



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **689**, s. 2025

16 OCT 2025

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
Section and Unit Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 1358 s. 2025, the Department of Education Region 1 through the National Educators Academy of the Philippines (NEAP) issues the guidelines on the conduct of the In-Service Training for Teachers (INSET) on **October 27-30, 2025** pursuant to DepEd Order No. 012, s.2025 titled, Multiyear Implementing Guidelines on the School Calendar and Activities.

2. The INSET aims to enhance teacher competencies, strengthen instructional practices, and ensure effective learning delivery across all classrooms and learning centers. It shall serve as a venue for teachers to reflect, collaborate, and refine pedagogical skills aligned with current DepEd priorities and programs.

3. The following key content areas shall be the focus of the INSET:

- a) Reflective practice and instructional refinement in the implementation of the Revised K to 12 Curriculum and ARAL-Reading Program.
- b) Strengthening inclusive instruction.
- c) Strengthening inclusive literacy and numeracy skills.
- d) Strategies for developing critical and creative thinking as well as other higher order thinking skills.
- e) Instruction 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 instruction and assessment in the Alternative Learning System.
- i) Enhanced delivery of Guidance Services by Guidance designates in schools.
- j) Other emerging needs based on teachers' individual professional development plan.

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.

5. The expenses of the school-based INSET may 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.

6. Immediate dissemination of this Memorandum is desired.



ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference: Regional Memorandum No. 1258 s. 2025
To be included in the Perpetual Index
Under the following subject:

TRAINING PROGRAMS

SGOD/mlpd/DM-INSETGuidelines
2516105/October 15, 2025



Republic of the Philippines
Department of Education
REGION I



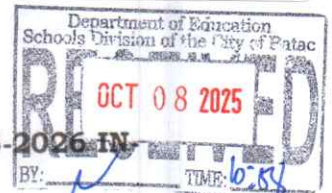
SDCB RECORDS UNIT

2516105

REGIONAL MEMORANDUM

No. 1358 s. 2025

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



To: Schools Division Superintendents
All Concerned Personnel

1. This Office, through the National Educators Academy of the Philippines-Region I (NEAP-R1), issues the following guidelines on the conduct of the In-Service Training for Teachers (INSET) on **October 27-30, 2025** pursuant to DepEd Order No. 012, s. 2025 titled, Multiyear Implementing Guidelines on the School Calendar and Activities.
2. The INSET aims to enhance teacher competencies, strengthen instructional practices, and ensure effective learning delivery across all classrooms and learning centers. It shall serve as a venue for teachers to reflect, collaborate, and refine pedagogical skills aligned with current DepEd priorities and programs.
3. The following key content areas shall be the focus of the INSET:
 - a. Reflective practice and instructional refinement in the implementation of the Revised K to 12 Curriculum and 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

4. 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.

5. 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.

6. INSET may be organized and delivered either at the school level (school-based INSET) or division/district level (cluster-based INSET).

7. 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.

8. The expenses of 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.

9. 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 NEAP-R1 through email at neap.region1@deped.gov.ph.

10. For concerns or queries, please contact the **NEAP-R1** at neap.region1@deped.gov.ph.

11. Immediate dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Director IV

Encl.: As stated
Reference: As Stated
To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES

TRAINING PROGRAMS

HRDD/rrm/RM_2025INSET
October 7, 2025



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