



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

November 11, 2024

DIVISION MEMORANDUM
No. 555, s. 2024

MIDYEAR IN-SERVICE TRAINING (INSET) OF TEACHERS SY 2024-2025

TO : ASST. SCHOOLS DIVISION SUPERINTENDENTS

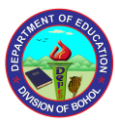
**Chiefs CID & SGOD
Education Program Supervisors
PSDSs/Acting PSDSs
Elementary & Secondary School Heads
All Others Concerned**

1. Pursuant to DepEd Order No. 09, s. 2024 titled *“Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025”*, this Office hereby announces the conduct of **Midyear In-service Training (INSET) of Teachers** on **November 25-29, 2024**.
2. As stipulated in item #25 of the above-mentioned department order, the five (5)-day midyear school break shall encompass a blend of professional development and assessment of programs, projects, and activities (PPAs). A three (3)-day School-based In-Service Training (INSET) shall provide teachers with opportunities for ongoing professional growth in accordance with the guidelines issued by the National Educators Academy of the Philippines (NEAP) on the conduct of INSET and the preparation of instructional materials.

The remaining two (2) days shall be dedicated to the Midyear Performance Review and Evaluation (MPRE), which aimed at assessing the school's progress in implementing educational programs, projects, and activities, as well as collaboratively reviewing teachers' and staff's performance.

The INSET period can also be used for the delivery of NEAP-CO core programs such as (1) Teachers Induction Program; (2) Career Progression Programs (Regular Programs, Subject Content Programs, Master Classes); and Special Programs (DO 11, s. 2019, Implementing of the NEAP Transformation).

CPC/CID/CMR/PVV



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3. In addition, district/schools are requested to submit Instructional Design for SDS approval. Please refer to **Division Memorandum No. 483 s. 2024** for the suggested topics and other details.
4. 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 Midyear In-service Training (INSET) of Teachers.
5. Activity Completion Report per school shall be submitted **on or before December 10, 2024** through this link: **<https://tinyurl.com/BHL-MID-inset2025-PCR>**
6. Expenses related to the conduct of INSET shall be charged to the School MOOE/SEF/local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is directed.


CASIANA P. CABERTE PhD, CESO VI
Schools Division Superintendent 