



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

February 6, 2023

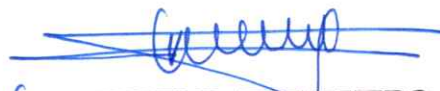
**REGIONAL MEMORANDUM**

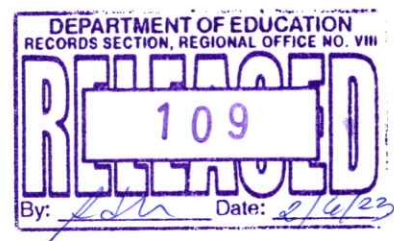
No. **109**, s. 2023

**CONDUCT OF MID-YEAR IN-SERVICE TRAINING FOR TEACHERS**

To: Schools Division Superintendents  
 Regional Office Division Chiefs  
 Public Elementary and Secondary School Heads  
 All Others Concerned

- Attached is Memorandum DM-OUHROD-2023-0157, from Undersecretary Gloria Jumamil-Mercado of the Human Resource and Organizational Development, National Educators Academy of the Philippines, and the Teacher Education Council Secretariat, reemphasizing the salient points in conducting In-Service Training (INSET) for Teachers from Memorandum DM-OUHROD-2023-0063 entitled "2023 HRD Program Support Fund (PSF) and INSET Fund for the Regions and Divisions."
- Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director



Enclosures: as stated  
 References: as stated  
 To be indicated in the Perpetual Index under the following subjects:

MID-YEAR INSET                      TEACHERS                      INSET FUND

HRDD- DSS



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Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
 TEACHER EDUCATION COUNCIL SECRETARIAT

DEPARTMENT OF EDUCATION  
**RECEIVED**  
 EDUCATION OFFICE NO. 1038  
**FEB 08 2023**  
 BY: [Signature] TIME: 10:54 am

OFFICE OF THE DIRECTOR IV  
 Date and Time Received: 03 FEB 2023 9:55  
 Date and Time Released: 06 FEB 2023 9:45  
 Signature: [Signature]

**MEMORANDUM**  
**DM-OUHROD-2023-0157**

**TO :** Regional Directors  
 HRDD Chiefs  
 NEAP-R Focal Persons  
 School Division Superintendents  
 School Heads  
 All Others Concerned

**FROM :** *[Signature]*  
**GLORIA JUMAMIL-MERCADO**  
 Undersecretary for Human Resource and Organizational Development,  
 National Educators Academy of the Philippines, and  
 Teacher Education Council Secretariat

**SUBJECT :** **CONDUCT OF MID-YEAR IN-SERVICE TRAINING OF TEACHERS**

**DATE :** February 02, 2023

1. This is to provide further information and highlight the salient points on in-service training (INSET) of DM-OUHROD-2023-0063 - "2023 HRD Program Support Fund (PSF) and INSET Fund for the Regions and Divisions" dated 4 January 2023 issued by this Office.

*"5. On the other hand, the In-Service Training (INSET) Fund (Enclosure 2), which is also released directly to SDOs, may be utilized for the Programs, Activities, and Projects (PAPs), particularly on Literacy-Numeracy programs subject to DepEd Order No. 030, s. 2021 titled Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders (Enclosure 3)."*

2. INSET is one of the modalities in providing professional development for teachers which can be an avenue where teachers and school leaders can enhance teacher competencies, address concerns, issues, and gaps in teaching and learning. In ensuring the quality and relevance of school-based INSET, the school heads shall ensure that the topics and content are responsive, needs-based, and anchored on the Professional Standards based on the consolidated Individual Development Plan (IDP) of teachers.

3. All INSET topics shall be anchored on teachers' professional development needs enumerated in Part IV- IDP of their Individual Performance Commitment and Review Form (IPCRF), emerging and urgent needs/priorities identified by the leadership particularly on literacy and numeracy, critical thinking and problem-solving skills across key stages.

*no more  
 2/3/23*





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## Department of Education

### OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

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#### MEMORANDUM

**DM-OUHROD-2023-0157**

TO : **Regional Directors**  
**HRDD Chiefs**  
**NEAP-R Focal Persons**  
**School Division Superintendents**  
**School Heads**  
**All Others Concerned**

FROM : **GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

SUBJECT : **CONDUCT OF MID-YEAR IN-SERVICE TRAINING OF TEACHERS**

DATE : February 02, 2023

1. This is to provide further information and highlight the salient points on in-service training (INSET) of DM-OUHROD-2023-0063 - "2023 HRD Program Support Fund (PSF) and INSET Fund for the Regions and Divisions" dated 4 January 2023 issued by this Office.

*"5. On the other hand, the In-Service Training (INSET) Fund (Enclosure 2), which is also released directly to SDOs, may be utilized for the Programs, Activities, and Projects (PAPs), particularly on Literacy-Numeracy programs subject to DepEd Order No. 030, s. 2021 titled Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders (Enclosure 3)."*

2. INSET is one of the modalities in providing professional development for teachers which can be an avenue where teachers and school leaders can enhance teacher competencies, address concerns, issues, and gaps in teaching and learning. In ensuring the quality and relevance of school-based INSET, the school heads shall ensure that the topics and content are responsive, needs-based, and anchored on the Professional Standards based on the consolidated Individual Development Plan (IDP) of teachers.
3. All INSET topics shall be anchored on teachers' professional development needs enumerated in Part IV- IDP of their Individual Performance Commitment and Review Form (IPCRF), emerging and urgent needs/priorities identified by the leadership particularly on literacy and numeracy, critical thinking and problem-solving skills across key stages.

4. Schools are allowed to merge with other nearby school/s or schools within the district in conducting the INSET provided that they have related, if not the same content in their INSET Plan. Moreover, the participants of the INSET should strictly adhere to the current health and safety protocols.
5. Schools shall submit their INSET plan to the School Division Office (SDO) through their respective Public Schools District Supervisors (PSDS).
6. The relevant SDO personnel shall conduct Monitoring and Evaluation (M&E) activities to ensure the quality of the INSET using existing M&E tools and processes.
7. Schools, SDOs, and ROs shall use the INSET Completion Report templates that can be accessed and downloaded through [tinyurl.com/neapinset23](https://tinyurl.com/neapinset23). The final date of submission of RO reports to DepEd CO thru NEAP is **on or before March 3, 2023**.
8. Pursuant to DepEd Order 030 s. 2021, expenses incurred relative to the conduct of this activity shall be chargeable against the INSET Funds subject to the usual government accounting and auditing rules and regulations. INSET funds are directly released by DBM to the SDOs annually. Presently, it is computed as five percent (5%) of the total School Maintenance and Other Operating Expenses of public schools.
9. For more information and clarifications, please contact **Ms. Rizza Pereyra** of the National Educators Academy of the Philippines-Professional Development Division, Department of Education at DepEd Central Office, Room 211 Mabini Building, DepEd Complex, Meralco Ave., Pasig City through email at [pdd.pdi@deped.gov.ph](mailto:pdd.pdi@deped.gov.ph) or at telefax number (02) 8715-9919.
10. For your information and strict compliance.



Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

DEPARTMENT OF EDUCATION  
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SECTION REGIONAL OFFICE NO. V

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BY: [Signature] TIME: 2:11 PM  
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## MEMORANDUM

DM-OUHROD-2023-0063

Office of the Director IV  
Date and Time Received: [Signature] 1/7/23  
Date and Time Released: [Signature]

TO : **Regional Directors**  
**HRDD Chiefs**  
**NEAP-R Focal Persons**  
**Schools Division Superintendents**  
**All Others Concerned**

FROM : **GLORIA JUMAMIL-MERCADO** [Signature]  
*Undersecretary for Human Resource and Organizational Development  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

SUBJECT : **2023 HRD PROGRAM SUPPORT FUND (PSF) AND INSET  
FUND FOR THE REGIONS AND DIVISIONS**

DATE : **JANUARY 04, 2023**

1. This is to inform the Regional and Schools Division Offices (ROs and SDOs) that the 2023 HRD Program Support Fund (PSF) Fund for the Regions and Schools Divisions has been approved for direct release by the Department of Budget and Management (DBM).
2. The allocation list is attached for your reference (Enclosure 1).
3. However, following the new directives set by the new administration, which aims to streamline the Department's systems and processes and strengthen professional development (PD) programs for teachers and school leaders through partnerships with the Teacher Education Institutions (TEIs) from the National Network of Normal Schools (3NS), **ROs and SDOs are advised to hold the utilization of the PSF until such time that the new strategic HRD plan is developed by this Office.**

4. **A separate memorandum regarding the utilization of PSF for FY 2023 shall be released by this Office.**
5. On the other hand, the In-Service Training (INSET) Fund (Enclosure 2), which is also released directly to SDOs, may be utilized for the Programs, Activities, and Projects (PAPs), particularly on Literacy-Numeracy programs subject to DepEd Order No. 030, s. 2021 titled *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders* (Enclosure 3).
6. The provisions of DepEd Order No. 001, s. 2020 entitled *Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders* (Enclosure 4) shall be applicable to all activities referred to by *Items A and B*, in the eligible activities and allowable expenses of DO 30, s. 2021.
7. For more information and clarifications, please contact the **National Educators Academy of the Philippines**, Department of Education at DepEd Central Office, Room M-213-A, Second Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City through email at [neap.oda@deped.gov.ph](mailto:neap.oda@deped.gov.ph) or at telefax number (02) 8638-8638.
8. For your information and strict compliance.

**Enclosures:**

1. *List of Allocation per RO and SDO*
2. *List of Allocation for INSET funds*
3. *DepEd Order 30, s. 2021 - Multi-Year Guidelines on the Utilization of HRD Fund*
4. *DepEd Order 001, s. 2020 - Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders*

**Copy furnished:**

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Governance and Field Operations

NEAPOD/CHolas