



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS  
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**


NO. 050, s. 2023

FEB 06 2023

**ADDENDUM TO DIVISION MEMORANDUM NO. 039, S. 2023 RE: CONDUCT OF  
2023 MID-YEAR IN-SERVICE TRAINING**

To: Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum No. 88, s. 2023, RE: Conduct of Mid-Year In-Service Training of Teachers, which is self-explanatory.
2. Widest dissemination of and compliance with this Memorandum are desired.

  
**LEA C. BELLEZA EdD**  
OIC - ASDS  
In-Charge of the Division



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
Telephone Number: 471-2004 | 471-2003  
E-mail: kabankalan.city001@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM  
No. 88, s. 2023

FEB 03 2023

**CONDUCT OF MID-YEAR IN-SERVICE TRAINING OF TEACHERS**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is MEMORANDUM DM-OUHROD-2023-0157 dated February 2, 2023 regarding the **Conduct of Mid-Year In-Service Training of Teachers**.
2. Schools and SDOs shall submit their **INSET Completion Report** on or before **February 24, 2023** using the NEAP INSET Report template which can be accessed and downloaded through this link: [tinyurl.com/neapinset23](https://tinyurl.com/neapinset23).
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director







Republika ng Pilipinas  
**Department of Education**


**OFFICE OF THE UNDERSECRETARY**

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

**MEMORANDUM**

**DM-OUHROD-2023-0157**

**TO :** Regional Directors  
HRDD Chiefs  
NEAP-R Focal Persons  
School Division Superintendents  
School Heads  
All Others Concerned

**FROM :**  **GLORIA JUMAMIL-MERCADO**  
Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat

**SUBJECT :** **CONDUCT OF MID-YEAR IN-SERVICE TRAINING OF TEACHERS**

**DATE :** February 02, 2023

1. This is to provide further information and highlight the salient points on in-service training (INSET) of DM-OUHROD-2023-0063 - "2023 HRD Program Support Fund (PSF) and INSET Fund for the Regions and Divisions" dated 4 January 2023 issued by this Office.

*"5. On the other hand, the In-Service Training (INSET) Fund (Enclosure 2), which is also released directly to SDOs, may be utilized for the Programs, Activities, and Projects (PAPs), particularly on Literacy-Numeracy programs subject to DepEd Order No. 030, s. 2021 titled Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders (Enclosure 3)."*

2. INSET is one of the modalities in providing professional development for teachers which can be an avenue where teachers and school leaders can enhance teacher competencies, address concerns, issues, and gaps in teaching and learning. In ensuring the quality and relevance of school-based INSET, the school heads shall ensure that the topics and content are responsive, needs-based, and anchored on the Professional Standards based on the consolidated Individual Development Plan (IDP) of teachers.
3. All INSET topics shall be anchored on teachers' professional development needs enumerated in Part IV- IDP of their Individual Performance Commitment and Review Form (IPCRF), emerging and urgent needs/priorities identified by the leadership particularly on literacy and numeracy, critical thinking and problem-solving skills across key stages.





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**MEMORANDUM**  
**DM-OUHROD-2023-0157**

**TO :** **Regional Directors**  
**HRDD Chiefs**  
**NEAP-R Focal Persons**  
**School Division Superintendents**  
**School Heads**  
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4. Schools are allowed to merge with other nearby school/s or schools within the district in conducting the INSET provided that they have related, if not the same content in their INSET Plan. Moreover, the participants of the INSET should strictly adhere to the current health and safety protocols.
5. Schools shall submit their INSET plan to the School Division Office (SDO) through their respective Public Schools District Supervisors (PSDS).
6. The relevant SDO personnel shall conduct Monitoring and Evaluation (M&E) activities to ensure the quality of the INSET using existing M&E tools and processes.
7. Schools, SDOs, and ROs shall use the INSET Completion Report templates that can be accessed and downloaded through [tinyurl.com/neapinset23](https://tinyurl.com/neapinset23). The final date of submission of RO reports to DepEd CO thru NEAP is **on or before March 3, 2023**.
8. Pursuant to DepEd Order 030 s. 2021, expenses incurred relative to the conduct of this activity shall be chargeable against the INSET Funds subject to the usual government accounting and auditing rules and regulations. INSET funds are directly released by DBM to the SDOs annually. Presently, it is computed as five percent (5%) of the total School Maintenance and Other Operating Expenses of public schools.
9. For more information and clarifications, please contact **Ms. Rizza Pereyra** of the National Educators Academy of the Philippines-Professional Development Division, Department of Education at DepEd Central Office, Room 211 Mabini Building, DepEd Complex, Meralco Ave., Pasig City through email at [pdd.pdi@deped.gov.ph](mailto:pdd.pdi@deped.gov.ph) or at telefax number (02) 8715-9919.
10. For your information and strict compliance.