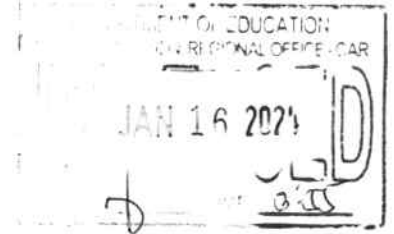




Republic of the Philippines
Department of Education
Cordillera Administrative Region



15 January 2024

REGIONAL MEMORANDUM

No. **031-2024**

**GUIDELINES ON THE CONDUCT OF THE IN-SERVICE TRAINING FOR
TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024**

To: All Schools Division Superintendents
All Other Concerned
All Divisions

1. This Office, through the Human Resource Development Division - National Educators Academy of the Philippines in the Region (HRDD-NEAP R), reiterates the provisions in DM-OUHROD-2024-0037 titled Guidelines on the Conduct of the In-Service Training for Teachers for School Year 2023-2024.
2. Relative thereto, the Schools Division Offices (SDOs) shall ensure that the implementation of INSET classes are participatory and should be offered to small groups to maximize impact on teacher and school leader quality in addressing and resolving areas of needs identified by the teachers or school leaders to continuously improve their competencies are aligned with the guidelines.
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.
4. 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;
 - 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).

HRDD/RCA/IBI-INSET guidelines
January 15, 2024



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>

5. 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.

6. 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.

7. 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**.

8. Should there be queries and/or clarifications, please contact Rosita C. Agnasi, OIC-HRDD or Lauren Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.

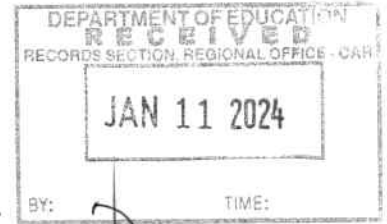
9. Immediate and widest dissemination of this Memorandum is directed.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director 



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. Mampin
Undersecretary for Administration