



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

Office of the Schools Division
Superintendent

OCT 13 2025

MEMORANDUM

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

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

1. Pursuant to the Department of Education's continuous professional development framework and in line with the goal of enhancing teacher quality and instructional delivery, the **In-Service Training (INSET) for Teachers** shall be conducted on **October 27–30, 2025**.
2. The INSET aims to:
 - Strengthen teachers' competencies in literacy, numeracy, inclusion, and socio-emotional learning;
 - Provide opportunities for teachers to engage in self-paced professional learning; and
 - Enable schools to design responsive professional development programs aligned with teachers' **Individual Development Plans (IDPs)** and school priorities.
3. The conduct of INSET shall follow both **division-initiated** and **school-based modalities** with the following instructions:
 - A. School-Based (Days 1 - 2: October 27–28, 2025)**
 - Schools shall conduct their own **School-Developed Professional Development Programs (SPDPs)** anchored on the consolidated needs from teachers' **IDPs**.
 - Sessions should focus on addressing competency gaps, improving classroom practices, and supporting the implementation of curriculum innovations.



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B. Division-Initiated (Days 3–4: October 29–30, 2025)

- Teachers shall access **video-explainers for self-paced learning modules** uploaded through designated online platforms.
- Modules will be facilitated by assigned Education Program Supervisors and PSDSs.
- Teachers must accomplish **online attendance forms and reflection sheets** after each module as proof of participation.

4. Likewise, the **Procedures in Crafting School-Developed Professional Development Programs (SPDPs)** are as follows:

a) **Gather and Analyze IDP Data**

- Collect teachers' IDPs and identify common priority learning needs.
- Group similar development needs under thematic areas (e.g., assessment, inclusive instruction, digital literacy).

b) **Design the SPDP Plan**

- Align with **PPST** and **RPMS-PPST** indicators.
- Specify objectives, topics, resource persons, learning methods, outputs, and evaluation tools.
- Use **Annex A: SPDP Template** as guide.

c) **Seek Approval**

- Submit the SPDP plan to the **PSDS** for review and endorsement to the **Curriculum Implementation Division (CID)** for approval.

d) **Implement the Program**

- Conduct the SPDP during the scheduled INSET days (October 27–30, 2025).
- Facilitate workshops, peer-sharing, lesson studies, or coaching sessions.

e) **Document and Report**

- Submit attendance sheets, photos, reflections, and post-training evaluations.
- Prepare and submit the **School INSET Accomplishment Report** to CID on or before **November 7, 2025**.

5. To ensure accountability and completion of all modules in **Self-Paced Learning Sessions**, the following mechanisms in the **Monitoring of Attendance of Teachers** shall be implemented:


a) **Online Attendance Form:**

- Each module shall include an **online registration and post-session quiz/reflection form**.
- Teachers must accomplish the form immediately after viewing to be marked present.



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- b) **Learning Reflection Submission:**
- Teachers shall submit individual **reflection logs** summarizing learning insights and application plans (Annex C).
- c) **Verification by School Heads:**
- School Heads shall validate participation by cross-checking submission logs, timestamps, and reflection sheets.
 - Consolidated attendance (Annex B) shall be submitted to the PSDS after completion.
- d) **Division Monitoring:**
- CID shall maintain a division-level monitoring sheet reflecting completion rates per school.
6. All schools shall submit the following to the CID through their respective PSDS on or before **November 7, 2025:**
- a) Attendance and monitoring report (Annex B);
 - b) School INSET Completion Report;
 - c) SPDP Summary Matrix (Annex A); and
 - d) Documentation of outputs (photos, reflections, evaluation summary).
7. Expenses incurred during the conduct of the INSET shall be charged to the **School MOOE** subject to existing accounting and auditing rules and regulations.
8. Immediate dissemination of and strict compliance with this Memorandum is directed.


VIOLETA M. GONZALES, CESO VI *sd*
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent *r*

Encl: As stated
Reference: none
To be indicated in the Perpetual Index
under the following subjects:

TRAINING PROGRAM TEACHER

FCM – CONDUCT OF IN-SERVICE TRAINING (INSET) FOR TEACHERS FOR SCHOOL YEAR 2025–2026
415/ October, 2025



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Annex A – SPDP Template

School: _____
Name: _____
Date: _____

Component	Details
Title of Program	
Objectives	
Identified IDP-Based Needs	
Topics / Sessions	
Resource Person/s	
Learning Modality (F2F/Workshop/Peer Coaching)	
Duration	
Expected Output	
Evaluation Method	
Person In-Charge	

IN-SERVICE TRAINING (INSET) FOR TEACHERS SCHOOL YEAR 2025 – 2026
October 27 – 30, 2025

Indicative Time	October 27, 2025 Day 1 Face-to-Face Modality School-Based (provide meals for your teachers)	October 28, 2025 Day 2 Face-to-Face Modality School-Based (provide meals for your teachers)	October 29, 2025 Day 3 Online Modality Division-Initiated. Video Explainer, Self-Paced Learning	October 30, 2026 Day 4 Online Modality Division Initiated, Video Explainer & Self-Paced Learning
7:00 – 7:30	Registration	Registration	Online Registration	Online Registration
7:30 – 8:00	Short Opening Program	Management of Learning	Short Opening Program	
8:00 – 9:30	School-Developed Professional Development Programs (SPDP) – Topic 1 <i>Guidelines in crafting SPDP shall be issued as part of the issuance.</i>	Performance Review and Monitoring by Grade Level/Learning Area Output: Performance Monitoring and Coaching Form	Module 1: SIKLAB DUNONG Module 2: ARAL Reading Program Module 3: Inclusive Instruction	Module 5: Learning Continuity during Emergency Situations Module 6: Delivery of Guidance Services Module 7: Socio-Emotional Learning
9:30 – 10:00	AM Break	AM Break		Module 8: Developing Critical and Creative Thinking
10:00 – 12:00	School-Developed Professional Development Programs (SPDP) – Topic 2	Program Implementation Review (PIR) Output: Program Adjustment	Module 4: Promotion of Literacy and Numeracy	
12:00 – 1:00	Lunch Break	Lunch Break		
1:00 – 2:30	School-Developed Professional Development Programs (SPDP) – Topic 3	School Professional Learning Engagement Topic: PMES, ECP, ACT Concerns	<i>NOTE: SDO to prepare video-explainer for each module and provide the links. Teachers have flexibility and progress through material at their own speed rather than a fixed-on set by SDO.</i>	<i>NOTE: SDO to prepare video-explainer for each module and provide the links. Teachers have flexibility and progress through material at their own speed rather than a fixed-on set by SDO.</i>
2:30 – 3:00	PM Break	PM Break		
3:00 – 5:00	School-Developed Professional Development Programs (SPDP) – Topic 4	Short Closing Program		
In-Charge	School KS1 /JHS Teachers	School KS2/SHS Teachers	EPS for Video Explainer of Topics or PPT with voice	PSDS for Video Explainer of Topics or PPT with voice