



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

January 15, 2024

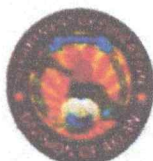
DIVISION MEMORANDUM

No. 018, s. 2024

**CONDUCT OF THE IN-SERVICE TRAINING FOR TEACHERS
(INSET) FOR SCHOOL YEAR 2023-2024**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals In-Charge of the Districts
Senior/Education Program Specialists
**Heads of Public/Private Elementary, Secondary
and Integrated Schools**
Unit Heads
All Others Concerned

1. In line with DepEd Order No. 22, s. 2023 titled **“Implementing Guidelines on the School Calendar and Activities for School Year 2023-2024 and in compliance with Memorandum DM-OUHROD-2024-0037 dated January 11, 2024**, this office issues the following guidelines in the conduct of the In-Service Training for Teachers (INSET) for School Year 2023-2024 on 24-26 and 29-30 January 2024.
2. In this connection, all Public Schools District Supervisors and School Heads are expected to conduct the said activities. It is suggested that January 24 – 26, 2024 will be District level and topics will be based on the topics based on DM-OUHROD-2024-0037 dated January 11, 2024.
3. School heads are advised to prepare Matrix of Activities duly approved by the Public Schools District Supervisors. The school head shall submit the



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- Approved Matrix of Activities, Activity Completion Reports and required attachments to the District Office. The District Office shall submit the compiled school reports in one folder only per district to the Division Office through SEPS Leila L. Pamatian-HRDS, SGOD, Schools Division of Aklan **on or before February 05, 2024.**
4. Personnel from Schools Division Office and Public Schools District Supervisors shall monitor the conduct of the INSET for feedback giving and provide appropriate technical assistance and intervention. List of Monitoring Personnel is found in Enclosure 5.
 5. The Maintenance and Other Operating Expenses (MOOE) shall be utilized for the conduct of the INSET and expenses incurred for this activity in accordance with DepEd Order No. 13, s. 2016 subject to the usual government accounting and auditing rules and regulations.
 6. Adherence to the usual health and safety protocols shall strictly be observed during the conduct of the activity.
 7. It is understood that in the conduct of this activity there shall be no discrimination on the provision of Learning and Development interventions on account of age, school, sex, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
 8. Immediate dissemination of and strict compliance.

FOR THE SCHOOLS DIVISION SUPERINTENDENT


JERON B. LABOS

Assistant Schools Division Superintendent



Poblacion, Numancia, Aklan

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Enclosures:

- ✓ Enclosure No. 1: Activity Completion Report
- ✓ Enclosure No. 2: Attendance Sheet Form
- ✓ Enclosure No. 3: Feedback Sheet
- ✓ Enclosure No. 4: In-Service Training (INSET) Monitoring Checklist/Tool
- ✓ Enclosure No. 5: List of Monitoring Personnel

Reference: As Stated

To be indicated in the Perpetual Index under the following subjects:

POLICY PROGRAM TRAINING WORKSHOP



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ACTIVITY COMPLETION REPORT (ACR)

ACTIVITY TITLE	
FACILITATORS/ RESOURCE SPEAKERS	
LOCATION AND VENUE	
DATE	
DURATION	
NO. OF PARTICIPANTS	MALE
	FEMALE
	NO. OF TEACHER 1
	NO. OF TEACHER 2
	NO. OF TEACHER 3
	NO. OF MASTER TEACHER
EXECUTIVE SUMMARY	(Include highlights of the activity e.g. learning and relevant positive behavior change of the participant)
PROGRAM OBJECTIVES	
PROGRAM SCHEDULE/MATRIX/ DESIGN	
DELIVERY MODE	
KEY RESULTS/ COMPETENCY ADDRESSED	
RESOURCE MATERIALS	
MB & E RESULT	
RECOMMENDATIONS	(if any, for further reference)
FINANCIAL REPORT	Training Materials, meals, administrative cost (if applicable)
PROGRAM REPORT ATTACHMENTS	<ol style="list-style-type: none"> 1. Attendance Sheet 2. M & E Result 3. Breakdown of Expenditures 4. Photo Documentation with caption

PREPARED BY:

REVIEWED BY:

SCHOOL HEAD

PUBLIC SCHOOLS DISTRICT SUPERVISOR

FEEDBACK SHEET (For teacher-participants school-based QAME

NAME:	POSITION:
SCHOOL:	DISTRICT:
DATE:	

Thank you for participating in the training. We need your feedback and appreciate your honest suggestions and comments to enable to continually improve our program.

A. SESSION AND FACILITATOR	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
1. Session started on time				
2. Session ended on time				
3. Topic was relevant to our work				
4. Objectives of the session were achieved				
5. Activities were congruent to objectives				
6. Activities were appropriate for adult learners				
7. Participants were engaged in activities				
8. Learning materials were relevant				
9. Learning materials were adequate				
10. Learning materials were given on time				
11. Time allotment for the topic was adequate				
12. Facilitator exhibited mastery of the topic				
13. Facilitator expressed ideas clearly				
14. Facilitator asked stimulating questions				
15. Facilitator processed questions and responses to deepen learning				
16. Facilitator was sensitive to the participants' mood				
17. Facilitator maintained positive learning environment				
18. Facilitator observed proper attire				
B. TRAINING VENUE	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
1. Adequately lit				
2. Well ventilated				
3. Adequate soundproofing				
4. With sufficient space				
5. Clean				
6. Equipment were serviceable				
7. Clean comfort rooms				
C. PROGRAM MANAGEMENT TEAM	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
1. Available when needed				
2. Courteous				
3. Efficient				
4. Responsive to needs of participants				
D. OVERALL PROGRAM IMPACT				
1. If there was one major insight you gained from this training/workshop, what is it?				
2. What do you like best about the training/workshop? What do you like least?				
3. Other comments and suggestions				

IN-SERVICE TRAINING (INSET) MONITORING CHECKLIST/TOOL

SCHOOL:		DISTRICT:	
VENUE:			
DATE OF THE TRAINING:		DATE MONITORED:	
NO. OF PARTICIPANTS	MALE		FEMALE
NO. OF TEACHER 1			NO. OF TEACHER 3
NO. OF TEACHER 2			NO. OF MASTER TEACHER

INSTRUCTION: Describe the activities in terms of the following by checking the appropriate box.

Presence of the following:	Evident	Not Evident	Remarks
1. Matrix			
2. Program			
3. LAC Report			
4. List of Program Management Team			
5. List of Resource Persons/Learning Facilitators			
6. List of QAME Monitors/Associates			
7. QAME tool			
Program Planning/Management Preparation	Evident	Not Evident	Remarks
1. Started on time			
2. Ended on time			
3. Delivered as planned			
4. Attendance is systematically monitored.			
Attainment of Objectives	Evident	Not Evident	Remarks
1. Program objectives were clearly presented.			
2. Program objectives were logically arranged.			
3. Program objectives were attained.			
Program Content and Delivery	Evident	Not Evident	Remarks
1. Program contents were appropriate to viewers' role and responsibilities.			
2. Program contents were based on authoritative and reliable sources.			
3. New learning was clearly presented.			
4. Learning methodologies were appropriate to participants.			
5. Delivery of contents were clear and logical.			
Training Sites	Evident	Not Evident	Remarks
1. Adequately lit			
2. Well ventilated			
3. Adequate sound proofing			
4. Comfortable temperature			

Training Sites	Evident	Not Evident	Remarks
5. With sufficient space			
3. Clean			
7. Clean comfort rooms			
8. Equipment were serviceable			
9. Medical care was available (e.g.)			
10. Adherence to health and safety protocols			
Participants	Evident	Not Evident	Remarks
1. Skills gained during the activity could be incorporated into own practices.			
2. Contribution of all participants, both male and female, were encouraged.			
3. Demonstrated clear understanding of the contents delivered.			
5. Used appropriate equipment for the activity.			
Trainer/Facilitator	Evident	Not Evident	Remarks
1. Demonstrated mastery of the subject matter			
2. Established positive learning environment			
3. Observed time allotment			
Internet Connection (if applicable)	Evident	Not Evident	Remarks
1. Is readily available to participants			
2. Is strong and reliable			
3. Bandwidth is adequate for video and audio streaming.			
Program Management Team	Evident	Not Evident	Remarks
1. available when needed			
2. courteous			
3. responsive to needs of participants			
QAME System	Evident	Not Evident	Remarks
1. A quality assurance, monitoring and evaluation system was in place.			
2. Data gathered was used to inform management.			
COMMENDABLE POINTS/BEST PRACTICES/INNOVATIONS/INITIATIVES:			
ISSUES/CONCERNS:			
SUGGESTIONS/RECOMMENDATIONS:			
PREPARED BY:		MONITOR:	
_____		_____	
DATE:		DATE:	
_____		_____	

LIST OF MONITORING PERSONNEL FOR 2024 INSET

DISTRICT	DIVISION PERSONNEL ASSIGNED	PSDS/PID
All Districts	SDS Feliciano C. Buenafe Jr., CESO VI	
All Districts	ASDS Ramon D. Paras Jr.	
ALTAVAS	EPS Ruby Agnes B. Estrada	PID Gerry D. Almanon
BALETE	EPS Mary Cherry Lynn M. Tabernilla EdD	PID Rodolfo Q. Dela Cruz
BANGA	SEPS Darren N. Naelgas PhD	PSDS Lucita P. Recidoro PhD
BATAN	EPS Charlie I. Ureta	PSDS Louie B. Zorolla PhD
BURUANGA	EPS Marivic I. Tolentino	PID Rosa R. Sualog
IBAJAY EAST	CES-SGOD Michael T. Rapiz	PSDS Idy R. Pedrita
IBAJAY WEST	EPSt II Apple Gay M. Oquendo	PSDS Idy R. Pedrita
KALIBO I	CES-CID Dobie P. Parohinog PhD	PSDS Marcelle I. Briones PhD
KALIBO II	CES-SGOD Michael T. Rapiz	PSDS Marcelle I. Briones PhD
LEZO	SEPS Mar Bien Gregory G. Parel UAP	PSDS Lucita P. Recidoro PhD
LIBACAO	SEPS June R. Patricio	PSDS Jude Ulysses V. Ruiz
MADALAG	EPS Johann C. Cawaling	PSDS Joyce M. Toriaga PhD
MAKATO	EPS Kyzil D. Lipar PhD	PSDS Kenneth B. Revestir
MALAY	EPS Edselyn T. Biray Phd	PSDS Jessie S. Flores
MALINAO	EPSt II John C. Marciales	PSDS Lucita P. Recidoro PhD
NABAS	EPS Ma. Corazon R. Panaligan	PSDS Jessie S. Flores
NEW WASHINGTON	EPS Rebecca R. Ibarreta	PSDS Ariel Z. Zubiaga
NUMANCIA	EPS Marth S. Tropa	PSDS Jude Ulysses V. Ruiz
TANGALAN	SEPS Leila L. Pamati-an	PSDS Kenneth B. Revestir



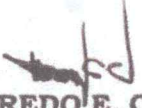
Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0037

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

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **GUIDELINES ON THE CONDUCT OF THE IN-SERVICE TRAINING FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024**

DATE : 11 January 2024

1. In the continuous pursuit of excellence in providing quality professional development programs for teachers and school leaders, the National Educators Academy of the Philippines (NEAP) hereby issues the following guidelines in the conduct of the In-Service Training for Teachers (INSET) on 24-26 and 29-30 January 2024 as stipulated in DepEd Order No. 22, s. 2023 titled *Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024*.
2. INSET refers to a modality of professional development intervention organized either at the school (school-based INSET) or division/district level (cluster-based INSET) to address and resolve areas of need identified by the teachers or school leaders to continuously improve their competencies. INSET classes are participatory and should be offered to small groups to maximize impact on teacher and school leader quality.
3. As such, SDO-based INSET topics shall focus on programs of the NEAP Central Office such as the following:
 - a. Higher Order Thinking Skills - Professional Learning Packages (HOTS-PLP) for English, Mathematics, and Science; and
 - b. Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy.



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2023

On the other hand, school-based INSET shall focus on the teachers' learning and development needs and on sharing information on the following policies and priority programs:

- a. Training for Teachers Teaching Non-Major Subjects (e.g., Filipino, MAPEH, etc.);
- b. Microsoft 365 Productivity Online Training through DepEd Philippines;
- c. National Learning Camp;
- d. National Reading Program;
- e. National Mathematics Program;
- f. Catch-up Fridays;
- g. Early Language Literacy and Numeracy (ELLN);
- h. Policy Guidelines on the Implementation of the Comprehensive Sexuality Education (DepEd Order No. 31, s. 2018);
- i. Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education (DepEd Order No. 31, s. 2022);
- j. DepEd Child Protection Policy (DepEd Order No. 40, s. 2012); and
- k. Safe Spaces Act (Republic Act No. 11313).

4. Pursuant to DepEd Order No. 30, s. 2021 otherwise known as the *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders*, expenses incurred relative to the conduct of SDO-organized INSET shall be chargeable against the INSET Funds subject to the usual government accounting and auditing rules and regulations.
5. Meanwhile, the Maintenance and Other Operating Expenses (MOOE) can be utilized for the conduct of the school-based INSET in accordance with DepEd Order No. 13, s. 2016 otherwise known as the *Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, Including Other Funds Managed by Schools*, subject to the usual government accounting and auditing rules and regulations.
6. To ensure that all teachers have been provided the necessary learning and development needs interventions, an INSET report must be submitted through this link <https://sites.google.com/deped.gov.ph/inset2024/>. The SGOD HRDS SEPS and SMME SEPS shall be responsible for reporting and encoding the needed data on or before 09 February 2024. The NEAP-R/HRDD shall ensure the correctness and accuracy of the INSET reports.
7. For further queries, please contact **Dr. Marife T. Morcilla**, NEAP Professional Development Division Chief, and **Mr. Dustin Troy R. Josen**, Senior Education Program Specialist, through email neap.pdd@deped.gov.ph or telephone number (02) 8715-9919.
8. For information and strict compliance.

Copy furnished:

Atty. Michael Wesley T. Poa
Undersecretary and Chief of Staff

Atty. Revsee A. Escobedo
Undersecretary for Operations

Gina O. Gonong
Undersecretary for Curriculum and Teaching

Nolasco A. Mempin
Undersecretary for Administration

[NEAP-PDD/Josen]

