressed								
	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7	
	Online										
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6		
	Participants										
	Male		Domain 3	3.1	3.2	3.3	3.4	3.5			
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5			
	Total		Domain 5	5.1	5.2	5.3	5.4	5.5			
Remarks	Quality Assurance										
	NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4				
	CPD-Accredited										
	SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5			

Challenges and Issues Encountered	Recommendations