



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

March 9, 2023

REGIONAL MEMORANDUM

No. **208**, s. 2023

SUBMISSION OF THE SCHOOLS DIVISION OFFICES (SDOs) SUMMARY OF MID-YEAR IN-SERVICE TRAININGS (INSETs) FOR TEACHERS

To: Schools Division Superintendents
 All Others Concerned

1. With reference to Regional Memorandum No. 109, s. 2023, entitled "Conduct of Mid-year In-service Trainings for Teachers," this Office, through the Human Resource Development Division (HRDD), announces the Submission of the Schools Division Offices' Summary of Mid-year In-service Trainings for Teachers on or before **March 20, 2023**.
2. The HRD SEPS/EPS II shall email the aforementioned report to hrdd.region8@deped.gov.ph, with the subject line: SDO Summary of Mid-year INSET Report.
3. For reference, enclosed are Form 1 (School-based INSET Report) and Form 2 (SDO Summary of School-based INSET Report).
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO III
 Regional Director



Enclosures: as stated
 References: as stated

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

INSET MID-YEAR REPORT SUMMARY

HRDD- DSS





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

February 6, 2023


REGIONAL MEMORANDUM

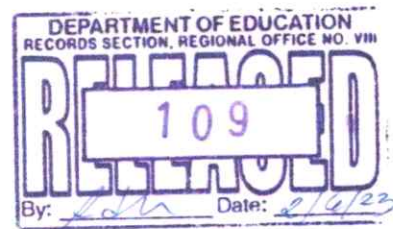
No. **109**, 2023

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



Government Center, Candahug, Palo, Leyte
(053) 832-2997 | region8@deped.gov.ph
ISO 9001:2015 Certified

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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

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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. 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 or at telefax number (02) 8715-9919.
10. For your information and strict compliance.



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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

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MEMORANDUM
DM-OUHROD-2023-0063

OFFICE OF THE DIRECTOR
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DATE RELEASED

TO: Regional Directors
HRDD Chiefs
NEAP-R Focal Persons
Schools Division Superintendents
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: 2023 HRD PROGRAM SUPPORT FUND (PSF) AND INSET
FUND FOR THE REGIONS AND DIVISIONS**

DATE: JANUARY 04, 2023

- 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 Division Offices has been approved for direct release to the Department of Budget and Management (DBM).
- The allocation list is attached for your reference and guidance.
- 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 (NNS), **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 PRF 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 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. REVERA A. BUCONDO
Undersecretary for Governance and Field Operations

NEAPOD/Chiles

Form 1: School-based In-Service Training (INSET) Report

(To be submitted to SDO through the SCGD-HRD)

Fill in the yellow cells with the requested information. Choose from the options in the green cells (drop-down).

I. SCHOOL PROFILE	
Region:	School Head:
Division:	Contact No. and/or Email Address
School:	
School ID:	

II. CONDUCT OF INSET

Dates of Conduct	Duration (in hours)	Venue	INSET Type	Participants		NEAP-Recognized	GPD-Accredited SDO-Reviewed	Quality Assurance	Remarks
				Male	Female Total				
Total INSET Funds Utilized (Mid-year INSET)									

INSET Topics	Delivery Modality	PPST Strands Addressed							
		Domain 1	Domain 2	Domain 3	Domain 4	Domain 5	Domain 6	Domain 7	
Remarks:									

INSET Topics	Delivery Modality	PPST Strands Addressed							
		Domain 1	Domain 2	Domain 3	Domain 4	Domain 5	Domain 6	Domain 7	
Remarks:									

INSET Topics	Delivery Modality	PPST Strands Addressed							
		Domain 1	Domain 2	Domain 3	Domain 4	Domain 5	Domain 6	Domain 7	
Remarks:									

Summary of PPST Strands Addressed	
1.1	4.1
1.2	4.2
1.3	4.3
1.4	4.4
1.5	4.5
1.6	5.1
1.7	5.2
2.1	5.3
2.2	5.4
2.3	5.5
2.4	6.1
2.5	6.2
2.6	6.3
3.1	6.4
3.2	7.1
3.3	7.2
3.4	7.3
3.5	7.4
	7.5

Note: Duplicate the row of cells for INSET Topics as necessary.

Challenges and Issues Encountered	Recommendations

Prepared by: (Name)
Position

Form 2: SDO Summary of School-based In-Service Trainings (INSET) Report

(To be submitted to RO through the NEAP-R/HRDD)

Fill in the yellow cells with the requested information. Refer to Form 1 is submitted by schools.

I. SDO PROFILE

Region:	Superintendent
Division:	SDO Contact No. and/or

Total No. of Schools	
Elementary Schools (K-6)	Integrated Schools (K-12)
Integrated Schools (K-10)	Junior High Schools (7-10)
Integrated Schools (7-12)	Senior High Schools (11-12)

II. CONDUCT OF INSET

Date/s of Conduct	Remarks:	Participants	Quality Assurance	No. of INSET	Remarks
Average Duration (in hours)	Remarks:	Male	NEAP-Recognized		
Common Venues	Remarks:	Female	CPD-Accredited		
INSET Types	Remarks:	Total	SDO-Reviewed		
	School-based				
	District				
	Division				
Utilized Budget Per Capita (Average)	Total INSET Funds Utilized (Mid-year INSET)				

Elementary Schools (K-6)

INSET Topics (List down at least 6 common topics.)	Delivery Modality	No. of Schools	PPST Strands Addressed						
	Face-to-Face	Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7
	Online								
	Blended	Domain 2	2.1	2.2	2.3	2.4	2.5	2.6	
		Domain 3	3.1	3.2	3.3	3.4	3.5		
		Domain 4	4.1	4.2	4.3	4.4	4.5		
	Total	Domain 5	5.1	5.2	5.3	5.4	5.5		

Remarks:

Quality Assurance		Domain 6	6.1	6.2	6.3	6.4
NEAP-Recognized						
CPD-Accredited						
SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4
						7.5

Challenges and Issues Encountered	Recommendations

Integrated Schools (K-10)

INSET Topics (List down at least 5 common topics.)	Delivery Modality	No. of Schools	PPST Strands Addressed							
	Face-to-Face		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7
	Online									
	Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6	
		Participants		Domain 3	3.1	3.2	3.3	3.4	3.5	
	Male									
	Female		Domain 4	4.1	4.2	4.3	4.4	4.5		
	Total									
				Domain 5	5.1	5.2	5.3	5.4	5.5	
	Quality Assurance									
	NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4			
	CPD-Accredited									
	SDO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5		

Remarks:

Challenges and Issues Encountered	Recommendations

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Integrated Schools (7-12)

INSET Topics (List down at least 5 common topics.)

Delivery Modality	No. of Schools	PPST Strands Addressed							
		Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7
Face-to-Face									
Online									
Blended		Domain 2	2.1	2.2	2.3	2.4	2.5	2.6	
		Domain 3	3.1	3.2	3.3	3.4	3.5		
Participants									
Male		Domain 4	4.1	4.2	4.3	4.4	4.5		
Female									
Total		Domain 5	5.1	5.2	5.3	5.4	5.5		
Quality Assurance									
NEAP-Recognized		Domain 6	6.1	6.2	6.3	6.4			
CPD-Accredited									
SPO-Reviewed		Domain 7	7.1	7.2	7.3	7.4	7.5		

Remarks:

Challenges and Issues Encountered

Recommendations

Integrated Schools (K-12)

Remarks:	Female														
	Total														
	Quality Assurance														
	NEAP-Recognized														
	CPD-Accredited														
	SDO-Reviewed														
		Domain 4	4.1	4.2	4.3	4.4	4.5								
		Domain 5	5.1	5.2	5.3	5.4	5.5								
		Domain 6	6.1	6.2	6.3	6.4									
		Domain 7	7.1	7.2	7.3	7.4	7.5								

Challenges and Issues Encountered														
Recommendations														

Senior High Schools (11-12)															
Remarks:	INSET Topics (List down at least 5 common topics.)														
	Delivery Modality														
	Face-to-Face														
	Online														
	Blended														
	Participants														
	Male														
	Female														
	Total														
	Quality Assurance														
NEAP-Recognized															
CPD-Accredited															
SDO-Reviewed															
	Domain 1	1.1	1.2	1.3	1.4	1.5	1.6	1.7							
	Domain 2	2.1	2.2	2.3	2.4	2.5	2.6								
	Domain 3	3.1	3.2	3.3	3.4	3.5									
	Domain 4	4.1	4.2	4.3	4.4	4.5									
	Domain 5	5.1	5.2	5.3	5.4	5.5									
	Domain 6	6.1	6.2	6.3	6.4										
	Domain 7	7.1	7.2	7.3	7.4	7.5									

Challenges and Issues Encountered	Recommendations