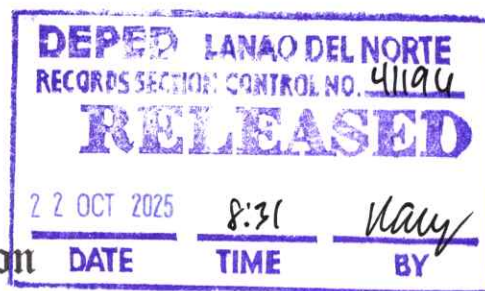




Republic of the Philippines
Department of Education

REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE



October 20, 2025

DIVISION MEMORANDUM

No. 648 s. 2025

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

To: Assistant Schools Division Superintendent
Chief-Curriculum Implementation Division
Chief-Schools Governance and Operations Division
Public Elementary and Secondary School Heads
Others Concerned

1. In reference to DepEd Memorandum DM-OULS-2025-095, this Division disseminates the **Guidelines on the Conduct of the School Year 2025-2026 In-Service Training (INSET) for Teachers**, to be conducted from **October 27-30, 2025**. This activity aims to strengthen teachers' professional competencies for improved learning delivery across all grade levels and learning areas.

2. The conduct of the INSET shall be guided by the overarching goal of enhancing teacher effectiveness and ensuring instructional excellence in all classrooms and learning centers. Specifically, the INSET shall focus on any of the following key areas:

- a. Reflective practice and instructional refinement in the implementation of:
 - a.1 Revised K to 12 Curriculum
 - a.2 ARAL-Reading Program
- b. Strengthening inclusive instructions
- c. Strategies for promoting literacy and numeracy
- d. Strategies for developing critical and creative thinking, and HOTS
- e. Instructional strategies for non-major teachers handling Filipino in JHS and SHS
- f. Empowering teachers on Socio-Emotional Learning in classroom instruction
- g. Strategies for ensuring learning continuity through flexible modalities
- h. Accelerating digital adoption for effective and accessible learning delivery
- i. Strengthening instruction and assessment in the ALS
- j. Enhanced delivery of Guidance services in schools
- k. Other emerging needs identified through teachers' IDPs

3. Participation in this training is mandatory for all teaching personnel.



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4. All School Heads are directed to ensure the effective preparation and implementation of INSET in accordance with prescribed guidelines. Refer to attached Memorandum for complete guidelines.
5. This year, all schools were instructed to submit their INSET Plans and Professional Development Proposals using the NEAP Prescribed form as early as February 2026 to give ample time for applying the quality assured PD Proposals for CPD Accreditation to PRC, making sure that INSET Trainings shall all be CPD Accredited.
6. Schools with approved INSET Plans shall implement them in their schools (school-based). However, for districts whose INSET Plans were approved as district-based, the conduct of the activity shall be implemented at the district level.
7. All schools and districts with quality assured PD Proposal and PRC-accredited INSET Plans shall be visited and strictly monitored to ensure compliance with the set standards. Likewise, they are reminded to prepare the required documents for post-training submission to PRC.
8. Further, funding for school-based INSET shall be charged from the Maintenance and Other Operating Expenses (MOOE), in accordance with DepEd Order No. 008, s. 2019 or its revised implementing guidelines on the Direct Release and Use of MOOE Allocation of Schools, subject to existing government accounting and auditing rules and regulations.
9. To ensure effective implementation and documentation of INSET activities, all schools, through their school heads, are required to prepare and submit on or before November 10, 2025 the NEAP prescribed INSET Completion Reports through the following links:
 - a. PROGRAM COMPLETION REPORT FORM AND ENCLOSURES, EVALUATION TOOL: <https://bit.ly/ProgramCompletionReportForm>
 - b. SUBMISSION OF REPORT (PCR & EVALUATION TOOL) BY NOVEMBER 10, 2025: <https://tinyurl.com/insetprogramcompletion>
10. This Memorandum shall also serve as travel authority for all personnel involved in the INSET.
11. Immediate and wide dissemination of this Memorandum is directed for the information, guidance, and compliance of all concerned.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



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

MEMORANDUM

DM-OULS-2025- 095

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.
 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 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 or telephone number (02) 8638-8638.
 10. For immediate dissemination and strict compliance.