



Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

October 8, 2025

DIVISION MEMORANDUM

No. 625, s. 2025

**REITERATION OF THE CONDUCT OF THE S.Y. 2025-2026 IN-SERVICE
TRAINING FOR TEACHERS (INSET)**

To: Asst. Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Public Schools District Supervisors
Public and Private Secondary and Elementary School Heads
All Others Concerned

1. The Schools Division Office of Sagay City reiterates the provisions of the Office of the Undersecretary for Learning Systems Memorandum DM-OULS-2025-095 titled **“Guidelines on the Conduct of the School Year 2025–2026 In-Service Training for Teachers (INSET)”**, to be conducted on October 27–30, 2025, for strict compliance and guidance.

2. Attached in the enclosed memorandum are the key focus areas of this year’s INSET, anchored on the primary goal of strengthening teacher competencies to enhance learning delivery across all classrooms and learning centers.

3. All school heads are encouraged to plan and organize a school-based or school-level INSET in accordance with the issued guidelines. The corresponding *Learning and Development (L&D) Proposals* may be submitted to the *Human Resource Development Section (HRDS)* for review and technical guidance on or before October 15, 2025.

4. The Division Monitoring Team, spearheaded by the SGOD–Human Resource Development Section and the School Management, Monitoring, and Evaluation Section, shall be deployed from October 27–30, 2025 to ensure the effective implementation and proper documentation of all INSET activities.

5. The expenses for the conduct of the school-based INSET shall be charged to the School Maintenance and Other Operating Expenses (MOOE), in accordance with the provisions of DepEd Order No. 008, s. 2019, titled “Revised Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, Including Other Funds Managed by Schools,” and shall be subject to the usual government accounting and auditing rules and regulations.

5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.



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6. Immediate and wide dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Enclosure : DM-OULS-2025-095
Reference : None
Allotment : N/A
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To be indicated in the Perpetual Index under the following subjects:
INSET

FN: Junmarl Alconga/HRD/SGOD



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.