



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-0556

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD)
Chief Education Supervisor (CID)
All Elementary and Secondary School Heads
All Concerned School and Division Personnel

Subject: **CONDUCT OF SCHOOL-BASED INSERVICE TRAINING (INSET)**

Date: October 29, 2024

Attached is Memorandum DM-OUHROD-2024-1576 dated August 14, 2024 re: **Guidelines on the Conduct of Regional Office, Schools Division Office, and School-Developed Professional Development Programs for FY 2024**, contents of which are self-explanatory.

There will be a 2-day District Wide Inservice Training (INSET) on November 25-26, 2024 at their respective venues per district. Program matrix and resource persons will be issued on a separate memorandum. While on November 27-29, 2024, Schools are expected to conduct School-Based Inservice Training (INSET) in their respective schools.

Topics for School-Based INSET shall be aligned with any of the following priority programs:

- a. MATATAG Curriculum for Kindergarten and Grades 1, 4, and 7;
- b. National Learning Camp;
- c. National Reading Program;
- d. National Mathematics Program;
- e. Inclusive Education (ALS, IPED, Madrassah Education Program, Specials Needs Education, etc);
- f. Comprehensive Sexuality education (DepEd order No. 031, s. 2018);
- g. Gender and Development;
- h. Induction Program for Beginning Teachers;
- i. Higher Order Thinking Skills;
- j. Instructional leadership Training (ILT), and
- k. Subject Content-based Professional Development Programs.



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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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All School-Based PD Programs must be submitted to Mr. Kenneth S. Deligencia, SEPS HRD on November 7, 2024 with complete enclosures.

Travel and other expenses (supplies, meals and snacks) shall be charged to school MOOE/local funds, subject to the usual accounting, and auditing rules and regulations.

For information and compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent 

RELEASED

OCT 30 2024

RECORDS SECTION-SDO PANABO CITY
BY 



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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1576

TO : Regional Directors
Schools Division Superintendents
School Heads

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 REGIONAL OFFICE-,
SCHOOLS DIVISION OFFICE-, AND SCHOOL-DEVELOPED
PROFESSIONAL DEVELOPMENT PROGRAMS FOR FY 2024**

DATE : 16 August 2024

1. The Department, through the National Educators Academy of the Philippines (NEAP), is committed to strengthen the professional development of teachers and school leaders in public schools and learning centers, pursuant to DepEd Order No. 011, s. 2019 titled *Implementation of the NEAP Transformation* and Republic Act No. 11713 or the *Excellence in Teacher Education Act*.
2. In ensuring effective and efficient development and implementation of school-based professional development programs, NEAP hereby issues these **Guidelines on the Conduct of Regional Office-, Schools Division Office-, and School-Developed Professional Development Programs for FY 2024**. These guidelines have the following objectives:
 - a. Provide guidance to the field offices on the proper utilization of FY 2024 Human Resource Development (HRD)/Maintenance and Other Operating Expenses (MOOE)/local funds for school-based professional development programs;
 - b. Set standard process in identifying professional development needs, planning, designing, development, quality assurance, Professional Regulation Commission (PRC) Continuing Professional Development (CPD) Accreditation, delivery, and monitoring and evaluation of school-based professional development programs;

- c. Ensure equitable access of all teachers and school leaders to NEAP quality-assured and PRC-accredited school-based professional development programs; and
 - d. Promote a coaching culture, integrating collaborative expertise to school-based professional development programs.
3. These guidelines shall cover the following professional development programs:
 - a. Regional Office-developed;
 - b. Schools Division Office-developed;
 - c. 3-day School-Based In-Service Training (INSET) scheduled on 25-29 November 2024 (in accordance with DepEd Order No. 009, s. 2024 titled *Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025*); and
 - d. Learning Action Cell (LAC).
4. Based on identified professional development needs, Regional Offices (ROs), Schools Division Offices (SDOs), and Schools shall determine appropriate programs for development and delivery/implementation according to the following matrix:

Governance Level		NEAP Core Programs				
		Induction	Career Progression			Special Program
			Regular Program	Subject-Content Program	Master Class	
RO			✓	✓	✓	✓
SDO		✓	✓	✓	✓	✓
School	INSET	✓	✓	✓	✓	✓
	LAC		✓	✓	✓	

5. Professional development programs at RO and SDO levels shall be designed, developed, quality-assured, delivered, and monitored and evaluated according to the standards and processes set by DepEd Memorandum (DM) No. 044, s. 2023 titled *Interim Guidelines for Quality Assurance and Monitoring and Evaluation of NEAP Core Programs*.
6. While DM No. 044 governs the quality assurance and delivery process of professional development programs at RO and SDO levels, the school-level development and implementation of school-based programs shall be governed by the enclosed guidelines (***Enclosure 1: Guidelines on the School-Level Development and Implementation of School-Based Professional Development Programs***).
7. Topics for School-Based INSET shall be aligned with any of the following priority programs:
 - a. MATATAG Curriculum for Kindergarten and Grades 1, 4, and 7;
 - b. National Learning Camp;
 - c. National Reading Program;
 - d. National Mathematics Program;

- e. Inclusive Education (Alternative Learning System, Indigenous Peoples Education, Madrasah Education Program, Special Needs Education, etc.);
 - f. Comprehensive Sexuality Education (DepEd Order No. 031, s. 2018);
 - g. Gender and Development;
 - h. Induction Program for Beginning Teachers;
 - i. Higher Order Thinking Skills – Professional Learning Packages (HOTS-PLP) for Mathematics, Science, and English;
 - j. Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy; and
 - k. Subject Content-Based Professional Development Programs.
8. School-Based INSET for SY 2024-2025 may be designed based on existing Central Office-, RO-, and SDO-developed programs that are quality-assured by NEAP.
 9. School-Based INSET and LAC plans shall be prepared, delivered, quality-assured, PRC accredited, and monitored and evaluated, in adherence to the standards and processes outlined in these guidelines.
 10. Use of funds for the design, development, quality assurance, delivery, and monitoring and evaluation of professional development programs shall be governed by the *Guidelines on the Utilization of FY 2024 HRD Fund* (issued through DM-OUHROD-2024-0427 dated 11 March 2024).
 11. Should you have questions and concerns, please coordinate with **NEAP Office of the Director**, through email neap.od@deped.gov.ph or landline (02) 8638-8638.
 12. For immediate dissemination and appropriate action.

Copy furnished:

GINA O. GONONG

Undersecretary for Curriculum and Teaching

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Operations

Enclosures:

Enclosure 1 - *Guidelines on the School-Level Development and Implementation of School-Based PD Programs*

Enclosure 2 - *PD Learning Resource Materials Quality Standards*

Enclosure 3 - *Sample PD Needs Prioritization Matrix*

Enclosure 4 - *School-Based INSET Plan*

Enclosure 5 - *Five-Month LAC Plan*

Enclosure 6 - *Curriculum Vitae of Resource Speaker/ Subject Matter Expert*

Enclosure 7 - *Sample End-of-Day Evaluation Tool*

Enclosure 8 - *Budget Matrix*

Enclosure 9 - *School-Based PD Program Design Quality Standards Checklist*

Enclosure 10 - *School-Based PD Program Delivery Quality Standards*

Enclosure 11 - *PD Compliance Monitoring Tool*

Enclosure 12 - *School-Based PD Program Learning Action Plan*

Enclosure 13 - *PD Program Completion Report Form*

Enclosure 14 - *Actual Participants Sheet*



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