



Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

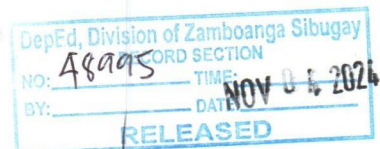
04 Nov 2024

DIVISION MEMORANDUM

No. 466, s. 2024

**CALL FOR SUBMISSION OF TRAINING PROPOSALS FOR IN-SERVICE
TRAINING FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024**


To: Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors/District In-charge
School Heads
All Others Concerned
This Division



1. In reference to DepEd Order No. 022, s. 2023 re School Calendar and Activities for School Year 2023-2024, and DM-OUHROD-2024-0037 or the Guidelines on the Conduct of the In-Service Training for Teachers (INSET) the Schools Division of Zamboanga Sibugay announces the call for submission of Training Proposals for SY 2023-2024 to be conducted on **November 25-29, 2024**.
2. Anent, this division hereby issues the guidelines on the conduct of the activity for your reference and guidance (Enclosure 1).
3. All concerned personnel are hereby reminded to adhere to the **"No Approved Training Design, No Conduct of Training"** policy.
4. For immediate and widest dissemination.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

For Schools Division Superintendent


EVELYN F. IMPORTANTE
OIC-Chief Education Supervisor
In-Charge of Office

Encl.: As stated
Reference: DepEd Order No. 022, s. 2023
DM-OUHROD-2024-0037
To be included in the perpetual index under the ff. subjects:
TRAINING TARL TEACHERS
ZS-DM-SGOD-HRD-2024-11-250-0
AMG-20241104



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Enclosure 1.

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

1. The activities for the five-day break are as follow:

Date	Title of Activity/Session/Topic	Persons Involved
Nov. 25-26, 2024 (Day 1 & 2)	<ul style="list-style-type: none"> Higher Ordered Thinking Skills Professional Learning Package (HOTS-PLP) for English, Mathematics, and Science 	<ul style="list-style-type: none"> Secondary Teachers & School Heads
	<ul style="list-style-type: none"> Advancing Basic Education Curriculum in The Philippines (ABC+) on Instructional Leadership Training (ILT) 	<ul style="list-style-type: none"> Elementary Teachers
Nov. 27, 2024 (Day 3)	Orientation on Child Protection Committee Functionality and Child Friendly School System <ul style="list-style-type: none"> D.O. 40, S. 2012 Introduction to LRPO DO 55, s. 2013 Safe Spaces Act Understanding Rights and Protection of Learners Dealing with Sexual Abuse Cases Case Management Protocols Guidelines and Procedures on Management of Child-At-Risk (CAR) and Children-In-Conflict with the Law (CICL) 	<ul style="list-style-type: none"> Both secondary & elementary
Nov. 28, 2024 (Day 4)	<ul style="list-style-type: none"> GAD Focal Point System Functionality Roles And Responsibilities Harmonized GAD Guidelines and Preparation of GPB & AR DepEd Order No. 15, S. 2012 	<ul style="list-style-type: none"> Both secondary & elementary

	<ul style="list-style-type: none"> • Re-Orientation on DepEd Order No. 32, S. 2017 (GRBE) • Re-Orientation on Comprehensive Sexual Education (CSE) 	
Nov. 29, 2024 (Day 5)	<ul style="list-style-type: none"> • Localized Activities 	<ul style="list-style-type: none"> • Both secondary & elementary

2. All INSET topics shall be anchored on the mission-vision, mandate, strategic priorities of the organization and other bases.
3. All concerned schools shall prepare Training Design and other supporting documents based on the Training Preparedness Checklist.
4. District Learning and Development (L&D) Committee shall evaluate the INSET documents submitted by schools vis-à-vis Training Preparedness Checklist prior to submission to the Division Office for approval.
5. The following documents shall be submitted to the SGOD-HRD on or before **November 11, 2024**:
 1. Accomplished Training Preparedness Checklist
 2. Training Design
 3. GAD Checklist
 4. Indicative Training of Activities (Matrix)
 5. All documents indicated in the Training Preparedness Checklist
6. Templates can be downloaded in the link, including the enhanced Training Completion Report <https://tinyurl.com/INSET2023-2024Templates>.
7. The Training Completion Report (TCR) shall be submitted **through uploading of duly signed scanned copy only (PDF File) one (1) week after the conduct** of the activity in the link provided in paragraph 6. There shall be no more submission of hard copy.
8. Upon submission of TCR, documents shall have the file name as **District_School Name_INSET2023-2024**.

Example: Alicia_Kawayan NHS_INSET2023-2024
9. Materials to be used for the INSET is also made available in the link provided above.
10. The Schools Division Office shall conduct Monitoring and Evaluation of the Training Program on the impact of training through the CID and/or SGOD-School Management Monitoring and Evaluation.

Note: The use of other document template aside from the template found in the link shall not be accepted for approval.

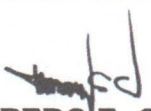


Republika ng Pilipinas
Department of Education

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:

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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. Mempin
Undersecretary for Administration