



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 12 2025

MEMORANDUM

No.: 371, s. 2026

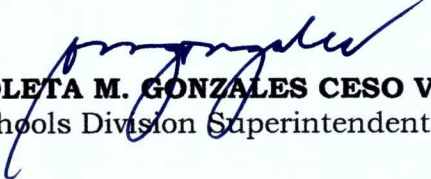
**DATA COLLECTION ON THE CONDUCTED IN-SERVICE TRAINING (INSET)
FOR S.Y. 2025-2026**

To: 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. In adherence to the Department of Education National Capital Region's priorities, particularly **Priority No. 3: Capacitating School Heads and Teachers**, and in support of efforts to strengthen teacher quality and improve learner outcomes, all schools are requested to accomplish the **In-Service Training (INSET) for Teachers Data Collection Spreadsheet**.
2. The data collection aims to generate accurate information on the **total number of teachers trained** and support the monitoring and implementation of the INSET program.
3. In this regard, all School Heads are requested to ensure the following:
 - a. **Accomplish and submit** the prescribed INSET Teachers Data Collection Spreadsheet;
 - b. Ensure that all submitted data are **complete and accurate**;
 - c. Validate the entries prior to submission; and
 - d. Submit the required data **on or before August 13, 2026**.

Data Submission Link: <https://tinyurl.com/Muntinlupa-INSET-Trained>

4. The **Human Resource Development Section (HRDS)** shall monitor, consolidate, and validate the submitted data for the Division.
5. Immediate dissemination of, and strict compliance with this Memorandum are desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects
TEACHERS POLICIES SCHOOL PROGRAM TRAINING

371

IMR/Data_INSET Trained
August 11, 2026

NUM-2026-371



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
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SGOD-371



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



August 5, 2026

REGIONAL MEMORANDUM

No. 608 s. 2026

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
Public Assistant School Principals
All Others Concerned

RECEIVED BY:
[Signature]
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

**DATA COLLECTION ON THE CONDUCTED IN-SERVICE TRAINING (INSET)
FOR S.Y. 2025-2026**

1. In adherence to the Department of Education National Capital Region's (DepEd NCR) top five priorities—particularly Priority No. 3: Capacitating School Heads and Teachers—and in support of its commitment to empower school leaders and teachers toward enhanced teacher quality and improved learner outcomes, this Office, through the Human Resource Development Division–National Educators Academy of the Philippines in the Region (HRDD–NEAP–R), announces the conduct of the above-captioned activity.
2. **All the Schools Division Offices (SDOs) and Schools** are hereby enjoined to accomplish the In-Service Training for Teachers Data Collection Spreadsheet to generate accurate data on the total numbers of teachers trained and to facilitate monitoring of program implementation.
3. All SDOs, with the assistance of the Senior Education Program Specialist (SEPS) for Human Resource Development (SEPS-HRD), shall:
 - a. Monitor and consolidate all the submitted data; and
 - b. Validate the accuracy and completeness of the all entries prior to final submission.
4. The MS Excel link for data submission is provided below. The deadline for submission shall be **on or before August 13, 2026**.
Link: <https://tinyurl.com/NCR-INSET-Trained>





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5. For any questions or concerns, you are encouraged to reach out Dr. Hajji R. Palmero, Chief Education Supervisor, HRDD NEAP-R through hrdd.ncr@deped.gov.ph.
6. Immediate dissemination of this Memorandum is directed.


JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations