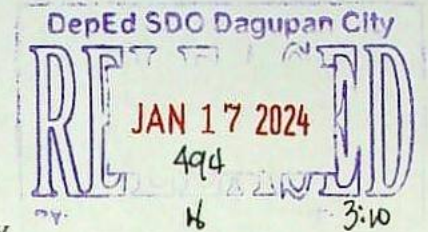




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 33, s. 2024

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads/School Leaders
Other concerns

FROM: The Schools Division Superintendent

DATE: January 16, 2024

**SUBJECT: CONDUCT OF MIDYEAR PERFORMANCE REVIEW AND EVALUATION,
AND THE SCHOOL-BASED IN-SERVICE TRAINING (INSET)
OF TEACHERS FOR SCHOOL YEAR 2023-2024**

Attached are Regional Memorandum No. 0036, s. 2024 *titled Reminders on the Conduct of Midyear Performance and Evaluation and the School-Based In-Service Training (INSET) of Teachers for School Year 2023-2024*, and Regional Memorandum No. 56 s. 2024 *titled Additional Guidelines on the Conduct of the In-Service Training for Teachers (INSET) for School Year 2023-2024*.

INSET refers to a modality of professional development intervention organized either at the school (school-based INSET) or division/district level (cluster-based INSET) to address and resolve areas of need identified by the teachers or school leaders to continuously improve their competencies. INSET classes are participatory and should be **offered to small groups to maximize impact on teacher and school leader quality**.

The five-day mid-year break for SY 2023-2024 shall be conducted from **January 24-26** and **January 29-30, 2024**. All are reminded on the following for the conduct of the Midyear Performance Review and Evaluation and School-Based INSET pursuant to RM No. 0036, 2024:

a. **Two (2) days** shall be spent to:

- o **evaluate the school's progress** in implementing the educational programs, projects, and activities



Republic of the Philippines
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REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

- o **review the performance of teachers and the school staff** to address concerns through cooperative efforts.

b. **Three (3) days** shall be spent in the conduct of needs-based In-Service Training

School-based INSET shall focus on the teachers' learning and development needs and on sharing information on the following policies and priority programs:

- i. Training for Teachers Teaching Non-Major Subjects (e.g., Filipino, MAPEH, etc.);
- ii. Microsoft 365 Productivity Online Training through DepEd Philippines;
- iii. National Learning Camp;
- iv. National Reading Program;
- v. National Mathematics Program;
- vi. Catch-up Fridays (DM 001, s. 2024);
- vii. Early Language Literacy and Numeracy (ELLN);
- viii. Policy Guidelines on the Implementation of the Comprehensive
- ix. Sexuality Education (DepEd Order No. 31, s. 2018);
- x. Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education (DepEd Order No. 31, s. 2022);
- xi. DepEd Child Protection Policy (DepEd Order No. 40, s. 2012); and
- xii. Safe Spaces Act (Republic Act No. 11313).

On the other hand, **SDO-based INSET** topics shall focus on programs of the NEAP such as the following:

- xiii. Higher Order Thinking Skills - Professional Learning Packages (HOTS-PLP) for English, Mathematics, and Science; and
- xiv. Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy; and

Pursuant to DepEd Order No. 30, s. 2021 otherwise known as the Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders, expenses incurred relative to the conduct of **SDO-organized INSET** shall be chargeable against the INSET Funds subject to the usual government accounting and auditing rules and regulations.

Meanwhile, the Maintenance and Other Operating Expenses (MOOE) can be utilized for the conduct of the **school-based INSET** in accordance with DepEd Order No. 13, s. 2016 otherwise known as the Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, Including Other Funds Managed by Schools, subject to the usual government accounting and auditing rules and regulations.

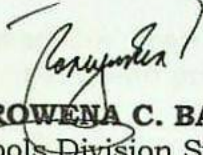


Republic of the Philippines
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SCHOOLS DIVISION OFFICE DAGUPAN CITY

Program Owner/Proponent shall **prepare and seek approval** of their INSET Proposal, Training Matrix, Budget Estimate, Action Plan, and Authority to Conduct prior to the scheduled 5-day mid-year break.

For guidance and compliance of all concerned.


DR. ROWENA C. BANZON, CESO V
Schools Division Superintendent

Reference: DepEd Order 13, s. 2023, DepEd Order 22, s. 2023,
DepEd Order 30, s. 2021, Deped Memo 50, s. 2020

Encl.: RM No. 0036, s. 2024, RM No. 56, s. 2024

To be indicated in the Perpetual Index

under the following subjects:

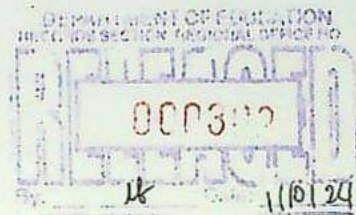
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January 16, 2024



Republic of the Philippines
Department of Education
REGION I



JAN 16 2024

REGIONAL MEMORANDUM

No. 0036 s. 2024

REMINDERS ON THE CONDUCT OF MIDYEAR PERFORMANCE REVIEW AND EVALUATION AND THE SCHOOL-BASED IN-SERVICE TRAINING (INSET) OF TEACHERS FOR SCHOOL YEAR 2023-2024

To: Schools Division Superintendents

1. The Department of Education (DepEd) has issued implementing guidelines for the school calendar and activities for the School Year (SY) 2023-2024 as per DepEd Order No. 22, s. 2023. The goal is to enable schools and community learning centers to efficiently implement school activities and maximize instructional time in alignment with the objectives of the DepEd MATATAG Agenda.
2. Integral part of the said DepEd Order is the provision for the Professional Development of Teachers. It specifies that an annual five-day mid-year break will include **Midyear Performance Review and Evaluation and School-Based In-service Training (INSET)** for teachers. For SY 2023-2024, the five-day mid-year break shall be from January 24-26 and January 29-30, 2024.
3. Anent this, all are reminded on the following for the conduct of the Midyear Performance Review and Evaluation and School-Based INSET:
 - a. Two (2) days shall be spent to:
 - i. **evaluate the school's progress** in implementing the educational programs, projects, and activities
 - ii. **review the performance of teachers and the school staff** to address concerns through cooperative efforts.
 - b. Three (3) days shall be spent in the **conduct of needs-based In-Service Training**
4. The conduct of needs-based INSET shall:
 - a. be based on the competencies of teachers as stated in the **Philippine Professional Standards for Teachers (PPST)** or on the following Priority Indicators based on (DM 50 s 2020) but not limited to (a). Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs) for Mathematics, Science, and English Teachers, (b). Creative Pedagogies/ILT on Literacy and Numeracy – K to 3, (c). Learning Assessment – including authentic assessment principles;
 - b. be provided by teachers (or invited learning facilitators) who are trained or have mastery of the content;
 - c. provide sufficient opportunity for teachers to reflect on their personal and professional development and must be an input to the Job-



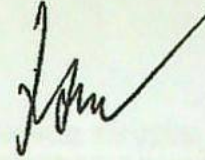
Flores St., Catbangan, City of San Fernando, La Union


Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I region1@deped.gov.ph www.depedro1.com

Embedded Learning of teachers (training matrix must be prepared to show the actual training contents);
d. not include trainings or seminars on GAD, GEDSI, or SOGIE.

5. The Regional and Schools Division Office personnel are requested to monitor the conduct the five-day mid-year break.
6. For immediate dissemination.



TOLENTINO G. AQUINO
Director IV 



DepEd RO1



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HRDD/jmv/RM_MidyerINSET
January 3, 2024



Republic of the Philippines
Department of Education
REGION I



JAN 16 2024

REGIONAL MEMORANDUM
No. 0056 s. 2024

**ADDITIONAL GUIDELINES ON THE CONDUCT OF THE IN-SERVICE TRAINING
FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024**

To: Schools Division Superintendents
School Heads
All Others Concerned

1. Relative to Regional Memorandum No. 0036, s. 2024 titled "Reminders on the Conduct of Mid-Year Performance Review and Evaluation and the School-based In-service Training (INSET) of Teachers for School Year 2023-2024", this Office, through the Human Resource Development Division provides additional provisions about the conduct of INSET of teachers for School Year 2023-2024.

2. The school-based INSET shall focus on the teachers' learning and development needs and on sharing information on the following policies and priority programs:

- a. Training for Teachers Teaching Non-Major Subjects;
- b. Microsoft 365 Productivity Online Training through DepEd Philippines;
- c. National Learning Camp;
- d. National Reading Program;
- e. National Mathematics Program;
- f. Catch-up Fridays;
- g. Early Language Literacy and Numeracy (ELLN);
- h. Policy Guidelines on the implementation of the Comprehensive Sexuality Education (DepEd Order No. 31, s. 2018);
- i. Child Rights Policy: Adopting the Rights-based Education Framework in Philippine Basic Education (DepEd Order No. 31, s. 2022);
- j. DepEd Child Protection Policy (DepEd Order No. 40, s. 2012); and
- k. Safe Spaces Acts (Republic Act No. 11313).

3. On the other hand, SDO-based INSET topics shall focus on programs of NEAP such as the following:

- a. Higher-Order Thinking Skills-Professional Learning Packages (HOTS-PLPs) for English, Mathematics, and Science; and
- b. Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy.

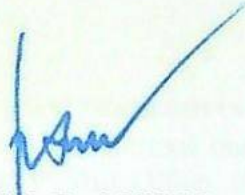

HDD - *[Signature]*

4. Expenses incurred relative to the conduct of SDO-organized INSET shall be chargeable against the INSET Funds while School MOOE can be utilized for the conduct of the school-based INSET subject to the usual government accounting and auditing rules and regulations.

5. To ensure that all teachers have been provided the necessary learning and development needs interventions, an INSET report must be submitted through this link <https://sites.google.com/deped.gov.ph/inset2024/>. The SGOD HRDS SEPS and SMME SEPS shall be responsible for reporting and encoding the needed data on or before **February 9, 2024**.

6. All other provisions of the said Memorandum remain in effect.

7. For information, guidance, and compliance.


TOLENTINO G. AQUINO
Director IV 

Encl.: None

Reference: RM 36, s. 2024

To be indicated in the Perpetual Index
Under the following subjects:

TRAINING PROGRAMS

HRDD/jmv/rrm/RM_AddendumINSET2023-24
January 15, 2024

