



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

24 OCT 2025

**DIVISION MEMORANDUM**

No. 673, s. 2025

**ADJUSTED IMPLEMENTATION OF THE 2025 IN-SERVICE  
TRAINING (INSET) FOLLOWING THE DECLARATION OF THE  
WELLNESS BREAK**

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. This Memorandum is issued to modify the provisions of Division Memorandum No. 669, s. 2025 titled “Conduct of In-Service Training (INSET) 2025” in light of the issuance of DepEd Memorandum dated October 22, 2025, entitled “Declaration of Midyear Break as Wellness Break and Guidelines for Professional Development Activities.”

2. In compliance with the said national directive, the conduct of the INSET originally scheduled on October 27–29, 2025 shall no longer push through during the declared Wellness Break period. Instead, it shall be implemented as part of the School Learning Action Cell (SLAC) sessions for the months of November and December 2025. This adjustment ensures adherence to national guidelines while still pursuing the Division’s goal of preparing teachers for the implementation of the Multi-Year Performance Management and Evaluation System (PMES) beginning School Year 2025–2026.

3. The revised INSET retains the same theme: *From Standards to Practice: Advancing Teacher Competencies Aligned with PPST Indicators*. It shall focus on deepening teachers’ understanding of the Philippine Professional Standards for Teachers (PPST) and aligning classroom practices to PMES indicators.

4. The conduct of the INSET shall now follow the schedule and modality below, to be integrated within school-based SLAC sessions:

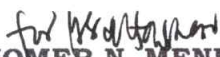
| Session | Focus Topic                             | Main Activity                                         | Suggested Schedule   |
|---------|-----------------------------------------|-------------------------------------------------------|----------------------|
| 1       | From Standards to Practice: Domains 1–2 | NEAP Masterclass viewing and PPST lesson planning     | 3rd Week of November |
| 2       | From Standards to Practice: Domains 3–5 | NEAP Masterclass viewing and collaborative reflection | 4th Week of November |
| 3       | Bringing Standards to Life              | Demonstration teaching, lesson study, and synthesis   | 1st Week of December |



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5. Schools are enjoined to prioritize these sessions over previously planned LAC activities for November and December 2025.
6. Schools whose INSET designs were previously applied for CPD accreditation shall likewise adjust the dates of implementation of their approved training based on the suggested SLAC schedule indicated above. Necessary revisions in documentation and attendance shall be reflected in their CPD post-activity reports.
7. Other provisions stated in Division Memorandum No. 669, s. 2025 that are not affected by these adjustments shall remain in full force and effect.
8. For any questions or clarifications, please contact Darlferhen M. Dancel, Senior Education Program Specialist, SGOD – Human Resource Development at [darlferhen.dancel@deped.gov.ph](mailto:darlferhen.dancel@deped.gov.ph),
9. For compliance, guidance and immediate dissemination.

  
**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent *in*

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index

under the following subject:

TEACHERS

TRAINING PROGRAMS

*sgod/dmd/102325*



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**MEMORANDUM**

**FOR :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :**   
**ATTY. NATIM LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff  
Office of the Secretary

  
**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Office of the Undersecretary for Learning Systems

**SUBJECT :** DECLARATION OF MIDYEAR BREAK AS WELLNESS BREAK  
AND GUIDELINES FOR PROFESSIONAL DEVELOPMENT  
ACTIVITIES

**DATE :** October 22, 2025

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This is to inform all concerned that the Midyear Break scheduled this year from October 27 to 30, 2025 shall be declared a Wellness Break for teachers, in light of DepEd Order No. 012, s. 2025.

This Midyear Break is a recognition of the need to support the overall well-being of our teaching personnel, which is a critical foundation of education quality, as stated in the Secretary's five-point reform agenda.

Schools and divisions must still conduct In-Service Training (INSET) and professional development programs on any other preferred dates within the remaining days of School Year 2025–2026 since these activities are intended to enhance teaching competencies and instructional effectiveness and to align the core programs and strategic initiatives of this Department.

The conduct of activities must not interfere with classes and may be integrated through school-based training and utilization of learning action cells. These activities may still be funded through existing Human Resource Training and Development (HRTD) funds that have been directly released to the Schools Division Offices (SDOs).



In view of the foregoing, for schools and divisions that have prepared and scheduled professional development programs for teachers during the Midyear Break period, procured venues and meals may be requested for a change of date based on prevailing procurement and auditing rules. If change of date is unfeasible, since the procured venues and meals can no longer be rescheduled, activities may still be conducted voluntarily. Teachers who participate voluntarily shall be exempt from subsequent activities on the same topic within the school year.

To ensure proper coordination and monitoring, school heads are required to submit their plans for professional development activities to their respective SDO through the School Governance and Operations Division (SGOD), while division plans for the conduct of INSET activities must be submitted to the Human Resource Development Division/National Educators Academy of the Philippines in the Region (HRDD/NEAP-R). The SGOD and HRDD/NEAP-R shall ensure activities are still conducted by the end of the school year.

This Memorandum modifies inconsistent provisions of DM-OULS-2025-095 in view of the declaration of the Wellness Break.

For your guidance and compliance.