



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

January 17, 2024

DIVISION MEMORANDUM
No. **017**, s. 2024

**DIVISION MID-YEAR IN-SERVICE TRAINING
(INSET) OF TEACHERS SY 2023-2024**

TO : ASST. SCHOOLS DIVISION SUPERINTENDENTS
Chiefs CID & SGOD
Education Program Supervisors
PSDSs/Acting PSDSs
Elementary & Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 22, s. 2023 titled “Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024” and Memorandum DM-OUHROD-2024-0037 titled “Guidelines on the Conduct of the In-Service Training for Teachers (INSET) for SY 2023-2024,” this Office hereby announces the conduct of **Division Mid-year In-service Training (INSET) of Teachers** on **January 24-26, 29-30, 2024**.
2. As stipulated in item #22 of the above-mentioned department order, two (2) days of the Mid-year INSET shall be spent evaluating the school’s progress in implementing the educational programs, projects, and activities, as well as reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The other three (3) days shall be for division topics to be conducted virtually and face to face. To facilitate its successful conduct and ensure learning, the schools may be clustered and shall convene in venues (schools) with strong internet connectivity.
3. Considering the importance of continuous professional development, this Office hereby directs all Education Program Supervisors, Public Schools District Supervisors (PSDSs), APSDSs, School Heads and SGOD Team to monitor and provide necessary technical assistance before, during, and after the activity to ensure the smooth and successful conduct of Division Mid-year In-service Training (INSET) of Teachers.

4. Activity Completion Report shall be submitted **on or before February 2, 2024** through this link: <https://tinyurl.com/BHL-MID-inset2024-PCR>

5. Below is the Activity Matrix for the INSET:

DAY 1 January 24, 2024	DAY 2 January 25, 2024	DAY 3 January 26, 2024	DAY 4 January 29, 2024	DAY 5 January 30, 2024
Division-based (virtual/face to face) ✓ Kindergarten to Grade 3 – refer to DM No. 014 s. 2024 “Upskilling of Key Stage I Teachers on the Early Language Literacy and Numeracy (ELLN) with Focus on the Science of Reading (SOR)” ✓ Grade 4 to Grade 12 -Orientation on National Reading Program (NRP) - January 24-25, 2024 - District Level (face to face) ✓ Orientation on Catch-up Fridays – January 26, 2024 - District Level (face to face)			School-based INSET ✓ Other suggested topics please refer to attached Memorandum DM-OUHROD-2024-0037 ✓ ALS Teachers Performance Review- January 29-30, 2024 at SDO Conference Hall (face to face)	

6. In preparation for the division-based topics to be delivered at the district level there will be a Division Training of Trainers (DTOT) to be conducted on Monday, January 22, 2024 at Reyna’s the Haven and Gardens, Tagbilaran City. The PSDSs/APSDSs are requested to send one (1) School Head per district as participants for this activity.

7. The Program Management Team, Facilitators and Technical Working Group on the Division Training of Trainers (DTOT) for INSET are requested to be at the SDO Conference Hall on January 18, 2024 at 1:30 PM for the Pre-work and on January 22, 2024 at Reyna’s the Haven and Gardens, Tagbilaran City for the DTOT.

Danilo G. Gudelosao EdD
 Carmela M. Restificar PhD
 Debra P. Sabuero
 Lope S. Hubac
 Jupiter M. Maboloc PhD
 Kenneth Regen Blasco
 Fernando Enad PhD
 Elizabeth Pido
 Marina H. Bernasor

Faustino N. Toradio PhD
 Marcela R. Bautista DevEdD
 Susana J. Limbago PhD
 Jeanylette C. Ayson PhD
 Mildred Buga PhD
 Ma. Jeanna B. Polinar PhD
 Marites Cimeni PhD
 Mildred G. Piquero

8. Expenses relative to the conduct of INSET shall be charged to the School MOOE/SEF/local funds, while food and accommodation of the Program Management Team, Facilitators and Technical Working Group shall be charged to HRTD Funds subject to the usual accounting and auditing rules and regulations. For more details, please refer to the attachment.

9. This Memorandum serves as **Travel Order**.

10. Immediate and wide dissemination of this Memorandum is directed.


DANILO G. GUDELOSAO EdD, CESO VI
Assistant Schools Division Superintendent 



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.

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. Joson**, 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

Gina O. Gonong
Undersecretary for Curriculum and Teaching

[NEAP-PDD/Joson]

Atty. Revsee A. Escobedo
Undersecretary for Operations

Nolasco A. Mempin
Undersecretary for Administration