



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

Office of the Schools Division  
Superintendent

OCT 28 2024

**MEMORANDUM**

**2024 SCHOOL-BASED IN-SERVICE TRAINING FOR TEACHERS (INSET)**

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

1. In accordance with the continuous professional development of teachers during midyear break, this Office requests that all schools, through their school heads and INSET coordinators, submit their proposals for the 5-day School-based In-service Training (INSET) for Teachers to the Human Resource Development Section (HRDS) c/o Ms. Ivy M. Romano, Senior Education Program Specialist, on or before **November 8, 2024**.

2. The proposal shall encompass the INSET period from November 25 to 29, 2024. The first three days shall cover any of the needs-based topics and PD priorities, as follows:

- a. MATATAG Curriculum for Kindergarten and Grades 1, 4, and 7;
- b. National Learning Camp;
- c. National Reading Camp;
- d. National; Mathematics Program;
- e. Inclusive Education (Alternative Learning System, Indigenous People 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-PLPs) for Mathematics, Science, and English;
- j. Instructional; Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy; and
- k. Subject Content-based Professional Development Programs

The remaining two days will be dedicated to other school-related tasks, including the development of learning materials for each learning area and additional preparations for the resumption of classes.



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3. The INSET proposal shall follow the PD proposal template in accordance with DepEd Memorandum 44, s. 2023 - Interim Guidelines for Quality Assurance, Monitoring, and Evaluation of the National Academy of the Philippines Core Program. Likewise, it must be reviewed by the Public Schools District Supervisors and the Education Supervisors concerned.
4. The suggested budget allocation for the food shall not be greater than P400.00 and not lower than P300.00 per day, inclusive of morning and afternoon, and lunch, considering DepEd Order No. 2, s. 2018 titled, "Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Officials Activities Organized and Conducted by the Department of Education)." The food expenses, as well as other related expenses incurred in the conduct of the said activity, shall be charged against the school MOOE subject to the usual accounting and auditing rules and regulations.
5. A separate issuance relative to INSET Monitoring, including the members of the Monitoring Team, will also be released.
6. Immediate, wide dissemination of, and strict compliance with this Memorandum are desired.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

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

SCHOOL  
PROFESSIONAL DEVELOPMENT

PRINCIPAL  
LEARNING AREAS

TEACHERS

IMR/ 2024 INSET Training  
**405** October 28, 2024

UN-2024-405



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