

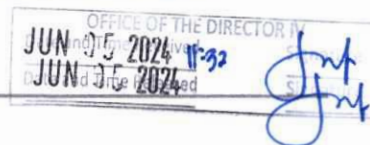
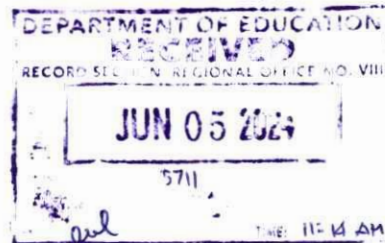


Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-1087

TO : **Regional Directors**
Schools Division Superintendents
Human Resource Development Division Chiefs
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **PRESENTATION AND FINAL CONSULTATION ON THE DRAFT IN-SERVICE TRAINING (INSET) POLICY**

DATE : 05 June 2024

- Following the *Refinement Writeshop* on the draft In-Service Training (INSET) policy held last 15-19 April 2024, the National Educators Academy of the Philippines (NEAP) will conduct the **Presentation and Final Consultation on the Draft INSET Policy** (*Proposed Guidelines for School-Led Professional Development Programs*) on **24-28 June 2024** at **NEAP Baguio**.
- The activity has the following objectives:
 - Present mechanisms to effectively implement professional development activities;
 - Gather feedback, insights, and inputs from identified process owners of the draft guidelines; and
 - Streamline the process of conducting professional development activities in schools and learning centers.
- Attached is the *List of Participants* (**Enclosure 1**). The participants are requested to confirm their attendance through the registration link https://bit.ly/INSETWriteshop_RegForm on or before **14 June 2024**.
- In case the identified participants will not be able to attend, we request that they submit a letter of explanation along with their alternate representatives' names and contact details to NEAP Central Office through the email address provided below. They are advised to seek assistance from the concerned Schools Division Office or Regional Office in finding a suitable replacement.

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Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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Effectivity	03.23.23	Page	1 of 2



5. The participants are requested to bring their own laptops, chargers, and extension cords as well as copies of their school professional development plans, Learning Action Cell (LAC) plans, INSET plans, and other relevant documents that may be used as reference in crafting their outputs.
6. Copies of the policy documents will be sent to the participants through their registered email addresses, one week before the activity. Please note that these documents are still subject for review, enhancement, validation, and finalization processes. Unauthorized dissemination of such is strictly prohibited.
7. The participants from Visayas and Mindanao are advised to check in on 23 June 2024, 2:00 p.m. while those from Luzon are requested to be in the venue in the morning of 24 June 2024 (activity proper) and check in at the accommodation at 2:00 p.m. of the same day. All participants are advised to check out on 28 June 2024, 11:00 a.m. The first meal to be served is dinner and the last meal is afternoon snack. Please see the details below.

Meals	23 June 2024 Sun	24 June 2024 Mon	25 June 2024 Tue	26 June 2024 Wed	27 June 2024 Thu	28 June 2024 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

8. Board and lodging of the participants and the Program Management Team (PMT) shall be charged against the NEAP Human Resource Development (HRD) Funds. As to travel expenses, those of the PMT shall be charged against HRD Funds, while those of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
9. For clarifications and concerns, please coordinate with **Mr. Dustin Troy Joson** or **Ms. Julie Lyka Ignao** of NEAP Professional Development Division through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
10. For immediate dissemination and appropriate action.

Enclosure:

Enclosure 1 – List of Participants

Copy furnished:

Atty. Revsee A. Escobedo

Undersecretary for Operations

[NEAP-PDD/Joson]

Enclosure 1

PRESENTATION AND FINAL CONSULTATION OF THE DRAFT INSET POLICY

June 25-28, 2024 | Baguio Teachers Camp

List of Participants

No.	Name of Participants	Position	Office/Station	Region
1	Jennifer E. Lopez	Director IV	NEAP-ODir	
2	Leah B. Apao	Director III		
3	Evelyn D. Cruzada	HTC		
4	Marife T. Morcilla	PDO V		
5	Alexander Simagala	PDO IV		
6	Dustin Troy R. Joson	SEPS	NEAP-PDD	
7	Florentino Varron Jr.	SEPS		
8	Mathew Bofete	TA II		
9	Ann Christine T. Sison	TA II	NEAP-QAD	
10	Gerald T. Magno	SEPS		
11	Alvin B. Fulgencio, Jr.	SEPS		
12	Mark Alvin M. Cruz	SEPS		
Field Writers (RO/SDO/School)				
13	Dinah Bonao	CES	HRDD/NEAP R	Region I
14	Juner Windel Valdez	EPS	HRDD	
15	Catherine B. Operaña	PSDS	SDO Pangasinan 1	
16	Jimmy Laroya	PSDS	SDO Pangasinan 2	
17	Joy S. Ferrer-Lopez	EPS	HRDD/NEAP R	
18	Jay J. Gallegos	EPS	SDO Isabela	
19	Romel L. Ricardo	Principal III	Regional Science High School	Region II
20	Albina G. Daguioag	Principal II	SDO Cagayan	Region III
21	Rigette Ryan S. Ramos	EPS	HRDD	
22	Marco Rhonel Eusebio	EPS	SDO Malolos	
23	Rosaline Tuble	Principal IV	SDO Pampanga	
24	Leo M. Atienza	HT I	San Isidro Integrated NHS	
25	Patrick Coquilla	Principal	Emilia Embalada Poblete MHS	Region IV-A
26	Jennifer Rojo	Principal	Principal Pansin ES	
27	Alona M. Raton	Principal I	Gulod ES	
28	Orven Francis De Pedro	Principal III	Tagaytay Science NHS	
29	Ester Dolatre	Principal IV	Cavite Science NHS	

30	Arelene M. Hernandez	Principal	Governor Luis A. Ferrer Jr. East NHS	
31	Elena Orbera	Accountant	SDO Sta. Rosa City	
32	Carlo June Tibayan	Attorney III		
33	Elizabeth Delas Alas	CES	SDO Occidental Mindoro	Region IV-B
34	Jonathan Lilang	SEPS	SDO Romblon	
35	Jeremy Atad	EPS II	NEAP-R	Region V
36	Marjorie L. Contado	Principal I	Sawang ES	
37	Eva Fabraquel	PSDS	SDO Roxas City	Region VI
38	Josephine Balasan	Principal III	Roberto H. Tirol High School	
39	Fatima Escuton	Principal III	Lucero National High School	
40	Jeanyllete Ayson	EPS	SDO Bohol City	Region VII
41	Rhea Liza B. Valmores	SEPS (M&E)	SDO Carcar	
42	Harvie Villamor	CES	HRDD/NEAP-R	Region VIII
43	Millaner Oyo-a	Principal III	SDO Calbayog City	
44	Ann Agda	EPS	SDO Dapitan City	Region IX
45	Monina Antiguina	EPS	SDO Dipolog City	
46	Jerome M. Fundal	Principal I	SDO Pagadian City	
47	Ell June S. Abucay	Planning Officer III	SDO Ozamiz City	Region X
48	Rechie A. Lazalita	Principal I	SDO Misamis Oriental	
49	Jeoffrey Bernabe	SEPS	NEAP-R	
50	Noel B. Canales	PSDS	SDO Davao de Oro	Region XI
51	Henry Fritz Diaz	SEPS	NEAP-R	
52	John Michael Castino	SEPS	SDO General Santos City	Region XII
53	Rexan O. Bolotaolo	PSDS	SDO Agusan del Sur	
54	Romalyn P. Matildo	Principal I	SDO Surigao del Sur	CARAGA
55	Dexter Andres	EPS	HRDD	
56	Ginadine Lopez	ASDS	SDO Kalinga	CAR
57	Sharon Christianie Castillo	Principal I	SDO Baguio City	
58	Rachel Baliked	Head Teacher	SDO Benguet	
59	Rhea Eden	EPS	HRDD	NCR
60	Melvin Willy Roque	PSDS	SDO Valenzuela	