



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OFFICE – CAPIZ

10 OCT 2025

DIVISION MEMORANDUM
No. 515, s. 2025

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CES)/OIC - CES
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. Attached is Memorandum DM-OUILS-2025-095 issued by the Office of the Undersecretary for Learning Systems titled "**Guidelines on the Conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET)**" dated 29 September 2025, for your information and compliance.
2. In view of the said directive, all schools are hereby enjoined to conduct the INSET on **27-30 October 2025** in accordance with the prescribed guidelines. The training aims to strengthen teacher competencies for enhanced learning delivery, with focus on the suggested professional development contents identified in the memorandum:
 - a. Reflective practice and instructional refinement in the implementation of:
 - 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



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- 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. School Heads and District Supervisors are reminded to ensure that the **learning contents to be covered during INSET are responsive to the results of needs assessment** and considerate of the **school and community context**. Alignment with teachers' Individual Professional Development Plans (IPDPs) must also be ensured.

4. Submit hard copy of the proposed PD program for INSET on October 13, 2025. Further, to ensure proper monitoring and documentation, the **Completion Report of the conducted INSET shall be submitted on or before November 10, 2025** through this link: <https://tinyurl.com/CompletionINSET2025>

5. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent 

Enclosure: None
Reference: None

To be indicated in the Perpetual Index
under the following subjects:

INSET Training Midyear



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**

Carmela C. Oracion

FROM : **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.