



Republic of the Philippines  
**Department of Education**

REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

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**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD-2025-0442


To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD  
Chief Education Supervisor, CID  
All Education Program Supervisors  
All Public-School District Supervisors  
All School Heads

Subject: **DISSEMINATION OF REGIONAL MEMORANDUM CLMD NO. 585, S. 2025  
RE: GUIDELINES ON THE CONDUCT OF THE SCHOOL YEAR 2025-2026  
IN-SERVICE TRAINING (INSET) FOR TEACHERS**

Date: OCTOBER 14, 2025

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1. Attached for the information and guidance of all concerned is Regional Memorandum CLMD No. 585, s. 2025 titled *"Dissemination of Guidelines on the Conduct of the School Year 2025-2026 In-Service Training (INSET) for Teachers."*
2. This memorandum provides directions and standards for the planning, conduct, and monitoring of the upcoming INSET to ensure the continuous professional development of teachers and the alignment of activities with national priorities and learning recovery initiatives.
3. All school heads are directed to ensure strict adherence to the guidelines set forth therein.
4. In adherence to all policies, everyone is encouraged to support and value continuously equality and diversity (Equal Opportunity Principle) within the Department.
5. Immediate dissemination and compliance with this memorandum are desired.

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent



Enclosed: As Stated  
SGOD-rtp



RECDROS



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

October 8, 2025

REGIONAL MEMORANDUM  
CLMD-2025-585

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

To: Schools Division Superintendents

1. Pursuant to Memorandum DM-OULS-2025-095, re: **Guidelines on the Conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET)**, this Office advises the Schools Division Offices (SDOs) to ensure compliance with the provisions stipulated.
2. Details of the memorandum are found in the enclosures.
3. Immediate dissemination and compliance of this Memorandum is directed.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As stated.  
RO12/aca

DEPARTMENT OF EDUCATION RO  
RECORDS SECTION  
**RELEASED**

Date: Oct. 13, 2025  
Time: 20300



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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

DEPARTMENT OF EDUCATION BOX  
RECORDS SECTION

**MEMORANDUM**  
**DM-OULS-2025-095**

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**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

**FROM :** *Carmela C. Oracion*  
**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](https://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](https://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](mailto:neap.od@deped.gov.ph) or telephone number (02) 8638-8638.
  10. For immediate dissemination and strict compliance.