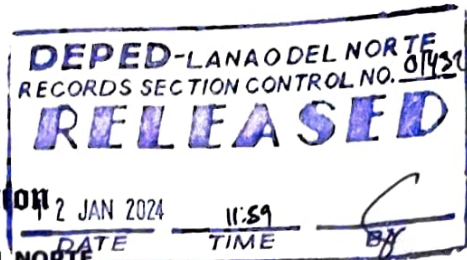




Republic of the Philippines  
**Department of Education**  
REGION X  
SCHOOLS DIVISION OF LANA DEL NORTE



10 January 2024

**DIVISION MEMORANDUM**

No. 023, s. 2024

**MIDYEAR PERFORMANCE REVIEW AND EVALUATION  
AND SCHOOL-BASED IN-SERVICE TRAINING (INSET)  
OF TEACHERS FOR SY 2023-2024**

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

1. In reference to DepEd Order No. 22, s. 2023, re: "Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024," and DepEd Order No. 2, s. 2015, re: "Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education" this Office announces the conduct of Midyear Performance Review and Evaluation and School-Based In-Service Training (INSET) of Teachers for SY 2023-2024 on January 24-26 and January 29-30, 2024.
2. The first two (2) days shall be spent evaluating the school's progress in implementing the educational programs, projects, and activities, as well as reviewing the performance of teachers and the school staff to collaboratively address concerns. The last three (3) days shall be devoted to the conduct of school-based INSET activities for the teachers and preparation of instructional materials, *see attached program of suggested activities*.
3. The schools are reminded that the focus on the midyear activity will be on:
  - A. Learner Diversity and Student Inclusion;
  - B. Assessment and Reporting in the K to 12 Basic Education Program;
  - C. 21<sup>st</sup> Century Skills and ICT Integration in Teaching and Assessment;
  - D. Curriculum Contextualization, Localization, and Indigenization;
  - E. Training for Teachers Teaching Non-Major Subjects (e.g. Filipino, MAPEH, etc.);
  - F. Microsoft 365 Productivity Online Training through DepEd Philippines;
  - G. National Learning Camp;
  - H. National Reading Program;
  - I. National Mathematics Program;
  - J. Catch-up Fridays;



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Republic of the Philippines  
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REGION X  
**SCHOOLS DIVISION OF LANA DEL NORTE**

- K. Early Language Literacy and Numeracy (ELLN);
  - L. Policy Guidelines on the Implementation of the Comprehensive Sexuality Education (DepEd Order No. 31, s. 2018);
  - M. Child Rights Policy: Adopting the Rights-Based Education Framework in the Philippine Basic Education (DepEd Order No. 31, s. 2022)
  - N. DepEd Child Protection Policy (DepEd Order No. 40, s. 2012); and
  - O. Safe Space Act ( Republic Act No. 11313).
4. Suggested topics will also be based on the consolidated report of the training needs of teachers which are reflected in Part IV Development Plan of the 2020 Individual Performance Commitment and Review Form (IPCRF) and Self-Assessment Tool (SAT).
5. For monitoring purposes, school heads are advised to submit Activity Proposal on Midyear Performance Review and Evaluation and School-Based In-Service Training (INSET) on or before **January 18, 2024, THURSDAY**.
6. Expenses to be incurred relative to the conduct of the activity shall be charged against School Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting and auditing rules and procedures.
7. The participation of teachers and school leaders for the mid-year review and school-based INSET is in adherence to the principles of equal opportunity for continuous improvement that there is no discrimination on account of age, gender, civil status, disability, religion, political affiliation, medical conditions, among others.
8. Queries regarding this matter can be channeled to Jovanny M. Pangasian, EPS-II (HRD) at 09534179441 and Jennifer R. Intong, SEPS-HRD at 09178995865.
9. For information and strict compliance.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: DepEd Order No. 022, s. 2023; DepEd Order No. 2, s. 2015; Memorandum DM-OUHROD-2024-0037

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

<b>MID-YEAR PERFORMANCE REVIEW</b>	<b>SCHOOL-BASED INSET</b>	<b>TEACHERS</b>
SGOD/JRI Midyear Performance Review and Evaluation and School-Based In-Service Training (INSET) of Teachers for SY 2023-2024		

January 12, 2024



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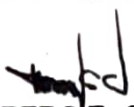
Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0037**

**FOR :** Regional Directors  
Schools Division Superintendents  
Chiefs, Human Resource Development Division  
Chiefs, School Governance and Operations Division  
School Heads  
All Others Concerned

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

**SUBJECT :** **GUIDELINES ON THE CONDUCT OF THE IN-SERVICE  
TRAINING FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023-  
2024**

**DATE :** 11 January 2024

1. In the continuous pursuit of excellence in providing quality professional development programs for teachers and school leaders, the National Educators Academy of the Philippines (NEAP) hereby issues the following guidelines in the conduct of the In-Service Training for Teachers (INSET) on 24-26 and 29-30 January 2024 as stipulated in DepEd Order No. 22, s. 2023 titled *Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024*.
2. INSET refers to a modality of professional development intervention organized either at the school (school-based INSET) or division/district level (cluster-based INSET) to address and resolve areas of need identified by the teachers or school leaders to continuously improve their competencies. INSET classes are participatory and should be offered to small groups to maximize impact on teacher and school leader quality.
3. As such, SDO-based INSET topics shall focus on programs of the NEAP Central Office such as the following:
  - a. Higher Order Thinking Skills - Professional Learning Packages (HOTS-PLP) for English, Mathematics, and Science; and
  - b. Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy.



On the other hand, school-based INSET shall focus on the teachers' learning and development needs and on sharing information on the following policies and priority programs:

- a. Training for Teachers Teaching Non-Major Subjects (e.g., Filipino, MAPEH, etc.);
  - b. Microsoft 365 Productivity Online Training through DepEd Philippines;
  - c. National Learning Camp;
  - d. National Reading Program;
  - e. National Mathematics Program;
  - f. Catch-up Fridays;
  - g. Early Language Literacy and Numeracy (ELLN);
  - h. Policy Guidelines on the Implementation of the Comprehensive Sexuality Education (DepEd Order No. 31, s. 2018);
  - i. Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education (DepEd Order No. 31, s. 2022);
  - j. DepEd Child Protection Policy (DepEd Order No. 40, s. 2012); and
  - k. Safe Spaces Act (Republic Act No. 11313).
4. Pursuant to DepEd Order No. 30, s. 2021 otherwise known as the *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders*, expenses incurred relative to the conduct of SDO-organized INSET shall be chargeable against the INSET Funds subject to the usual government accounting and auditing rules and regulations.
5. Meanwhile, the Maintenance and Other Operating Expenses (MOOE) can be utilized for the conduct of the school-based INSET in accordance with DepEd Order No. 13, s. 2016 otherwise known as the *Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, Including Other Funds Managed by Schools*, subject to the usual government accounting and auditing rules and regulations.
6. To ensure that all teachers have been provided the necessary learning and development needs interventions, an INSET report must be submitted through this link <https://sites.google.com/depd.gov.ph/inset2024/>. The SGOD HRDS SEPS and SMME SEPS shall be responsible for reporting and encoding the needed data on or before 09 February 2024. The NEAP-R/HRDD shall ensure the correctness and accuracy of the INSET reports.
7. For further queries, please contact **Dr. Marife T. Morcilla**, NEAP Professional Development Division Chief, and **Mr. Dustin Troy R. Joson**, Senior Education Program Specialist, through email [neap.pdd@depd.gov.ph](mailto:neap.pdd@depd.gov.ph) or telephone number (02) 8715-9919.
8. For information and strict compliance.

**Copy furnished:**

**Atty. Michael Wesley T. Poe**  
Undersecretary and Chief of Staff

**Gina O. Gonong**  
Undersecretary for Curriculum and Teaching  
[NEAP-PDD/Joson]

**Atty. Revsee A. Escobedo**  
Undersecretary for Operations

**Nolasco A. Mompin**  
Undersecretary for Administration