



Republic of the Philippines
Department Of Education
Region XI
Schools Division of Panabo

24-16793

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-518

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum and Implementation Division
All Concerned

Subject: **CONDUCT OF VALIDATION, REVISION, AND FINALIZATION OF THE DRAFT IN-SERVICE TRAINING (INSET) POLICY**

Date: October 10, 2024

Attached is the NEAP Advisory dated October 7, 2024 re: **Conduct of Validation, Revision and Finalization of the Draft In-Service Training (INSET) Policy** which will be on October 14-18, 2024 at the NEAP-R Facility (NCR), Cepeda cor E. Santos, Street, Conception Uno, Markina City, with this the **Chief Education Supervisor of the SGOD, AILENE B. AÑONUEVO, PhD**, is hereby directed to attend the said activity.

Moreover, participants of this activity are hereby requested to confirm their attendance through the online registration link: https://bit.ly/INSETWritesop_RegForm on or before October 11, 2024.

Travel and other incidental expenses relative to the said activity are chargeable against Division MOOE funds and, thus subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

For the CES
KERENT LUMA, PhD
EPS - SGOD

SGOD/ABA/lji

RELEASED

CCT 11 2024

RECORDS SECTION - SDO PANABO CITY
BY 



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DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in
providing quality education, MATATAG for all.





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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

October 7, 2024

ADVISORY

In reference to DM-OUHROD-2024-1219, re: **Conduct of Validation, Revision, and Finalization of the Draft In-Service Training (INSET) Policy** dated June 24, 2024, please be informed that the following activity is postponed:

Activity	Expected Participants	New Schedule	Venue
Revision of the Draft INSET Policy	Please see the attached list of participants	October 14-18, 2024	NEAP-R Facility (NCR), Cepeda cor E. Santos, Street, Concepcion Uno Marikina City

Accommodation* and Meals	Oct. 14, 2024 Monday	Oct. 15, 2024 Tuesday	Oct. 16, 2024 Wednesday	Oct. 17, 2024 Thursday	Oct. 18, 2024 Friday
Breakfast	✓	✓	✓	✓	✓
AM Snack	✓	✓	✓	✓	✓
Lunch	✓	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

*Room check-in is available on October 14, morning. Check-out on October 18, afternoon.

Other stipulations in the activity memo, specifically items 7 to 10, will remain the same. Confirmation of participation is expected to be done through the accomplishment of online registration link <https://bit.ly/INSETWriteshopRegForm> on or before October 11, 2024.

For further questions and concerns, you may contact **Mr. Dustin Troy R. Joson**, Senior Education Program Specialist of the Professional Development Division through telefax no. (02) 8715-9919 or email at neap.pdd@deped.gov.ph.

For information and guidance.


JENNIFER E. LOPEZ
Director IVps

[NEAP-PDD/Joson]



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Group A

List of Participants

No.	Name of Participants	Position	Office/Station	Region
1	Jennifer E. Lopez	Director IV	National Educators Academy of the Philippines	
2	Marife T. Morcilla	PDO V	NEAP-PDD Program Management Team	
3	Dustin Troy R. Joson	SEPS		
4	Hanifa Hadji Abas	EPS II		
5	Jufael Pulvosa	PDO II		
6	Ann Christine T. Sison	TA II		
7	Gillian Casaclang	EPS II	SDO Dagupan	Region I
8	Romel Costales	CES	HRDD	Region II
9	Joy S. Ferrer-Lopez	EPS	HRDD	Region II
10	Leo M. Atienza	HT I	San Isidro Integrated High School	Region IV-A
11	Domingo Cueto	P II	David P. Jimenez Elementary School	Region IV-A
12	Gregorio Racelis	P III	Gumaca National High School	Region IV-A
13	Eva Fabraquel	PSDS	SDO Roxas	Region VI
14	Josephine Balasan	P III	Roberto H. Tirol High School	Region VI
15	Fatima Eacuton	P III	Lucero National High School	Region VI
16	Ranie Livero O. Villamin	EPS	HRDD	Region X
17	Jeoffrey Bernabe	SEPS	NEAP-R/HRDD	Region XI
18	Aileen Anonuevo	CES	SDO Panabo City	Region XI
19	Christine C. Bagacay	CES	SDO Tagum City	Region XI
20	John Michael Castino	SEPS	SDO General Santos City	Region XII
21	Rexan O. Bolotaolo	PSDS	SDO Agusan Del Sur	CARAGA
22	Melvin Willy Roque	PSDS	SDO Valenzuela	NCR
23	Evelyn Cruzada		Resource Person	



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Group B

List of Participants

No.	Name of Participants	Position	Office/Station	Region
1	Alexander Simagala	PDO IV	NEAP-PDD Program Management Team	
2	Marvin Villafuerte	SEPS		
3	Richie Carla Vesagas	SEPS		
4	Mathew Bofete	PDO II		
5	Julie Lyka Ignao	PDO II		
6	Lara Grace Abaleta	TA II		
7	Toni Rose Rosales	TA II		
8	Ruby Chanda J. Crisostomo	PDO IV	BHROD	CO
9	Lizette Ann L. Carpio	PDO III	BHROD	CO
10	Jennifer F. Vivas	OIC-ASDS	SDO Marikina	NCR
11	Filmore R. Caballero	CES	SDO Valenzuela	NCR
12	Bryan Pobe	EPS	HRDD	Region IV-A
13	Maria Corazon A. Rubio	Principal II	SDO Lucena City	Region IV-A
14	Elizabeth A. Soriano	Assistant Principal II	SDO Cavite Province	Region IV-A
15	Patrick Coquilla	Principal	Emilia Embalada Poblete MHS	Region IV-A
16	Irene Dayandante	PSDS	SDO Camarines Sur	Region V
17	Representative		RITQ	
18	Representative		RITQ	



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Group C

List of Participants

No.	Name	Position/Designation	Office
1	Rizza A. Pereyra	Senior Education Program Specialist	NEAP-Central Office
2	Dia Sielo D. Carabaña	Education Program Specialist II	
3	Arlu Bernard J. Cabanero	Education Program Specialist II	
4	Angelo E. Bedana	Project Development Officer II	
5	Paolo Alinojan	Technical Assistant II	
6	Representatives		BHROD
7			
8	Nelma Lyn R. Barnija	Chief Education Supervisor	Region XI-HRDD
9	Michael S. Anoda	Education Program Supervisor	Region XI-CLMD
10	Elmer Augustus Conde	Education Program Specialist II	CARAGA-NEAP R
11	Maribel R. Serafica	Public Schools District Supervisor	Region II, SDO Cagayan
12	Lawrence B. Icasiano	Public Schools District Supervisor	Region IV-A, SDO Tanauan City
13	Remelyn De Galicia	Accountant	Region IV-A, SDO Lipa
14	Lovelyn Atienza	Attorney III	Region IV-A, SDO Lipa
15	Darlferhen M. Dancel	Principal I	Region IV-A, SDO Imus City
16	Rebonie Emboltorio	Senior Education Program Specialist	Region VI, SDO Kabankalan City
17	Hazel M. Diaz	School Principal III	Region VIII, SDO Northern Samar
18	Exquil Bryan P. Aron	Curriculum Implementation Division Chief	Region X, SDO Iligan City
19	Mervie Y. Seblon	OIC- Assistant Schools Division Superintendent	Region XII, SDO General Santos City



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OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-1219

TO : Regional Directors
Schools Division Superintendents
Human Resource Development Division Chiefs
All Others Concerned

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

SUBJECT : **CONDUCT OF VALIDATION, REVISION, AND FINALIZATION OF
THE DRAFT IN-SERVICE TRAINING (INSET) POLICY**

DATE : 24 June 2024

1. Following the *Presentation and Final Consultation on the Draft INSET Policy (Proposed Guidelines for School-Led Professional Development Programs)* last 24-28 June 2024, the National Educators Academy of the Philippines (NEAP) will conduct a series of activities for the **Validation, Revision, and Finalization of the Draft INSET Policy**, with the following schedule and details:

Activity	Expected Participants	Schedule
Validation of the Revised Draft INSET Policy	Select School Heads, Supervisors, and Human Resource Development Specialists	22-26 July 2024
Revision of the Validated Draft INSET Policy	Participants of the INSET developmental workshops held last 15-19 April and 24-28 June 2024	05-09 August 2024
Finalization of the Reviewed Draft INSET Policy	Select Central Office, Regional Office (RO), Schools Division Office (SDO), and School Personnel	23-27 September 2024

2. The goal of these activities is to provide field implementers with a comprehensive policy for the effective and efficient design, development, delivery, implementation, quality assurance, and monitoring and evaluation of INSET and Other Learning and Development (L&D) Interventions for teachers, administrators, and education support staff in schools and learning centers.

3. Specifically, the activities have the following objectives:
 - a. Ensure alignment of the draft policy with the desired efficient and practical experiences of field implementers;
 - b. Enhance the draft policy based on the insights and inputs provided by field implementers; and
 - c. Finalize the draft policy for routing and vetting of the top management.
4. A separate advisory on the final venues, accommodation arrangements, meal guides, and list of participants (for the *Finalization* activity) will be released later.
5. For the *Validation* activity, **the Regional Offices are requested to endorse participants who have not attended previous related activities.** Please refer to **Enclosure 1** for the *Allocated Number of Nominated Participants/ Validators per Level (Region, Division, and School) per Region.*
6. The participants are requested to confirm their attendance through the registration link **https://bit.ly/INSETWriteshop_RegForm on or before 12 July 2024.**
7. In case the identified participants will not be able to attend due to valid reasons, we request that the Regional Offices submit to the NEAP Professional Development Division (PDD) the names of participants as replacement through the email address provided below three (3) days prior to the actual conduct of the activity.
8. The participants are requested to bring their own laptops, chargers, and extension cords as well as copies of their school professional development plans, Learning Action Cell (LAC) plans, INSET plans, and other relevant documents that may be used as reference in crafting their outputs.
9. Copies of the policy documents will be sent to the participants through their registered email addresses, one (1) week before the activity. Please note that these documents are still subject for review, enhancement, validation, and finalization processes. Unauthorized dissemination of such is strictly prohibited.
10. Board and lodging of the participants and the Program Management Team (PMT) shall be charged against the NEAP Human Resource Development (HRD) Funds. As to travel expenses, those of the PMT shall be charged against HRD Funds, while those of the participants shall be charged against RO/SDO/local funds, subject to the usual accounting and auditing rules and regulations.
11. For clarifications and concerns, please coordinate with **Mr. Dustin Troy Joson** of NEAP PDD through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
12. For immediate dissemination and appropriate action.

Enclosures:

- Enclosure 1 – List of Participants for the Validation Activity & Allocated Number of Participants per Region
 Enclosure 2 – List of PMT and Field Participants for the Revision Activity

Copy furnished:

Atty. Revsee A. Escobedo
 Undersecretary for Operations

[NEAP-PDD/Joson]