



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

17 Mar 2026

DIVISION MEMORANDUM

No. 162, s. 2026

**SUBMISSION OF REPORT ON THE CONDUCT OF SCHOOL
YEAR 2025–2026 IN-SERVICE TRAINING (INSET)
OF TEACHERS**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public Elementary and Secondary Schools)
All Others Concerned

1. Pursuant to Regional Memorandum No. 771, s. 2025 regarding the School Year 2025–2026 In-Service Training [INSET] for Teachers, all public elementary and secondary schools are reminded to submit their completion report by March 17, 2026, through this link: <https://tinyurl.com/inset-completionreport2026>.
2. All schools are directed to submit the required INSET report promptly, adhering strictly to the prescribed format.
3. Please refer to Enclosure No. 1 for the INSET report template.
4. For immediate dissemination and compliance.

Digitally signed by
Mendoza Homer
Napenas
Date: 2026.03.16
18:20:17 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: As stated

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

TEACHERS

mca03/11/26



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Department of Education

National Educators Academy of the Philippines

PD PROGRAM COMPLETION REPORT FORM

PD Program Owner:		
Contact Person:	Designation:	
Contact No.:	Email Address:	
Program Title:		
Date of Conduct:		
Venue:		
Total No. of Participants:	Male:	Female:
Executive Summary: <i>May include the program description and its objectives, and the daily proceedings of the conduct of the program.</i>		
M and E Analysis <i>Analysis should include:</i> <ul style="list-style-type: none">• Summary of results from the participants' evaluation of the program (level 1)• Summary of results from the participants' learning of the program (pre/post-test) <i>Strengths and areas for improvement should be identified in this section</i> <i>*Use separate page if necessary</i>		
General Comments and Issues Encountered <i>In this section make any general comments about the program and identify any issues encountered in relation to:</i> <ul style="list-style-type: none">• its delivery<ul style="list-style-type: none">- resource persons/ learning facilitators- participants- content of program		

- *delivery strategies*
- *training materials*
- *its management*
 - *prior to delivery*
 - *during the training proper*

Other issues

Photo Documentation

- *Must be PDF File*
- *5 pictures per day only*
- *Each day should contain descriptions*

Recommendations

In this section discuss any recommendations you may have to improve future programs and for policy actions. Suggestions may cover program management, facilitation, session guides, resource materials, other concerns.

I hereby declare the information provided in this program completion report is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made. I further allow DepEd-NEAP to investigate the authenticity of all the documents submitted.

I agree that DepEd-NEAP to be the co-owner of all the data gathered and the copyright of any publication of the use of this data.

Sign off by the Program/Course Manager or its equivalent.

P/C Manager:
Signature:
Date:



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



March 2, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013 this advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public.
(Visit depedcalabarzon.ph)

SUBMISSION OF REPORT ON THE CONDUCTED SCHOOL YEAR 2025-2026 IN-SERVICE TRAINING OF TEACHERS

Relative to Regional Memorandum No. 771, s. 2025 titled *Guidelines on the Conduct of the School Year 2025-2026 In-Service Training (INSET) for Teachers*, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines (HRDD-NEAPR), informs the Schools Division Offices (SDOs) that the deadline of the **submission of the SY 2025-2026 INSET Report has been moved to March 20, 2026.**

Please refer to RM 771, s. 2025 for the report templates and submission link.

06/ROHS/ROH1



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RM-2025-771


16 October 2025

Regional Memorandum
No. 771 s. 2025

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

To: **Schools Division Superintendents**

1. Enclosed is Memorandum DM-OULS-2025-095 from DepEd Central Office, Office of the Undersecretary for Learning Systems, titled **Guidelines on the Conduct of the School Year 2025-2026 In-Service Training (INSET) for Teachers**.
2. Special attention is invited to Paragraph 2 on the goal of INSET and key training contents. Schools Division Superintendents and School Heads shall ensure that the conduct of INSET for teachers shall be based on their professional development needs. The INSET may be organized and delivered either at the school level (school-based INSET) or division/district level (cluster-based INSET).
3. Furthermore, the Human Resource Development Section (HRDS) and School Management, Monitoring and Evaluation Section (SMME) shall submit the following on or before **November 10, 2025**.

Title of Report	Template	Submission Link
Implementation Data	tinyurl.com/4AINSETReport	tinyurl.com/4AINSETSubmission
Consolidated Completion Report	tinyurl.com/4AINSETCompletion or existing SDO's template	

4. For questions or queries, please contact Jisela N. Ulpina, OIC-Chief, or Bryan A. Pobe, Education Program Supervisor, through email hrd.calabarzon@deped.gov.ph.



Address: Gate 2, Karangalan Village, Cainta, Rizal
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5. For immediate dissemination and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROI15/RO



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.