



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 13 2026

MEMORANDUM

No. 385 s. 2026

CONDUCT OF THE TWO-DAY IN-SERVICE TRAINING (INSET) FOR TEACHERS

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors/Public Schools District Supervisors
Elementary and Secondary School Heads
All Concerned Teachers and Personnel

1. Pursuant to DepEd Order No. 9 s. 2026, to ensure continuous professional development for teaching personnel, this Office announces the conduct of the Two-Day In-Service Training (INSET) for Teachers on September 10–11, 2026.

2. The INSET aims to enhance teachers' pedagogical competencies, address key learning area gaps, and support effective curriculum delivery across all Key Stages.

3. Guidelines on funding sources for training expenses are as follows:

- **Key Stage 2 (KS2) and Key Stage 3 (KS3) Teachers:** All training-related expenses shall be charged against the respective School Maintenance and Other Operating Expenses (MOOE), subject to standard accounting and auditing rules and regulations. The training venue shall be the respective schools.
- **Key Stage 1 (KS1) and Key Stage 4 (KS4) Teachers:** Training expenses shall be charged against the Program Support Fund downloaded to the Schools Division Office (SDO). Venue shall be announced separately.

4. All School Heads are directed to prepare an INSET Plan for their KS2 and KS3 teachers using the prescribed National Educators Academy of the Philippines (NEAP) Template. The accomplished INSET Plans must be submitted to the Curriculum Implementation Division through the concerned PSDSs on or before August 27, 2026, for review and quality assurance.



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5. Teacher-coaches who are designated and actively participating in division competitions scheduled on September 10 – 11, 2026 shall be exempted from attending the INSET during the said period. School heads shall ensure proper documentation and attendance recording for exempted personnel.

6. Immediate and wide dissemination of, and strict compliance with this Memorandum is desired.


VIOLETA M. GONZALES, CESO VI
Schools Division Superintendent

References: DepEd Order No. 9. s. 2026
DepEd National Educators Academy of the Philippines (NEAP) Guidelines

To be indicated in the Perpetual Index

under the following subjects:

FUNDS IN-SERVICE TRAINING POLICY TEACHERS

FCM/CONDUCT OF TWO-DAY IN-SERVICE TRAINING (INSET) FOR TEACHERS
August 12, 2026