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

Office of the Schools Division Superintendent

NOV 26 2024

MEMORANDUM

NEAP PROFESSIONAL DEVELOPMENT PROGRAMS FOR SY 2024-2025 IN-SERVICE TRAINING (INSET)

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

1. Attached is Memorandum DM-OUHROD-2024-2306 titled NEAP Professional Development Programs for SY 2024-2025 In-Service Training (INSET) dated November 15, 2024, the contents of which are self-explanatory, for the information and guidance of all concerned.

2. School heads are requested to complete the Inventory Form, which must include the details of teachers who participated in the INSET sponsored by NEAP. Please submit the form by November 29, 2024, through the following link: https://tinyurl.com/INSET-Inventory2024.

3. Immediate and wide dissemination of this Memorandum is desired.

For:

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

By:

ADA TRINIDAD A. TAGLE
Public Schools District Supervisor
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

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

PROGRAM TRAINING TEACHERS

IMB/ INSET 2024 NEAP
473 November 26, 2024
UN-2024-473

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-2306

TO : **Regional Directors**
Schools Division Superintendents
Human Resource Development Division Chiefs
School Governance and Operations Division Chiefs
School Heads
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **NEAP PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE SY 2024-2025 IN-SERVICE TRAINING (INSET)**

DATE : 15 November 2024

1. In line with the Department's commitment to upgrade the quality and competence of teaching and teaching-related personnel congruent with professional standards, the **In-Service Training (INSET) for SY 2024-2025** will be conducted on **25-29 November 2024**.

2. However, flexibility on the dates and delivery modality shall be given to schools with ***suspensions caused by typhoons and other unforeseen circumstances***. For schools not affected by the aforesaid suspensions, the INSET shall be conducted as scheduled. On the other hand, for schools affected by in-person class suspensions, a separate issuance shall be released for proper guidance.

3. For this year's INSET, the National Educators Academy of the Philippines (NEAP) designed professional development (PD) programs intended to support and extend teachers' subject area content knowledge and pedagogy, which can be accessed through the link https://bit.ly/NEAP_PD_Programs. *(**Enclosure 1** – List of NEAP PD Programs for the SY 2024-2025 INSET).*

4. With a professional learning ecosystem approach adopted for the INSET, all governance levels of the Department are responsible for the effective implementation and management of the PD programs using various modalities.

5. In this regard, **all Schools Division Superintendents and School Heads are instructed to adhere to the guidelines on the implementation and management of the SY 2024-2025 INSET**, ensuring that all teachers from Kindergarten to Grade

12 are provided with PD program/s based on their needs. Relatedly, **all Regional Directors are enjoined to provide their respective Schools Division Offices with adequate technical guidance and support in preparation for and in the actual conduct of the INSET**, considering the aforementioned flexibilities, to ensure the successful preparation and conduct of the INSET. ***(Enclosure 2** – Guidelines on the School-Based Management and Implementation of the SY 2024-2025 INSET)*

6. Likewise, **the Monitoring and Evaluation (M&E) Teams at the Central Office, Regional Offices, Schools Division Offices, and Schools are directed to adopt the NEAP e-M&E Tool** for the proper consolidation of data on teachers' professional development and performance, assessment of PD program effectiveness, and monitoring of fund utilization, among others. This will help in the development of targeted PD programs for teachers and in ensuring transparency in the use of funds. ***(Enclosure 3** – Adoption of the NEAP e-M&E Tool for the SY 2024-2025 INSET)*

7. In preparation for the INSET, a **National Orientation** with the NEAP counterparts in the regions and divisions, particularly the HRDD and the SGOD Chiefs with their SEPS/EPS INSET Focals, will be held on **20 November 2024, 2:00 p.m.** via Microsoft Teams through the link https://tinyurl.com/OrientationINSET.

   For confirmation of attendance, the participants are requested to register through the link https://bit.ly/INSETRegistrationNEAP.

8. Should you have further questions and clarifications, you may contact the following NEAP officers:

Focal Person	Contact Details	Concern
Marife T. Morcilla *Project Development Officer V, NEAP Professional Development Division*	neap.pdd@deped.gov.ph (02) 8715-9919	Downloading of Training Resource Packages and Delivery of PD Programs
Dir. Leah B. Apao *Director III, NEAP and OIC, NEAP Quality Assurance Division*	neap.qad@deped.gov.ph (02) 8633-7207	e-M&E Tool
Dir. Jennifer E. Lopez *Director IV, NEAP*	neap.od@deped.gov.ph (02) 8638-8638	Other INSET-related concerns

9. For immediate dissemination and strict compliance.

Copy furnished:
OFFICE OF THE SECRETARY

GINA O. GONONG
Undersecretary for Curriculum and Teaching

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Enclosure 1:

NEAP Professional Development Programs for the SY 2024-2025 In-Service Training (INSET)

A. Master Classes for Kindergarten, Grades 1, 4, and 7 (K147) Teachers across All Learning Areas

In support for the effective implementation of the revised curriculum, NEAP, in collaboration with the Bureau of Curriculum Development (BCD) and Bureau of Learning Delivery (BLD), will provide **Master Classes for Kindergarten, Grades 1, 4, and 7 (K147) Teachers across All Learning Areas** on November 25-29, 2024 delivered online through NEAP Facebook Page.

PD Program Title	PRC-CPD Units
Master Classes for Kindergarten Teachers across All Learning Areas	8
Master Classes for Grade 1 Teachers across All Learning Areas	8
Master Classes for Grade 4 Teachers across All Learning Areas	10
Master Classes for Grade 7 Teachers across All Learning Areas	10

1. Opening Program, to be hosted by NEAP- CO, will be livestreamed at DepEd Philippines and NEAP Facebook Page on November 25, 2024, from 8:00 - 9:00 a.m.
2. All ***public and private*** Kindergarten, Grades 1, 4 and 7 teachers, school heads and/or supervisors must confirm their participation on or before November 15, 2024, through this link: https://tinyurl.com/NEAPMasterClass. Other grade levels who wish to attend may also join the Master Classes.
3. Participants may choose to attend two (2) to three (3) different sessions by identifying the subject/s they are interested in attending, as long as it will not have any conflict with the schedules of PD for other learning areas.
4. All participants must submit the evaluative assessment and reflective questions at the end of the day and specified schedule, to ensure that session

objectives will be met, and the results are attained successfully. The submission will be the basis for the **Certificate of Participation**; no certificate of any kind will be issued for noncompliance.

5. Participants are reminded of the following during the master class sessions:
   a. For Teachers
      i. answer the daily post-training evaluation results (Resource Person, sessions) and reflective questions via Microsoft Form per session
      ii. submit a draft lesson plan integrating the leaning of the topic/s in the learning area they attended
   b. For Master Teachers / Head Teachers / School Heads
      i. answer the daily post-training evaluation results (Resource Person, sessions) and reflective questions via Microsoft Form per session
      ii. download the collaborative expertise guide in this link: https://tinyurl.com/Collaborative-Expertise-Guide
      iii. accomplish the https://tinyurl.com/NEAPMasterClass-2024 on or before January 30, 2025.

Activity Matrix for Master Classes

GRADE 1 Host: SDO Mandaue City- www.facebook.com/DepEdMandaueCityOfficial		
Date & Time	**PD Program Title**	**Resource Person**
November 25 9:00 AM – 12:00 NN	Strengthening Learners' Language towards Improved Literacy	Dr. Merry Ruth Gutierrez *Graduate Faculty in Reading Education* Philippine Normal University
November 26 9:00 AM – 12:00 NN	Intensifying Reading Literacy Improvement in a Self- Contained Classroom	
November 27 9:00 AM – 12:00 NN	Maximizing Learning through Explicit Teaching and Translanguaging	Dr. Marcia Nina C. Salvador *Assistant Professor* Philippine Normal University
November 28 9:00 AM – 12:00 NN	Assessing the Learners Learning Areas through Differentiated Assessment	Prof. May Flor C. Rivera *Assistant Professor* Philippine Normal University

KINDERGARTEN Host: SDO Mandaue City- www.facebook.com/DepEdMandaueCityOfficial		
Date & Time	**PD Program Title**	**Resource Person**
November 25 1:00 – 4:00 PM	Developmentally appropriate Practice vis- à-vis Kindergarten Revised K to 10 Curriculum	Prof. Maria Cecilia Q. Jocson *Reading Interventionist and Directress* Reading Specialist
November 26 1:00 – 4:00 PM	Learning through Play-based Pedagogy for Holistic Child Development	Dr. Trixie Marie J. Sison *Dean* College of Education, Miriam College Quezon City
November 27 1:00 – 4:00 PM	Literature- based Approach in Kindergarten	Prof. Dulce Monina Constancia P. Abutal *Part-time Faculty Member* FEBIAS College of Bible
November 28 1:00 – 4:00 PM	Strengthening Early Literacy and Early Numeracy	Prof. Miriam I. Ugaddan *Assistant Professor* University of the Philippines

GRADE 7- FILIPINO Host: SDO Mandaluyong City https://www.facebook.com/depedmandaluyongcity?mibextid=LQQJ4d		
Date & Time	**PD Program Title**	**Resource Person**
November 25 9:00 AM – 12:00 NN	Pag-unawa at Pagsusuri ng mga Tekstong Nasusulat	Dr. Niña Christina Zamora *Faculty - Full Professor VI* Philippine Normal University
November 26 9:00 AM – 12:00 NN	Pag-unawa at Pagsusuri ng Tekstong Biswal	
November 27 9:00 AM – 12:00 NN	Paglikha at Presentasyon ng mga Tekstong Multimodal	
November 28 9:00 AM – 12:00 NN	Makabagong Pamamaraan ng Pagtataya sa Filipino	

GRADE 4- FILIPINO Host: SDO Mandaluyong City https://www.facebook.com/depedmandaluyongcity?mibextid=LQQJ4d		
Date & Time	**PD Program Title**	**Resource Person**
November 25 1:00 – 4:00 PM	Mabisang Paraan ng Paggamit sa Pagtuturo ng Angkop ng Diksyon	Prof. Dinalene Castanar-Babac *Social Action Coordinator, JHS Grades 7,8,9* Miriam College High School
November 26 1:00 – 4:00 PM	Mabisang Kayarian ng Teksto sa Pagbuo ng Diskurso	
November 27 1:00 – 4:00 PM	Komprehensibong Paraan ng Pagsusuri ng mga Elementong Biswal	
November 28 1:00 – 4:00 PM	Makabagong Paraanng Pagtataya sa mga Kasanayang Pangwika	

GRADE 4- ENGLISH Host: SDO Quezon City https://www.facebook.com/DepEdSDOQuezonCityOfficial		
Date & Time	**PD Program Title**	**Resource Person**
November 25 9:00 AM – 12:00 NN	Play-Based Education: An Approach to Boost the Learners' Reading Competency	Dir. Daisy Jane Calado *Center Director* Readplus | Readability Literacy Improvement Center
November 26 9:00 AM – 12:00 NN	Enhancing Language, Reading, and Literacy through Shared Reading Approaches for Learners	
November 27 9:00 AM – 12:00 NN	Unlocking Literacy: The Guided Reading Approach for Enhancing Language and Reading Skills in Learners	
November 28 9:00 AM – 12:00 NN	Circle of Readers: The Round Robin Reading Approach for Strengthening Language and Literacy Skills in Learners	

GRADE 7- ENGLISH Host: SDO Quezon City https://www.facebook.com/DepEdSDOQuezonCityOfficial		
Date & Time	**PD Program Title**	**Resource Person**
November 25 1:00 – 4:00 PM	Play-Based Education: An Approach to Boost the Learners' Reading Competency	Prof. Darl Jacqueline M. Orillaza *Lecturer* De La Salle University
November 26 1:00 – 4:00 PM	Enhancing Language, Reading, and Literacy through Shared Reading Approaches for Learners	
November 27 1:00 – 4:00 PM	Unlocking Literacy: The Guided Reading Approach for Enhancing Language and Reading Skills in Learners	
November 28 1:00 – 4:00 PM	Circle of Readers: The Round Robin Reading Approach for Strengthening Language and Literacy Skills in Learners	

GRADE 4- SCIENCE Host: SDO Makati City https://www.facebook.com/SDOMakati		
Date & Time	**PD Program Title**	**Resource Person**
November 25 9:00 AM – 12:00 NN	From Questions to Creations: Integrating Inquiry- Based Learning in Science Classrooms	Dr. Edwehna Elinore S. Paderna *Associate Professor - Science Education Area | Division of Curriculum and Instructions* College of Education University of the Philippines - Diliman
November 26 9:00 AM – 12:00 NN	Creating with Purpose: Design-Based Learning Strategies for Science	
November 27 9:00 AM – 12:00 NN	Beyond the Test: Measuring Success through Assessment for Design- Based Learning in Science Classrooms	
November 28 9:00 AM – 12:00 NN	Exploring Success: Rethinking Assessment in Inquiry- Based Science Learning	

GRADE 7- SCIENCE Host: SDO Makati City https://www.facebook.com/SDOMakati		
Date & Time	**PD Program Title**	**Resource Person**
November 25 1:00 – 4:00 PM	Building Brilliance: Exploring the Engineering Design Process (EDP) in Science	Prof. Gizel R. Santiago *Associate Professor V* Philippine Normal University - North Luzon
November 26 1:00 – 4:00 PM	Transforming Ideas into Impact: The Design Thinking Process in Science	
November 27 1:00 – 4:00 PM	Assessing Innovation: Evaluating EDP and DTSP through Inquiry and Problem- Based Learning	
November 28 1:00 – 4:00 PM	Evaluating EDP-DTSP in Science through Project-based, and Design thinking-based Assessments	

GRADE 7- MATHEMATICS Hosts: DepEd Philippines https://www.facebook.com/DepartmentOfEducation.PH NEAP Facebook https://www.facebook.com/DepEdNEAP/		
Date & Time	**PD Program Title**	**Resource Person**
November 25 9:00 AM – 12:00 NN	Making Mathematics Relevant to the Learners: Bridging the Concepts to Reality	Dr. Elvira de Lara- Tuprio *Professor* Ateneo de Manila University
November 26 9:00 AM – 12:00 NN	Ensuring the Connection of the Concepts to Real World through Authentic Performance Tasks	
November 27 9:00 AM – 12:00 NN	Critical Thinking in Math: Strategies for Problem Solving	
November 28 9:00 AM – 12:00 NN	Proportions and Percentages: Real-World Applications in Math	

GRADE 4- MATHEMATICS Hosts: DepEd Philippines https://www.facebook.com/DepartmentOfEducation.PH NEAP Facebook https://www.facebook.com/DepEdNEAP/		
Date & Time	**PD Program Title**	**Resource Person**
November 25 1:00 – 4:00 PM	Exploring Game-Based Approach in Teaching Mathematics	Dr. Vincent Theodore Balo *Associate Professor V* College of Teacher Education Cebu Normal University
November 26 1:00 – 4:00 PM	Evaluating Game-Based Approach through Performance Task Assessment	
November 27 1:00 – 4:00 PM	Symmetric Designs: Practical Approaches to Completing Figures	
November 28 1:00 – 4:00 PM	From Reflection to Glide: Techniques for Drawing Symmetric Images	

GRADE 7- ARALING PANLIPUNAN Host: SDO Davao City https://www.facebook.com/depeddavaocity		
Date & Time	**PD Program Title**	**Resource Person**
November 25 9:00 AM – 12:00 NN	Empowered Learning: A Collaborative Framework for Addressing Competency Gaps in Araling Panlipunan	Prof. Edizon B. Abon *Associate Prof III, BSSE Unit Extension Program Project Lead* Philippine Normal University - North Luzon
November 26 9:00 AM – 12:00 NN	Cultural Relevance in Education: Meeting Learners' Needs in Araling Panlipunan with a Culture-Based Approach	
November 27 9:00 AM – 12:00 NN	Holistic Education: The Role of Integrative Approaches in Enhancing Araling Panlipunan Learners' Competencies	Dr. Carlino Santos Jr. *Assistant Professor IV, Guidance Counselor and Coordinator for Student Welfare Services* Philippine Normal University - North Luzon
November 28 9:00 AM – 12:00 NN	Cultivating Reflection: Strategies for Supporting Competency Acquisition in Araling Panlipunan	

GRADE 4- ARALING PANLIPUNAN Host: SDO Davao City https://www.facebook.com/depeddavaocity		
Date & Time	**PD Program Title**	**Resource Person**
November 25 1:00 – 4:00 PM	Building Bridges: A Collaborative Approach to Addressing Learners' Needs in Araling Panlipunan	Dr. Anne Lan K. Candelaria *Assistant Vice President for Graduate School* Ateneo de Manila University
November 26 1:00 – 4:00 PM	Embracing Heritage: Culture-Based Instruction as a Tool for Improving Competencies in Araling Panlipunan	
November 27 1:00 – 4:00 PM	Synergizing Knowledge: An Integrative Framework for Competency Development in Araling Panlipunan	
November 28 1:00 – 4:00 PM	Reflective Learning: Addressing Competency Gaps in Araling Panlipunan through Self-Assessment	

GRADE 7- TLE Host: SDO Antipolo City https://www.facebook.com/sdoantipolocity		
Date & Time	**PD Program Title**	**Resource Person**
November 25 9:00 AM – 12:00 NN	Engaging Students through Experiential Learning: Hands-On Strategies for Technology and Livelihood Education	Dr. Charess Goles *Assistant Professor V* Cebu Normal University
November 26 9:00 AM – 12:00 NN	Harnessing Portfolio- Based Assessment: Comprehensive Strategies for Evaluating Learner's Growth in Technology and Livelihood Education	
November 27 9:00 AM – 12:00 NN	Leveraging Technology- Enhanced Instruction to Address Learners' Needs in Acquiring Essential Competencies of the TLE	
November 28 9:00 AM – 12:00 NN	Enhancing Competency Acquisition in TLE through Experiential Learning: Addressing Learners' Needs	

GRADE 4- EPP Host: SDO Antipolo City https://www.facebook.com/sdoantipolocity		
Date & Time	**Topics**	**Resource Person**
November 25 1:00 – 4:00 PM	Introduction to Block-based Programming and Scratch Part 1	Prof. Greg Paolo Alcera *Part Time Instructor* MyCode
November 26 1:00 – 4:00 PM	Introduction to Block-based Programming and Scratch Part 2	
November 27 1:00 – 4:00 PM	Empowering Practical Skills through Project- Based Learning (PBL) in Edukasyong Pantahanan at Pangkabuhayan (EPP)	
November 28 1:00 – 4:00 PM	Evaluating Real-World Skills through Performance- Based Assessment in Edukasyong Pantahanan at Pangkabuhayan (EPP)	

GRADE 4- MAPEH Host: SDO Cebu City https://www.facebook.com/DepedTayoSDOCebuCity		
Date & Time	**PD Program Title**	**Resource Person**
November 25 9:00 AM – 12:00 NN	Collaborative Approach for Enhancing Teaching Music and Arts Competencies	Dr. Jocelyn Timbol Guadalupe *Associate Professor* University of the Philippines Diliman
November 26 9:00 AM – 12:00 NN	Addressing Diverse Needs: Differentiated Instruction in Music and Arts	
November 27 9:00 AM – 12:00 NN	Genre and Style-Specific Dance Techniques	Dr. Lordinio A. Vergara *Vice-President for Finance and Administration* *Professor* - Physical Education, Dance, and Spo Institute of Creative Expressions and Human Movement Education Philippine Normal University
November 28 9:00 AM – 12:00 NN	Assessing Game Performance and Tactical Skills: Implementing TGfU-based Assessment Strategies	Dir. Sebastian Ma. Martin M. Ripoll *Vice-President for Research and Development / Director* Magna Anima Teachers College

GRADE 7- MAPEH Host: SDO Cebu City https://www.facebook.com/DepedTayoSDOCebuCity		
Date & Time	**PD Program Title**	**Resource Person**
November 25 1:00 – 4:00 PM	Collaborative Approach for Enhancing Teaching Music and Arts Competencies	Dr. Jocelyn Timbol Guadalupe *Associate Professor* University of the Philippines Diliman
November 26 1:00 – 4:00 PM	Addressing Diverse Needs: Differentiated Instruction in Music and Arts	
November 27 1:00 – 4:00 PM	Genre and Style-Specific Dance Techniques	Dr. Lordinio A. Vergara *Vice-President for Finance and Administration Professor* Physical Education, Dance, and Sports Institute of Creative Expressions and Human Movement Education Philippine Normal University
November 28 1:00 – 4:00 PM	Assessing Game Performance and Tactical Skills: Implementing TGfU-based Assessment Strategies	Dir. Sebastian Ma. Martin M. Ripoll *Vice-President for Research and Development / Director* Magna Anima Teachers College

GRADE 4- GMRC Host: SDO Panabo City https://www.facebook.com/depedpanabocity		
Date & Time	**PD Program Title**	**Resource Person**
November 25 9:00 AM – 12:00 NN	Navigating Value-Based Pedagogical Approaches for GMRC	Dr. Michael Arthus G. Muega *Professor* University of the Philippines-Diliman
November 26 9:00 AM – 12:00 NN	Understanding the Instructional Models and Assessment Strategies for GMRC	
November 27 9:00 AM – 12:00 NN	Teaching Analytic Thinking About Values and Assessment Tool Development in GMRC	
November 28 9:00 AM – 12:00 NN	Teaching Analytic Thinking About Values and Assessment Tool Development in GMRC	

GRADE 7- VALUES EDUCATION Host: SDO Panabo City https://www.facebook.com/depedpanabocity		
Date & Time	**PD Program Title**	**Resource Person**
November 25 1:00 – 4:00 PM	Navigating Value-Based Pedagogical Approaches for Values Education	Dr. Maricris Acido-Muega *Professor* University of the Philippines- Diliman
November 26 1:00 – 4:00 PM	Understanding the Instructional Models and Assessment Strategies for Values Education	
November 27 1:00 – 4:00 PM	Teaching Analytic Thinking About Values and Assessment Tool Development in Values Education	
November 28 1:00 – 4:00 PM	Teaching Analytic Thinking About Values and Assessment Tool Development in Values Education	

ATENEO CENTER FOR ENGLISH LANGUAGE TEACHING Hosts: DepEd Philippines https://www.facebook.com/DepartmentOfEducation.PH NEAP Facebook https://www.facebook.com/DepEdNEAP/		
Date & Time	**PD Program Title**	**Resource Person**
November 29 8:00 – 11:00 AM	Reconceptualizing Teacher Ideology in Multilingual English Language Classrooms: An ACELT Sociolinguistics in English Education (SEED) Project	Dr. Ruanni Tupas *Associate Professor* Institute of Education, University College London

DCP ADOPTION TRAININGS Hosts: DepEd Philippines https://www.facebook.com/DepartmentOfEducation.PH NEAP Facebook https://www.facebook.com/DepEdNEAP/		
Date & Time	**PD Program Title**	**Resource Person**
November 29 1:00 – 2:00 PM	Introduction to Adobe Creative Cloud	Adobe Philippines
2:00 – 3:00 PM	Microsoft 365 Overview with Learning Accelerators	MSFT Philippines
3:00 – 5:00 PM	Unleash Your Creativity with CANVA for Education	CANVA Philippines

B. Other PD Programs

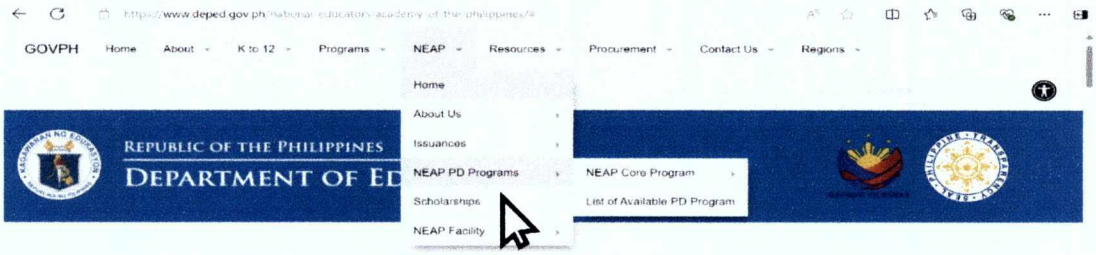
1. In addition to the Professional Development (PD) Programs stipulated under DM-OUHROD-2024-1576, titled "Guidelines on the Conduct of the Regional Office, Schools Division Office and School-Developed Professional Development Programs for FY 2024," the following NEAP-quality assured, PPST-aligned Professional Development (PD) programs may be adopted/adapted and delivered based on the school context vis-a-vis the identified training needs of the teachers. These programs include:

PD Program Title	Focused PPST Domain, Strand, Indicator	Expected Field of Expertise of the Resource Speaker/s
Curriculum Framework Enriching Literacy and	1.3.2, 1.4.2, 4.2.2, 4.5.2, 5.1.2	Literacy, Numeracy

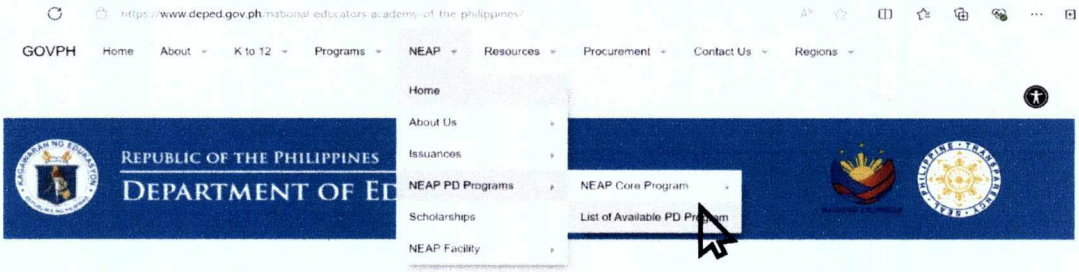
Numeracy Assessment Integration (CFELNAI)	1.3.3, 1.4.3, 4.2.3, 4.5.3, 5.1.3	
Capacity Building of Secondary School Teachers on E-Learning Strategies and Activities for 21st Century Education	1.3.2, 1.5.2, 2.3.2, 4.1.2, 4.3.2, 4.5.2, 5.1.2	Educational Technology
Strengthening Teacher Skills in Innovative Research Management Through PROJECT FIRM (Frontrunners on Innovative Research)	1.2.1, 1.2.2, 1.2.3, 7.4.1	Research
Enhancing Literacy Instruction for Key Stage 2 Teachers	1.4.1, 1.4.2, 1.5.1, 1.5.2	Literacy
Learning-Teaching Evolution (LTE): Training on the Application of Thematic Teaching Principles and Integrative Performance Assessment	1.1.2, 4.1.2, 5.1.2	Curriculum, Assessment
Higher Order Thinking Skills Professional Learning Packages for Mathematics, Science, and English Teachers	PPST 1.5.2, 1.5.3 PPSSH 3.2.2 PPSS 3.1.2	Math, Science, English
Capacity Building of Key Stage 1 Teachers on Learning Recovery in Literacy and Numeracy	1.1.2, 1.1.3, 1.4.2, 1.4.3, 1.5.2, 1.5.3, 2.3.2, 2.3.3, 4.2.2, 4.2.3, 5.1.2, 5.1.3	Literacy, Numeracy
Rethinking Education: Building Teachers Capacity for Resilient Batang Malaybalay Module 1: Decision Models and Approaches in Reading	1.1.2, 1.4.2, 1.5.2, 3.1.2, 4.1.2, 7.3.2	Literacy
Division Training on Pedagogy for Non-English Major Senior High School Teachers	1.1.2, 1.4.2, 1.5.2, 3.1.2, 4.1.2, 4.2.2, 4.5.2	English
Teacher Development Program in Transforming Access to Classroom Reading Practices	1.2.1, 1.2.2, 1.4.1, 1.4.2, 1.5.1, 1.5.2, 2.4.3, 4.3.1, 4.3.2, 5.1.1, 5.1.2, 5.3.1, 5.3.2, 7.3.1, 7.3.2	Literacy
Equipping Educators: Advancing Content Knowledge and Pedagogy for K to 3 Teachers in Mathematics	1.4.1, 1.4.2, 1.5.1, 1.5.2, 2.3.1, 2.3.2, 2.5.1, 2.5.2, 3.1.1, 3.1.2, 4.5.1, 4.5.2, 5.1.1, 5.1.2	Mathematics

* These PD Programs can also be accessed at the NEAP website through this link: https://bit.ly/NEAP_PD_Programs. Follow these instructions to access these materials:

a. Click the **NEAP Professional Development Programs** from the main navigation menu.



b. Click the **NEAP Core Programs** and choose among the programs that you want to access.



c. Choose program titles to view the program description and the link to the training resource package.

2. Regions, SDOs, and Schools shall acknowledge the original developers of the adopted or adapted Professional Development (PD) programs by including this recognition on the final slide of every session.

3. For SDO-organized and school-based INSET, expenses may be covered by the Program Support Fund (PSF), INSET fund or other local funds in accordance with DepEd Order No. 30, s. 2021, also known as the "Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders." Additionally, the guidelines outlined in DM-OUHROD-2024-0427, titled "Guidelines on the Utilization of FY 2024 Human Resource Development (HRD) Fund," may apply, with all expenditures subject to accounting and auditing rules and regulations.

Enclosure 2:

Guidelines on the School-Based Management and Implementation of the SY 2024-2025 In-Service Training (INSET)

1. Pursuant to DepEd Order No. 009, s. 2024, School Heads shall ensure the effective management and implementation of the SY 2024-2025 In-Service Training (INSET) for teachers. School heads play a vital role in managing school-based in-service training (INSET). As leaders, they are responsible for setting academic goals, guiding curriculum development, and evaluating teachers and staff. Their leadership significantly impacts the success of INSET programs, which aim to enhance teachers' subject-area content knowledge and pedagogical skills. Effective school heads prioritize teacher development, ensuring that INSET programs address unique professional needs and improve teaching competencies critical for student learning outcomes. They also oversee logistical arrangements, resource allocation, and budget management to guarantee smooth program implementation.

2. As such, stipulated below are the key responsibilities of School Heads in the effective management and implementation of SY 2024-2025 INSET:

   a. School Heads shall ensure that all Professional Development (PD) programs are well-designed, developed, and effectively delivered to enhance teachers' subject-area content knowledge and pedagogical skills, supporting their continuous professional growth and career progression.

   b. School Heads must revisit the School Plan for Professional Development (SPPD) to prioritize the training needs of teachers, focusing on addressing unique professional development needs and improving teaching competencies critical for student learning outcomes.

   c. School Heads shall select PD programs based on the needs of teachers across different levels and specific subject areas, choosing from available PD programs listed on the NEAP website at https://bit.ly/NEAP_PD_Programs. A comprehensive list of PD programs for SY 2024-2025 INSET can be found in Enclosure 1.

   d. If schools have developed PD programs based on the needs reflected in the teachers' Individual Plans for Professional Development (IPPD)—which can be derived from their self-assessments using the electronic Self-Assessment Tool (e-SAT) and/or performance assessments—these programs may be implemented, subject to quality assurance of Schools Division Evaluation teams and CPD accreditation by the PRC.

e. School Heads must ensure that complete Training Resource Packages and other materials, whether sourced from the NEAP repository or school-developed, are available for all modes of delivery (online, face-to-face, hybrid). These resources are vital for the successful implementation of the PD programs.

f. School Heads must ensure that the PD programs are delivered in accordance with the guidelines set in the relevant memorandum. The Program Management Team, particularly the resource persons, should consist of learning area specialists to guarantee the success of the programs. They are responsible to conduct ***monitoring and evaluation*** of the implementation of the PD programs to ensure that they align with the objectives of improving teaching effectiveness and enhancing learning outcomes.

g. Please use the following link to access the ***NEAP e-M&E Tool for School Leaders*** at https://sites.google.com/deped.gov.ph/nov2024insetreport/home. Once you open the link, locate and select the region where your school belongs. After identifying your region, fill out the ***End of INSET form for School Leaders***. This form must be submitted at the end of the INSET. Ensure that the form is completed accurately and submitted on time.

h. School Heads are accountable for overseeing all logistical aspects of the PD programs, including scheduling, resource allocation, and the chosen delivery methods. These arrangements must be completed well in advance to ensure the smooth execution of the PD programs.

i. School Heads must ensure the efficient and judicious use of funds allocated for PD programs. All financial expenditures must be accurately recorded and reflected in the NEAP e-M&E Tool to ensure transparency and accountability in managing the program's financial resources.

Enclosure 3:

Adoption of the NEAP e-M&E Tool for the SY 2024-2025 INSET

1. Consistent with the intent of consolidating the database for teacher professional development in preparation for the implementation of career progression policy, NEAP introduces the NEAP e-M&E tool, which includes the following:
    - INSET 2024 Registration Form
    - End of INSET Form for Teachers

These e-M&E forms are accessible exclusively through the following link: https://sites.google.com/deped.gov.ph/nov2024insetreport/.

2. To ensure compliance, the Schools Division Superintendents through the SGOD Chiefs, in collaboration with the CID Chiefs shall conduct an orientation and provide technical support to School Heads on the proper utilization of the NEAP e-M&E tool. Likewise, the School heads shall ensure that teachers are also provided with accurate information and technical support on the effective utilization of the NEAP e-M&E tool. *(See Annex A: Instructions in Completing the NEAP e-M&E Tool)*

3. Moreover, School Heads are responsible for ensuring that all teachers complete the *INSET 2024 Registration Form* prior to their participation in any Professional Development (PD) programs.

4. Teachers may participate in at least one (1) and a maximum of five (5) PD programs, based on their learning and development capacity, regardless of the PD mode of delivery (e.g., online, face-to-face, hybrid).

5. To confirm completion of the program, teachers must submit the *End of INSET Form and a Certificate of Participation shall be issued to the teachers who successfully completed the PD Program, signed by the* by the Schools Division Superintendent upon the recommendation of the School Head.

Annex A: Instructions for Teachers in Accomplishing the NEAP e-M&E

A. Accomplishing the Registration Form for INSET 2024

1. Go to the November 2024 INSET Report Submission portal through this link: https://sites.google.com/deped.gov.ph/nov2024insetreport/
2. Click your respective region and access the **INSET Registration Form** *(for teachers and school heads).*
3. Complete the registration form with the required details (e.g., name, school, contact information).
4. Review your information, then submit your registration.

B. Accomplishing the different evaluation forms

1. Go to the November 2024 INSET Report Submission portal through this link: https://sites.google.com/deped.gov.ph/nov2024insetreport/
2. Click your respective region and access the form that you want to accomplish.
3. Provide the necessary information.
4. Different Forms
   a. End-of-INSET Evaluation Tool
      i. Provide the target PPST domain of the training
      ii. Indicate your pre-test and post-test scores
      iii. Share your significant learning
      iv. Indicate if you have submitted your Workplace Application Plan

   b. INSET End-of-Day Evaluation Consolidation Form (for School M&E Coordinator)
      i. Provide the average daily evaluation results for program management, learning management, and training venue.
      ii. Indicate the relevant comments/feedback for each day.

   c. Program Completion Report
      i. Indicate the following details:
         - Executive Summary
         - M&E Analysis
         - General Comments and Issues Encountered
         - Photo Documentation
         - Recommendations