



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

22 OCT 2025

DIVISION MEMORANDUM

No. 669, s. 2025

CONDUCT OF IN-SERVICE TRAINING (INSET) 2025

To: OIC – Office of the Assistant Schools Division Superintendent
OIC – Curriculum Implementation Division
OIC – School Governance and Operations Division
Education Program Supervisors
School Heads/OICs (All Public Schools)
All Others Concerned

1. Pursuant to DepEd Memorandum DM-OU-LS-2025-095, titled “Guidelines on the Conduct of the School Year 2025–2026 In-Service Training (INSET) for Teachers” dated 29 September 2025, the Schools Division of Imus City (SDOIC) shall conduct the Division-wide School-based INSET from October 27 – 29, 2025 with the theme:

*From Standards to Practice: Advancing Teacher Competencies Aligned
with PPST Indicators.*

2. Relative to DepEd Memorandum No. 089, s. 2025 entitled “Guidelines on the Multi-Year Performance Management and Evaluation System (PMES) for Teachers from School Years 2025–2026 to 2027–2028,” all teaching personnel are to undergo this preparatory capacity-building intervention that strengthens their understanding and application of the Philippine Professional Standards for Teachers (PPST). Teachers who will be serving and participating in other division-initiated activities shall be excused from attending INSET in-person. They, however, should do the asynchronous viewing of the NEAP Masterclass videos and submit the required reflection guide to be credited with a training certificate.

3. At the end of the training, participants are expected to:

- Demonstrate a deeper understanding of PPST Domains 1–5 and their corresponding indicators;
- Design lesson plans that reflect alignment with PPST indicators;
- Exhibit effective classroom practices through demonstration teaching;
- Engage in collaborative reflection to improve instruction and learner outcomes; and
- Prepare supporting evidence aligned with the PPST for PMES documentation.

4. The INSET shall be conducted in all public elementary and secondary schools in the Division of Imus City except from the pre-identified schools that applied for CPD Accreditation for their 2025 INSET Programs.



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity



5. The INSET shall follow the topic schedule below.

Day	Focus Topic	Main Activities
Day 1	From Standards to Practice: Domains 1–2	Viewing of NEAP Masterclass, reflection, and PPST-aligned lesson planning
Day 2	From Standards to Practice: Domains 3–5	Viewing of NEAP Masterclass, lesson planning, and collaborative reflection
Day 3	Bringing Standards to Life	Demonstration teaching, lesson study, and synthesis

6. All teaching personnel shall participate. School Heads, L&D Coordinators, Master Teachers, and Head Teachers shall serve as INSET managers, ensuring alignment of school-based implementation with Division guidelines.

7. The INSET will employ the 4As Learning Framework (Activity, Analysis, Abstraction, and Application) within a Job-Embedded Learning (JEL) structure, combining NEAP video-based learning, reflection, and classroom simulation.

Expected outputs include:

- a. PPST-Aligned Lesson Plan
- b. Reflection Guide (individual reflection and synthesis)
- c. Peer Observation and Feedback Notes from Demonstration Teaching

All outputs shall serve as documentation for PMES and school-based HRD records.

8. Training Materials shall be distributed to the L&D Coordinators through their Official Group Chat. An online meeting is also scheduled for October 23, 2025, at 3:00 pm. Link to the virtual meeting room will be shared to the same group chat.

9. Expenses relative to the conduct of the INSET (e.g., materials, meals, certificates, documentation, and other logistical needs) may be charged against School MOOE or other available funds, subject to the usual government accounting and auditing rules and regulations.

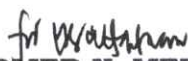
10. For transparency and accountability, the approved proposed budget for INSET 2025 is enclosed in this Memorandum to serve as reference for budget utilization and liquidation purposes at the school level.

11. All school heads are directed to ensure full participation of teaching personnel and the faithful implementation of the learning sessions. Technical assistance shall be provided by the HRD Section and the assigned L&D Coordinators.

12. Other details related to the conduct of INSET shall be provided through a separate memorandum.

13. For any questions or clarifications, please contact Darlferhen M. Dancel, Senior Education Program Specialist, SGOD – Human Resource Development at darlferhen.dancel@deped.gov.ph,

14. For compliance, guidance and immediate dissemination.


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

TRAINING PROGRAMS

sgod/dmd/102025

SCHOOLS DIVISION OF IMUS CITY IN-SERVICE TRAINING 2025:
**From Standards to Practice: Advancing Teacher Competencies Aligned
 with PPST Indicators**

3-Day Program Matrix

Day 1

Date: October 27, 2025

Time	Session / Activity Title	Resource Person/ Facilitator	Expected Output
08:00 am	Preliminaries	Facilitator: School Head/ L&D Coordinator/ Master Teacher/ Head Teacher	
08:30 am	Session 1 Part 1 From Standards to Practice: Advancing Teacher Competencies Aligned with PPST Indicators: (1.1.2, 1.4.2, 1.5.2, 2.3.2, 2.6.2)	Facilitator: School Head/ L&D Coordinator/ Master Teacher/ Head Teacher	Answered Reflection sheet on personal classroom practices aligned with Domains 1–2 and in reference with the PPST Rubric
12:00 pm	LUNCH		
01:00 pm	Session 1 Part 2 PPST Reflection and Lesson Mapping Workshop	Facilitator: School Head/ L&D Coordinator/ Master Teacher/ Head Teacher	Drafted PPST-aligned lesson plan (Domains 1–2); peer feedback notes.
04:30 pm	M&E: Day 1 (Level 1)	School M&E Coordinator	
05:00 pm	End of Day		

Day 2

Date: October 28, 2025

Time	Session / Activity Title	Resource Person/ Facilitator	Expected Output
08:00 am	Preliminaries	Facilitator: School Head/ L&D Coordinator/ Master Teacher/ Head Teacher	

08:30 am	Session 2 Part 1 From Standards to Practice: Advancing Teacher Competencies Aligned with PPST Indicators: (3.1.2, 4.1.2, 4.5.2, and 5.1.2)	Facilitator: School Head/ L&D Coordinator/ Master Teacher/ Head Teacher	Answered Reflection sheet on personal classroom practices aligned with Domains 3–5 and in reference with the PPST Rubric
12:00 pm	LUNCH		
01:00 pm	Session 2 Part 2 PPST Reflection and Lesson Mapping Workshop	Facilitator: School Head/ L&D Coordinator/ Master Teacher/ Head Teacher	Revised lesson plan integrating PPST Domains 3–5; peer evaluation form.
04:30 pm	M&E: Day 2 (Level 1)	School M&E Coordinator	
05:00 pm	End of Day		

Day 3

Date: October 29, 2025

Time	Session / Activity Title	Resource Person/ Facilitator	Expected Output
08:00 am	Preliminaries		
08:30 am	First Demonstration Teaching and Collaborative Reflection	Demonstration Teacher Class Observers: School Head/ L&D Coordinator/ Master Teacher/ Head Teacher	Observation notes; COT Ratings; Revised PPST-aligned lesson plan
12:00 pm	LUNCH		
01:00 pm	Second Demonstration Teaching and Collaborative Reflection	Demonstration Teacher Class Observers: School Head/ L&D Coordinator/ Master Teacher/ Head Teacher	Observation notes; COT Ratings; Revised PPST-aligned lesson plan
04:30 pm	M&E: Day 3 M&E: End of Program (Level 1)		
05:00 pm	End of Day		

APPROVED PROPOSED BUDGET FOR SCHOOL-BASED INSET 2025
OCT 27 – 29, 2025

CLUSTER	SCHOOL	Proposed No. of Participants	Food Cost per Participant per Day	Number of Training Days	Materials Cost per Participant	Honorarium (External Invited Speaker)	Total Proposed INSET Cost
East	Anastacio Advincula Integrated School	35	₱200.00	3	₱50.00	₱1,000.00	₱23,750.00
East	Buhay na Tubig Elementary School	75	₱150.00	3	₱50.00	₱0.00	₱37,500.00
East	Buhay na Tubig Elementary School - Maharlika Annex	33	₱300.00	3	₱0.00	₱0.00	₱29,700.00
East	Imus Pilot Elementary School	100	₱200.00	2	₱50.00	₱0.00	₱45,000.00
East	Palico Elementary School	55	₱225.00	3	₱50.00	₱0.00	₱39,875.00
East	Pasong Buaya II Elementary School	38	₱250.00	3	₱50.00	₱1,000.00	₱31,400.00
East	Pasong Buaya III Elementary School	26	₱200.00	3	₱50.00	₱1,000.00	₱17,900.00
East	Tanzang Luma Elementary School	35	₱199.00	3	₱0.00	₱0.00	₱20,895.00
North	Alapan I Elementary School	94	₱200.00	3	₱50.00	₱0.00	₱61,100.00
North	Carsadang Bago Elementary School	45	₱200.00	3	₱50.00	₱1,000.00	₱30,250.00
North	Cayetano Topacio Elementary School	28	₱200.00	3	₱50.00	₱1,000.00	₱19,200.00
North	Estanislao Villanueva Elementary School	15	₱300.00	3	₱50.00	₱1,000.00	₱15,250.00
North	Gov DM Camerino Integrated School	140	₱300.00	2	₱0.00	₱0.00	₱84,000.00
North	Tinabunan Elementary School	39	₱200.00	3	₱50.00	₱0.00	₱25,350.00
North	Toclong Elementary School	17	₱300.00	3	₱0.00	₱0.00	₱15,300.00
South	Anabu II Elementary School	64	₱200.00	3	₱30.00	₱1,000.00	₱41,320.00
South	City of Imus Integrated School	65	₱200.00	2	₱0.00	₱0.00	₱26,000.00
South	Malagasang II Elementary School	130	₱200.00	3	₱0.00	₱0.00	₱78,000.00
South	Malagasang III Elementary School	35	₱245.00	3	₱50.00	₱1,000.00	₱28,475.00

South	Pasong Buaya I Elementary School	11	P200.00	3	P50.00	P1,000.00	P8,150.00
South	Pasong Santol Elementary School	29	P220.00	3	P50.00	P0.00	P20,590.00
South	Pasong Santol Elementary School - Golden City Annex	21	P200.00	3	P50.00	P1,000.00	P6,250.00
West	Alapan II ES and Anabu I Elementary School	47	P200.00	3	P30.00	P1,000.00	P30,610.00
West	Bayan Luma I Elementary School	38	P200.00	3	P0.00	P0.00	P22,800.00
West	Bayan Luma II Elementary School	35	P200.00	3	P50.00	P1,000.00	P23,750.00
West	Bukandala Elementary School	29	P200.00	3	P50.00	P0.00	P18,850.00
West	Francisca Benitez Integrated School	131	P200.00	3	P50.00	P0.00	P85,150.00
West	Malagasang I Elementary School	38	P300.00	2	P50.00	P0.00	P24,700.00
West	Gen. Emilio Aguinaldo National High School	93	P250.00	3	P50.00	P0.00	P74,400.00
JHS	Gen. Tomas Mascardo National High School	305	P150.00	2	P0.00	P0.00	P91,500.00
JHS	General Licero Topacio National High School	118	P200.00	3	P50.00	P1,500.00	P78,200.00
JHS	Hipolito Saquilayan National High School	83	P200.00	3	P0.00	P0.00	P49,800.00
JHS	Imus National High School	37	P200.00	3	P30.00	P1,000.00	P24,310.00
JHS	Gen. Flaviano Yengko Senior High School	355	P300.00	3	P0.00	P0.00	P319,500.00
SHS	Gen. Juan Castaneda Senior High School	41	P250.00	3	P30.00	P1,000.00	P32,980.00
SHS	Gen. Pantaleon Garcia Senior High School	35	P200.00	3	P30.00	P0.00	P22,050.00
SHS	Gov. Juanito Reyes Remulla Senior High School	57	P400.00	2	P35.00	P0.00	P47,595.00
SHS		60	P300.00	3	P0.00	P0.00	P54,000.00