



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

07 SEP 2026

DIVISION MEMORANDUM

No. **412** s. 2026

MONITORING OF THE IMPLEMENTATION OF THE IN-SERVICE TRAINING (INSET) DURING THE END-OF-TERM BLOCK ON SEPTEMBER 10–11, 2026

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

1. The Department of Education (DepEd) recognizes the critical role of Continuous professional development in strengthening teacher competence and improving the quality of teaching and learning. In accordance with **DepEd Order No. 42, s. 2017**, otherwise known as the *National Adoption and Implementation of the Philippine Professional Standards for Teachers (PPST)*, professional development activities shall be aligned with the professional standards to support teachers' continuous improvement, career progression, and commitment to quality education. In view of the scheduled **In-Service Training (INSET) during the End-of-Term Block on September 10–11, 2026**, this Office shall conduct monitoring of the implementation of the said activity to ensure that school-based professional development initiatives are properly planned, aligned with the PPST, and responsive to the identified professional learning needs of teachers.

2. The monitoring activity aims to:

- a. ensure that school-based INSET programs are aligned with the PPST and relevant DepEd policies and guidelines;
- b. assess the relevance and responsiveness of the proposed professional development activities to teachers' identified learning and development needs;
- c. ensure that INSET activities are properly planned, implemented, documented, and monitored; and
- d. provide appropriate technical assistance to schools in strengthening the implementation of their professional development programs.

3. All schools are hereby directed to prepare and submit their proposed **INSET Professional Development (PD) Program** for implementation on **September 10–**



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11, 2026. In preparing the proposed INSET PD Program, schools shall ensure that the activities are aligned with the **Philippine Professional Standards for**

Teachers (PPST), responsive to the identified professional learning and development needs, relevant to the school's context and improvement priorities, supported by appropriate learning resources and strategies, and designed to promote the meaningful application of learning to classroom practice. For uniformity and proper consolidation, schools shall accomplish and use the prescribed forms available through the following link:
<https://tinyurl.com/INSETForms2026>

4. To ensure systematic and consistent monitoring of the implementation of the **In-Service Training (INSET)**, designated **Monitoring Teams (Team A and Team B)** shall be deployed to the identified schools during the scheduled INSET on **September 10–11, 2026**. The composition and school assignments of Team A and Team B are reflected in the attached **Monitoring Team Assignment**. The designated monitoring teams shall use the prescribed **INSET Monitoring Tools** attached to this Memorandum to assess the preparation, implementation, and documentation of the school-based INSET, which shall serve as the primary reference in gathering relevant information, validating compliance, identifying good practices, and determining areas requiring technical assistance.

5. All concerned School Heads are hereby directed to ensure the **complete, accurate, and timely submission** of the required documents. The members of the **Division Quality Assurance Team** may convene from **September 1–4, 2026**, to review and validate the submitted documents and ensure their compliance with the prescribed requirements.

6. After the conduct of the INSET, all schools are likewise directed to submit an **Accomplishment Report** documenting the implementation of the INSET, including the activities conducted, participation, significant outputs, and other relevant supporting documents, using the prescribed format.

7. Attached to this Memorandum are the following:

- Enclosure 1 – Composition and Assignment of Monitoring Teams
- Enclosure 2 – INSET Monitoring Tool

8. All concerned personnel are expected to familiarize themselves with the attached monitoring tools and requirements prior to the conduct of the activity.

9. Expenses for transportation of the monitoring team is chargeable against school HRD Fund, subject to the usual accounting and auditing rules and regulations.

10. This Memorandum serves as an Authority to Travel.



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

ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As Stated

Reference:

To be indicated in the Perpetual Index under the following subjects

IN-SERVICE TRAINING

PROFESSIONAL DEVELOPMENT

TEACHERS

MONITORING AND EVALUATION



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Enclosure No. 1 to Division Memorandum No. 412, s. 2026

Composition and Assignment of Monitoring Teams

Chairperson: Marlon P. Destreza EdD
OIC-ASDS
Vice-Chairpersons: Merlie J. Rubio EdD
OIC-Office the CES CID
Ronald D. Dile
OIC, Office of the CES SGOD

Team A	Team B
Marlon P. Destreza EdD	Ronald D. Dile
Merlie J. Rubio EdD	Ronie C. Reteracion
Alan Vincent B. Altamia	Elenia P. Baranda
Ruth Gervero PhD	Andres D. Quiachon
Reynaldo Crespo	Jason Edwin Duenas PhD
Glenda Marie Botin	Engr. Marlon Clarito
Candelaria Talabucon	Immaculada Amores PhD
Jerry Mosquite	Marggie Obligacion PhD
Mary Grace Atinon	

Note: *PSDSs shall monitor the conduct of INSET in their respective districts.*



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Schedule of M&E Activities

Date	District	Team
September 10, 2026	Dao	Team A
	Capiz NHS	
	Panitan	
	Panay	
	Maayon	Team B
	Pontevedra	
	Pilar	
	Pres. Roxas	
September 11, 2026	Ivisan	Team A
	Sapian	
	Jamindan	
	Mambusao East & West	
	Dao	
	Cuartero	Team B
	Dumalag	
	Tapaz East	
	Sigma	
	Tapaz West	
	Dumarao	