



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
 RECORDS OFFICE

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Office of the Schools Division
 Superintendent

June 28, 2024

DIVISION MEMORANDUM
 SGOD -2024- 001

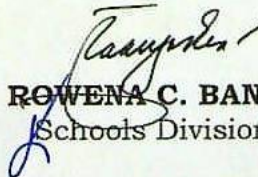
To : Assistant Schools Division Superintendent
 Chief Education Supervisors-CID and SGOD
 Public Schools District Supervisor-District V
 Others concerned

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

1. In reference to Regional Memorandum HRDD-2024-731 titled **CONDUCT OF VALIDATION, REVISION, AND FINALIZATION OF THE DRAFT IN-SERVICE TRAINING (INSET) POLICY**, that shall be conducted on **July 24-26, 2024**, the following identified personnel is hereby enjoined to participate, *to wit*:

- **Willy U. Guieb**
 School Head, DCNHS

2. Please see attached memoranda for ready reference.
3. For the information and immediate dissemination.


ROWENA C. BANZON EdD, CESO V
 Schools Division Superintendent

Reference: Memorandum HRDD-2024-731, Memorandum DM-OUIHROD-2024-1219
 Encl: as stated
 To be indicated in the Perpetual Index
 under the following subjects:
 #HRD #L&D #INSET #TRAINING
 HRDS/is/DM_INSETPOLICYVALIDATION
 June 28, 2024



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 email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION I



MEMORANDUM
 HRDD-2024- 731

TO: Schools Division Superintendents
 Schools Division Office of Candon City, Dagupan City, Ilocos Sur,
 La Union, Pangasinan I, Pangasinan II, San Fernando City,
 and Vigan City

Chief of Functional Division
 Human Resource Development Division

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

1. In reference to Memorandum DM-OUHROD-2024-1219 dated June 24, 2024, the National Educators Academy of the Philippines shall conduct the Validation, Revision, and Finalization of the Draft In-Service Training (INSET) on the following schedules:

Activity	Schedule	Venue
Validation of the Revised INSET Policy (Batch 2)	July 24-26, 2024	NCR (specific venue to be announced)
Revision of the Validated Draft INSET Policy	August 5-9, 2024	NEAP NCR, 15 Cepeda St., Marikina City.
Finalization of the Reviewed Draft INSET Policy	September 23-27, 2024	TBA

2. A separate memorandum on the final venues, accommodation arrangements, meal guides, and list of participants for the Finalization activity will be released later.
3. Lists of participants for the Validation and Revision activities are enclosed for reference.
4. The participants are requested to register through link https://bit.ly/INSETWritesop_RegForm on or before July 12, 2024.
5. Participants are expected to bring their laptops, chargers, extension cords, and other sources of internet connectivity.



Flores St., Catbangan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324

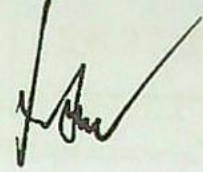
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SDO DAGUPAN CITY

6. Expenses related to this activity such as meals, supplies and materials shall be charged against the NEAP HRD fund while travel expenses shall be charged against FY 2024 HRD PSF/Schools Division Office/School MOOE or other local funds subject to usual accounting and auditing rules and regulations.

7. For queries and other concerns, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at neap.region1@deped.gov.ph.

8. Immediate dissemination of this Memorandum is desired.



TOLENTINO G. AQUINO
Director IV

HRDD/kmmb/M_ValidationRevisionFinalizationWorkshopINSET
June 27, 2024



M_ Conduct of Validation, Revision, and Finalization of the Draft In-Service Training (INSET)

Enclosure 1

List of Participants per activity

*** Validation of the Revised INSET Policy (Batch 2)**

July 24-26, 2024

NCR

Name	Division
Froilan G. Gamilde	Candon City
Willy U. Guieb	Dagupan City
Alma R. Tabilang	Ilocos Sur
Elsie V. Mayo	La Union
Laila L. Datuin	San Fernando City
Maria Theresa R. Paz	Vigan City

*** Revision of the Validated Draft INSET Policy**

August 5-9, 2024

NEAP NCR, 15 Cepeda St., Marikina City

Name	Division
Dinah C. Bonaio	HRDD/NEAP R1
Juner Windel M. Valdez	HRDD
Catherine B. Operana	Pangasinan I
Jimmy Laroya	Pangasinan II



Republika ng Pilipinas

Department of Education

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

- 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

- 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.

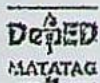
Enclosures:

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]



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OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Enclosure 1 – Allocated Number of Participants for the Validation

Validation of the Revised Draft INSET Policy
July 22-26, 2024 | NCR

List of Participants

No.	Name of Participants	Position	Office/Station	Region
1	Marife T. Morcilla	PDO V	NEAP-PDD Program Management Team	
2	Alexander Simagala	PDO IV		
3	Dustin Troy R. Joson	SEPS		
4	Florentino L. Varron Jr.	SEPS		
5	Julie Lyka Ignao	PDO II		
6	Jufeel Pulvosa	PDO II		
7	Mathew Bofete	TA II		
8	Ann Christine T. Sison	TA II		
9	Gerald Magno	SEPS	NEAP-QAD Program Management Team	
10	Alvin B. Fulgencio, Jr.	SEPS		
11	Mark Alvin M. Cruz	SEPS		
12	Evelyn D. Cruzada	HTC	NEAP	

Allocated Number of Participants per Region

Region	SDO Personnel			School Head (Type of School according to Size)				Total
	PSDS	EPS	HRD SEPS	Small	Medium	Large	Mega	
Batch 1 (July 22-24)								
VI	1		1	1	1	1	1	6
VII		1	1	1	1	1	1	6
VIII		1	1	1	1	1	1	6
IX	1	1	1	1	1	1	1	7
X	1		1	1	1	1	1	6
XI	1	1	1	1	1	1	1	7
XII		1	1	1	1	1	1	6
XIII	1		1	1	1	1	1	6
Total	5	5	8	8	8	8	8	50
Batch 2 (July 24-26)								



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I	1		1	1	1	1	1	6
II	1	1	1	1	1	1	1	7
III	1		1	1	1	1	1	6
IV-A		1	1	1	1	1	1	6
IV-B	1	1	1	1	1	1	1	7
V		1	1	1	1	1	1	6
NCR	1		1	1	1	1	1	6
CAR		1	1	1	1	1	1	6
Total	5	5	8	8	8	8	8	50



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Enclosure 2 – List of Participants for Revision of the Validated Draft INSET Policy

Revision of Validated Draft INSET Policy
August 5-9, 2024 | NEAP NCR, 15 Cepeda St., Marikina City

No.	Name of Participants	Position	Office/Station	Region
1	Marife T. Morcilla	PDO V	NEAP-PDD Program Management Team	
2	Alexander Simagala	PDO IV		
3	Dustin Troy R. Joson	SEPS		
4	Florentino L. Varron Jr.	SEPS		
5	Julie Lyka Ignao	PDO II		
6	Jufeel Pulvosa	PDO II		
7	Mathew Bofete	TA II		
8	Ann Christine T. Sison	TA II		
9	Gerald Magno	SEPS	NEAP-QAD Program Management Team	
10	Alvin B. Fulgencio, Jr.	SEPS		
11	Mark Alvin M. Cruz	SEPS		
12	Evelyn D. Cruzada	HTC	NEAP	
Field Writers (RO/SDO/School)				
13	Dinah Bonao	CES	HRDD/NEAP-R	Region I
14	Juner Windel Valdez	EPS	HRDD	
15	Catherine B. Operaña	PSDS	SDO Pangasinan 1	
16	Jimmy Laroya	PSDS	SDO Pangasinan 2	
17	Joy S. Ferrer-Lopez	EPS	HRDD/NEAP-R	Region II
18	Jay J. Gallegos	EPS	SDO Isabela	
19	Romel L. Ricardo	Principal III	Regional Science High School	
20	Albina G. Daguioag	Principal II	SDO Cagayan	Region III
21	Rigette Ryan S. Ramos	EPS	HRDD	
22	Marco Rhonel Eusebio	EPS	SDO Malolos	
23	Rosaline Tuble	Principal IV	SDO Pampanga	Region IV-A
24	Leo M. Atienza	HT I	San Isidro Integrated NHS	
25	Patrick Coquilla	Principal	Emilia Embalada Poblete MHS	
26	Jennifer Rojo	Principal	Principal Pansin ES	
27	Alona M. Raton	Principal I	Gulod ES	
28	Orven Francis De Pedro	Principal III	Tagaytay Science NHS	
29	Ester Dolatre	Principal IV	Cavite Science NHS	
30	Arelene M. Hernandez	Principal	Governor Luis A. Ferrer Jr. East	



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			NHS	
31	Elena Orbera	Accountant	SDO Sta. Rosa City	
32	Carlo June Tibayan	Attorney III		
33	Elizabeth Delas Alas	CES	SDO Occidental Mindoro	Region IV-B
34	Jonathan Lilang	SEPS	SDO Romblon	
35	Jeremy Atad	EPS II	NEAP-R	Region V
36	Marjorie L. Contado	Principal I	Sawang ES	
37	Eva Fabraquel	PSDS	SDO Roxas City	Region VI
38	Josephine Balasan	Principal III	Roberto H. Tirol High School	
39	Fatima Escuton	Principal III	Lucero National High School	
40	Jeanyllete Ayson	EPS	SDO Bohol City	Region VII
41	Rhea Liza B. Valmores	SEPS (M&E)	SDO Carcar	Region VIII
42	Harvie Villamor	CES	HRDD/NEAP-R	
43	Millaner Oyo-a	Principal III	SDO Calbayog City	
44	Ann Agda	EPS	SDO Dapitan City	Region IX
45	Monina Antiguina	EPS	SDO Dipolog City	
46	Jerome M. Fundal	Principal I	SDO Pagadian City	
47	Ell June S. Abucay	Planning Officer III	SDO Ozamiz City	Region X
48	Rechie A. Lazalita	Principal I	SDO Misamis Oriental	
49	Jeoffrey Bernabe	SEPS	NEAP-R	Region XI
50	Noel B. Canales	PSDS	SDO Davao de Oro	Region XII
51	Henry Fritz Diaz	SEPS	NEAP-R	
52	John Michael Castino	SEPS	SDO General Santos City	
53	Rexan O. Bolotaolo	PSDS	SDO Agusan del Sur	CARAGA
54	Romalyn P. Matildo	Principal I	SDO Surigao del Sur	
55	Dexter Andres	EPS	HRDD	CAR
56	Ginadine Lopez	ASDS	SDO Kalinga	
57	Sharon Christianie Castillo	Principal I	SDO Baguio City	
58	Rachel Baliked	Head Teacher	SDO Benguet	NCR
59	Rhea Eden	EPS	HRDD	
60	Melvin Willy Roque	PSDS	SDO Valenzuela	