



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

**Office of the Schools Division
Superintendent**

October 17, 2025

DIVISION MEMORANDUM
No. **718**, s. 2025

**GUIDELINES ON THE CONDUCT OF THE SCHOOL YEAR 2025-2026
IN-SERVICE TRAINING FOR TEACHERS (INSET)**

TO: Assistant Schools Division Superintendent
Chiefs CID & SGOD
Education Program Supervisors
Public Schools District Supervisors (PSDSs)/ACTING PSDSs
Elementary School Heads
All Others Concerned

1. This office disseminates the Regional Memorandum No. 1042 s. 2025, titled “**Guidelines on the Conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET)**” for information and guidance of all concerned.
2. Relative to this, districts/schools are directed to ensure that the activities outlined in DepEd Order No. 012, s. 2025 titled “Multi-Year Implementing Guidelines on the School Calendar and Activities and DepEd Memorandum No. 089 s. 2025 titled “Guidelines on the Multi-Year Performance Management and Evaluation System for Teachers from School Year 2025-2026 to 2027-2028 are carefully followed.
3. Additionally, district/school are required to submit their Learning and Development Program Design for SDS approval following the NEAP Template (template refer to DepEd Memorandum No. 44 s. 2023).
4. The report on the conduct of INSET shall be submitted through the following links:
 - ✓ SY 2025-2026 List of Participants
<https://tinyurl.com/INSET2025ListofPax>
 - ✓ INSET Completion Report
<https://tinyurl.com/INSETAccomplishmentReport2025>
5. Recognizing the importance of effective monitoring, this Office hereby instructs all Education Program Supervisors, Public Schools District Supervisors/APSDSs, Division School Heads to actively monitor and provide essentials technical support to the Program Management Teams before, during and after the Mid-Year In-Service Training

for Teachers. This initiative aims to ensure smooth and successful implementation of the activity.

6. For more information, please see attached Memorandum.
7. Immediate and wide dissemination of this memorandum is desired.


FAY C. LUAREZ EdD, PhD TM, CESO VI
Schools Division Superintendent 



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

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14 OCT 2025

Office of the Regional Director

REGIONAL MEMORANDUM

No. 1042, s. 2025

14 OCT 2025

GUIDELINES ON THE CONDUCT OF THE SCHOOL YEAR 2025-2026 IN-SERVICE TRAINING FOR TEACHERS (INSET)

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum, DM-OULS-2025-095, from Asec. Carmela C. Oracion dated September 29, 2025, this Office disseminates the **Guidelines on the Conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET)**, which is self-explanatory.
2. Additionally, Schools Division Superintendents are directed to ensure that the activities outlined in DepEd Order No. 012, s. 2025 titled *Multi-Year Implementing Guidelines on the School Calendar and Activities* and DepEd Memorandum No. 089, s. 2025 titled *Guidelines on the Multi-Year Performance Management and Evaluation System for Teachers from School Years 2025-2026 to 2027-2028* are carefully followed.
3. The expected activities to be conducted are as follows:
 - a. Mid-Year School Break
For teachers, the mid-school year break serves as:
 - A period for performance review;
 - Refinement of professional development plans;
 - Participation in targeted activities to enhance their practice; and
 - A period to reflect on their progress, adjust their plans as needed, and engage in professional development sessions.
 - b. In-Service Training (INSET)
All teachers are provided with the necessary learning and development interventions.
4. The report on the conduct of INSET shall be submitted through the following links:
 - a. INSET Accomplishment Report
<https://tinyurl.com/INSETAccomplishmentReport2025>
 - b. SY. 2025-2026 INSET List of Participants
<https://tinyurl.com/INSET2025ListofPax>
5. For more details, refer to the enclosed communication.



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
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DepEd Tayo Region VII

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6. For queries, you may reach us through 0917-711-1697 and look for Mr. Misael G. Borgonia, Chief Education Supervisor of the Human Resource Development Division and NEAP-R Focal Person.

7. For immediate dissemination and compliance of all concerned.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/FYA/HRDD/MGB/jmdv



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM

DM-OULS-2025- 095

TO : **Regional Directors
Schools Division Superintendents
Human Resource Development Division Chiefs
Curriculum and Learning Management Division Chiefs
School Governance and Operations Division Chiefs
Curriculum Implementation Division Chiefs
All Others Concerned**

FROM : *Carmela Oracion*
CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge
Undersecretary for Learning Systems

SUBJECT : **GUIDELINES ON THE CONDUCT OF THE SCHOOL YEAR
2025-2026 IN-SERVICE TRAINING FOR TEACHERS (INSET)**

DATE : 29 September 2025

1. In support of the Department's sustained commitment to the continuous professional development of teachers, the National Educators Academy of the Philippines (NEAP) hereby issues the following guidelines on the conduct of the In-Service Training for Teachers (INSET) on **27-30 October 2025** pursuant to DepEd Order No. 12, s. 2025 titled, *Multiyear Implementing Guidelines on the School Calendar and Activities*.
2. The conduct of the INSET shall be guided by the primary goal of strengthening teacher competencies for enhanced learning delivery in all classrooms and learning centers. Specifically, INSET shall focus on any of the following key training content:
 - a. Reflective practice and instructional refinement in the implementation of the:
 - i. Revised K to 12 Curriculum
 - ii. ARAL-Reading Program
 - b. Strengthening inclusive instruction
 - c. Strategies for promoting literacy and numeracy
 - d. Strategies for developing critical and creative thinking as well as other higher order thinking skills
 - e. Instructional strategies for non-major teachers handling Filipino in Junior and Senior High School
 - f. Empowering teachers on Socio- Emotional Learning (SEL) in classroom instruction

- g. Strategies for supporting continuity of learning during emergency situations through flexible modalities
 - h. Accelerating digital adoption for effective and accessible learning delivery
 - i. Strengthening instruction and assessment in the Alternative Learning System
 - j. Enhanced delivery of Guidance services by Guidance designates in schools
 - k. Other emerging needs based on teachers' individual professional development plan
3. All Schools Division Superintendents and School Heads shall ensure the implementation of SY 2025–2026 INSET in accordance with prescribed guidelines, providing appropriate professional development programs for all K to 12 teachers based on their needs. Regional Directors are likewise enjoined to extend technical guidance and support to their respective Schools Division Offices to facilitate the effective preparation and conduct of the INSET.
 4. To ensure quality in the preparation and delivery of the INSET, refer to DM-OUHROD-2024-1576 titled, Guidelines on the Conduct of Regional Office-, Schools Division Office-, and School-Developed Professional Development Programs for FY 2024 and its enclosures through the link tinyurl.com/DM241576.
 5. INSET may be organized and delivered either at the school level (school-based INSET) or division/district level (cluster-based INSET).
 6. Pursuant to DM-OUHROD-2025-0586 titled Guidelines on the Utilization of the FY 2025 Human Resource Development (HRD) Fund, expenses related to the conduct of INSET shall be chargeable against the HRD Funds directly released to the Schools Division Offices (SDOs) and the available FY 2024 Continuing Funds, subject to existing government accounting and auditing rules and regulations.
 7. The expenses for school-based INSET may also be funded through the Maintenance and Other Operating Expenses (MOOE), in accordance with DepEd Order No. 008, s. 2019 or the Revised Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, Including Other Funds Managed by School, and subject to the usual government accounting and auditing rules and regulations.
 8. To ensure effective implementation and documentation of INSET activities, all Schools Division Offices (SDOs) through the SGOD HRDS and SMME, shall submit consolidated INSET completion reports using the prescribed NEAP format to their Regional Offices (ROs). Likewise, ROs through the HRDD/NEAP-R, shall submit the RO-consolidated reports to NEAP Central Office via tinyurl.com/eoy2025inset on or before **14 November 2025**.
 9. For queries, please contact **Director Michael Joseph P. Cabauatan**, NEAP Director III, by email neap.od@deped.gov.ph or telephone number (02) 8638-8638.
 10. For immediate dissemination and strict compliance.