Republic of the Philippines

Department of Education

REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

October 8, 2025

DIVISION MEMORANDUM

No. 372 , s. 2025

CONDUCT OF SY 2025-2026 MID-YEAR BREAK SCHOOL-BASED IN-SERVICE TRAINING (INSET)

To: Assistant Schools Division Superintendent
Schools Governance and Operations Division Chief
Curriculum and Implementation Division Chief
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
School Personnel Development Committee
All Others Concerned

1.   Pursuant to Memorandum DM-OUHROD-2025-095 titled *"Guidelines on the Conduct of the School Year 2025-2026 In-Service Training (INSET) for Teachers on October 27–30, 2025,"* issued by the Office of the Undersecretary for Human Resource and Organizational Development, Mr. Wilfredo E. Cabral, this Schools Division, through the Human Resource Development Section (HRDS), hereby informs all school implementers of the mechanism for the simultaneous conduct of the said activity.

2.   Attached are the following:
   a. **Guidelines on the Conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET);** and
   b. **Development and Quality Assurance of the identified "NEW" INSET priority topics.**

3.   For immediate dissemination and compliance.
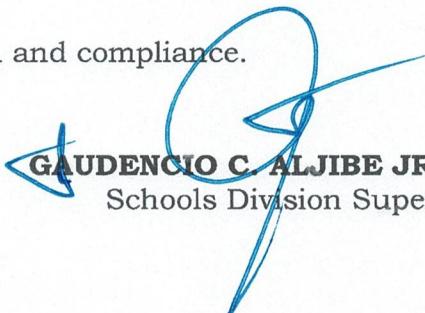
GAUDENCIO C. ALJIBE JR., PhD, CESO VI
Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:

NEAP   PROFESSIONAL DEVELOPMENT   QUALITY ASSURANCE
INSET

SGOD-HRDS-PRB

DepEd Northern Samar
RELEASED
BY: ___
Date: OCT 0 9 2025

I. **GUIDELINES ON THE CONDUCT OF THE SCHOOL YEAR 2025-2026 IN-SERVICE TRAINING FOR TEACHERS (INSET) ON 27-30 OCTOBER 2025**

a. As per Memorandum DM-OULS-2025-095 from the Office of the Undersecretary for Learning Systems, the conduct of the INSET shall be guided by the primary goal of strengthening teacher competencies for enhanced learning delivery in al classrooms and learning centers. Specifically. INSET shall focus on any of the following key training contents:

    i. Reflective practice and instructional refinement in the implementation of the:

        i. Revised K to 12 Curriculum

        ii. ARAL-Reading Program

    ii. Strengthening inclusive instruction

    iii. Strategies for promoting literacy and numeracy

    iv. Strategies for developing critical and creative thinking as well as other higher order thinking skills

    v. Instructional strategies for non-major teachers handling Filipino in Junior and Senior High School

    vi. Empowering teachers on Socio-Emotional Learning (SEL) in classroom instruction

    vii. Strategies for supporting continuity of learning during emergency situations through flexible modalities

    viii. Accelerating digital adoption for effective and accessible learning delivery

    ix. Strengthening instruction and assessment in the Alternative Learning System

    x. Enhanced delivery of Guidance services by Guidance designates in schools

    xi. Other emerging needs based on teachers' individual professional development plan (as indicated in the School Annual Learning and Development Plan).

b. All School Heads shall ensure the implementation of SY 2025-2026 INSET in accordance with prescribed guidelines, providing appropriate professional development programs for all K to 12 teachers based on their needs. Education Program Supervisors and Public Schools District Supervisors/Principals In-Charge are likewise enjoined to extend technical guidance and support to their respective schools to facilitate the effective preparation and conduct of the INSET.

c. To ensure quality in the preparation and delivery of the INSET, this Division, through the Human Resource Development Section (HRDS), manages the preparation up to the quality assurance of the INSET program designs and the learning resource packages an materials consistent with DM-OUHROD-2024-1576 titled, Guidelines on the Conduct of Regional Office-, Schools Division Office-, and School-Developed Professional Development Programs which can be accessed through **tinyurl.com/DM241576** or **bit.ly/LandDNorte**.

d. All schools/districts conducting INSET shall ensure that the Training Resource Package (TRP) used by them are quality-assured (in any governance

level) and/or are duly approved by the Schools Division Superintendent along with sound budgetary allocation.

e. The expenses for school-based INSET may also be funded through the Maintenance and Other Operating Expenses (MOOE), in accordance with DepEd Order No. 008, s. 2019 or the Revised Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, Including Other Funds Managed by School, and subject to the usual government accounting and auditing rules and regulations.

f. INSET may be organized and conducted either at the school level (school-based INSET) or at the district/division level (cluster-based INSET), depending on the number of participants and the specific development needs of each group. Schools and districts are strongly discouraged from holding team-building activities disguised as INSET, particularly those conducted in resorts or recreational venues. School heads and district supervisors shall ensure that INSET activities promote optimum learning; hence, training venues must be conducive to a professional learning environment.

g. To ensure effective implementation and documentation of INSET activities, all schools, through the District HRD Focal Person, shall submit consolidated INSET completion reports using the prescribed NEAP format to the Google Drive Folder to be provided to the District HRD Focal Persons.

II. DEVELOPMENT AND QUALITY ASSURANCE OF THE IDENTIFIED "NEW" INSET PRIORITY TOPICS

i. Consistent with the operationalization of the Learning and Development Policy of this Schools Division as per Division Memorandum 172, s. 2023 and the existing quality assurance mechanism of the Department of Education through the National Educators Academy of the Philippines (NEAP), the HRDS adopts the following mechanism in the design, development, and quality assurance of the school-based professional development programs to be used during the SY 2025-2026 INSET:
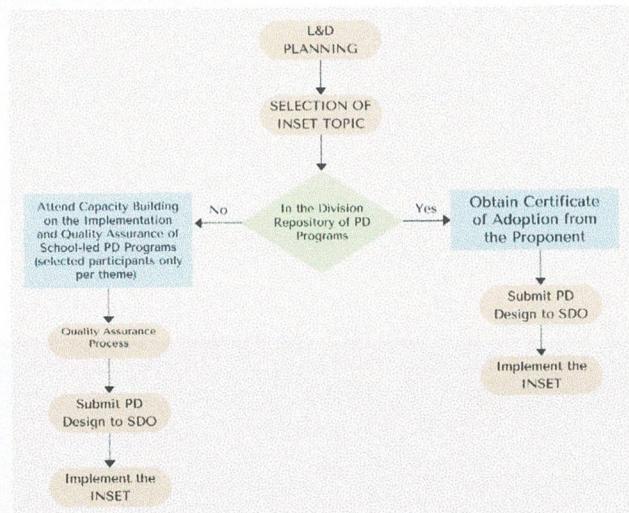
ii. Relative to this, the HRDS shall spearhead the conduct of the **Capacity Building-cum-Workshop on the Implementation and Quality Assurance of School-Led PD Programs for SY 2025-2026** and **Finalization and Quality Assurance of the Developed Resource Packages** on the following dates:

Activity	Participants	Schedule	Venue
Capacity Building-cum-Workshop on the Implementation and Quality Assurance of School-Led PD Programs for SY 2025-2026	**94 Proponents** (selected participants based on the theme/group of needs to be addressed) **35 SDO Pool of PD Evaluators**	October 17-19, 2025	To be announced in a subsequent memorandum
Finalization and Quality Assurance of the Developed Resource Packages	**40 Proponents** (representative) **40 SDO PD Evaluators**	October 20-22, 2025	To be announced in a subsequent memorandum

iii. The **Capacity Building-cum-Workshop on the Implementation and Quality Assurance of School-Led PD Programs for SY 2025-2026** activity aims to:

i. capacitate school heads, teachers, and/or proponents in the design, development, and delivery of competency-based, evidence-informed, and results-driven school-led professional development programs that adhere to the goal of NEAP in expanding access to professional development opportunities in schools and learning centers deeply anchored on its existing training standards and quality assurance and monitoring and evaluation mechanisms;

ii. craft needs-based In-Service Training (INSET) and/or Learning Action Cell (LAC) plan ready for quality assurance and eventually for PRC CPD accreditation;

iii. design, develop, and quality-assure more professional development programs to be included in the Division Repository of Professional Development Programs; and

iv. foster the dedication and commitment of school heads in cultivating continuous professional development among teachers and other personnel.

iv. Attached are the List of Participants, SDO Pool of Evaluators, Activity Matrix and Program Management Team. For confirmation of attendance, participants must register through the link: **https://bit.ly/NSCBonQA2025** on or before October 6, 2025.

v. Participants are advised to bring the following:
i. laptop and extension cords for the series of workshop;
ii. Initial INSET Plan (brainstorming phase), Session Guide, Slide Deck Presentation (if available).

h. All resources regarding the conduct of the School-led PD programs can be accessed on the following links:
   a. **https://tinyurl/com/LandDNorte** - All necessary information and materials regarding the implementation of school-led PD Programs
   b. **https://tinyurl.com/VirtualMeetingLDPlanning** - Video Recording of the Virtual Meeting on the 2024 L&D Planning and Designing phase in 2024;
   c. **https://tinyurl.com/VirtualMeetingLDActivities2025** - Video Recording of the Virtual Meeting on the Conduct of 2025 L&D Activities

i. The **Finalization and Quality Assurance of the Developed Resource Packages** aims to:
   i. review and verify that the resource packages align with the goals and objectives of the Midyear INSET, ensuring they meet the specific learning needs of school-based implementers for SY 2024-2025;
   ii. assess the quality and accuracy of the content within the resource packages, ensuring that all materials are correct, current, and appropriate for the professional development needs of teachers and school administrators;
   iii. evaluate the instructional strategies and methodologies in the resource packages, confirming that they are effective, engaging, and suitable for a diverse audience of educators with varying levels of experience and expertise; and
   iv. prepare and equip implementers with high-quality, well-structured resource packages, fostering their confidence and capacity to deliver effective, impactful training sessions during the School-Based INSET SY 2024-2025.

j. Annex A lists down the participants and SDO Evaluators to the Capacity Building activity.

k. The complete list of INSET Topics grouped according to theme/needs to be addressed can be accessed here: **https://tinyurl.com/INSETNewTitles**. A virtual meeting through MS Teams will be conducted **on October 10, 2025**, Friday, from 2:00-4:00 AM to all proponents of the INSET Titles tagged as new.

l. This Memorandum serves as the Authority to Travel of all involved in the face-to-face activities mentioned above.

m. Expenses incurred in the conduct of the **Capacity Building-cum-Workshop on the Implementation and Quality Assurance of School-Led PD Programs for SY 2025-2026** and **Finalization and Quality Assurance of the Developed Resource Packages** such as meals, venue, and accommodation shall be charged against the 2025 HRTD Fund while travel and other incidental expenses of the participants, shall be charged against the their respective local funds, subject to the usual accounting and auditing rules and regulations.

Annex A

LIST OF PARTICIPANTS

	District	Number of Slots	Participant (School Head, Master Teacher, or Proponent of the INSET)
A. Foundational Literacy & Numeracy Strategies			
1. Learner-Centered & General Approaches (6)			
1	Allen I	1	**Only 1** from any of the following schools: Alejandro PS / Caputian PS / Frederick ES / Londres ES
2	Capul	1	Only 1 from any of the following schools: Talugaann PS / San Luis ES
3	Catarman I	1	Only 1 from any of the following schools: Catarman SPED Center / Himbang ES
4	Laoang IV	1	Only 1 from any of the following schools: Cabadiangan ES / Napotican ES
5	San Roque	1	Don Juan F. Avalon NHS
6	Victoria	1	Only 1 from any of the following schools: Pasabuena ES / San Miguel ES / San Roman ES
2. Science of Reading (2)			
7-8	Catarman VI	2	Only 2 from the schools within the district
B. Innovative Pedagogies & Specialized Applications			
3. ICT & Technology Integration (2)			
9	Lope de Vega	1	Only 1 from any of the following schools: Bonifacio ES / Geratigan ES
10	Victoria	1	Only 1 from any of the following schools: Acedillo ES / Buenos Aires ES / Libertad ES / Luisita ES
4. Inclusive Education for Diverse Learners (4)			
11	Biri	1	Talisay ES
12	Lope de Vega	1	Only 1 from any of the following schools: Curry ES / Paguite ES / San Jose ES
13	Palapag II	1	Jangtud IS
14	San Isidro II	1	Only 1 from any of the following schools: Mabuhay ES / Sto. Niño ES

**5. Game-Based Learning (1)**
15	**Pambujan I**	1	Only 1 from any of the following schools: *Busak ES* *Canjumadal ES* *Giadgawan ES*
**C. Specific Content Focus**
**6. Numeracy Focus (1)**
16	**San Antonio**	1	Vinisitahan ES
**7. English Reading Focus (1)**
17	**Victoria**	1	San Lazaro ES
**D. Foundational Differentiated & Inclusive Practices**
**8. Foundational Differentiated & Inclusive Practices (5)**
18	**Biri**	1	Bagong Silang ES
19	**Catarman II**	1	Only 1 from any of the following schools: *Macagtas ES* *Tinowaran ES* *Washington ES*
20	**Laoang I**	1	Suba NHS
21	**Mapanas**	1	Mapanas AIHS
22	**Mondragon I**	1	Makiwalo ES
**E. Differentiated Instruction Integrated with Other Domains**
**9. Integration with Literacy & Numeracy (3)**
23	**Biri**	1	Biri CES
24	**Bobon**	1	Dancalan ES
25	**Lope de Vega**	1	Only 1 from any of the following schools: Cag-aguingay ES Cag-amisarag ES Old Somoroy ES Osmeña ES
**10. Integration with Technology (ICT) (1)**
26	**Lope De Vega**	1	Only 1 from any of the following schools: New Somoroy PS San Francisco PS
**F. Differentiated Instruction for Specific Learner Contexts**
**11. Differentiated Instruction for Specific Learner Contexts (3)**
27	**Gamay II**	1	Cagamutan HS
28	**Las Navas II**	1	Only 1 from any of the following schools: E. Perez ES San Antonio ES San Isidro NHS San Miguel NHS
29	**San Jose**	1	Mandugang ES
**12. Comprehensive Professional Development Modules (2)**
30	**Catubig I**	1	Only 1 from any of the following schools: Cagbugna ES Cagmanaba ES Hiparayan ES Irawahan ES
31	**Laoang III**	1	Lawaan ES
**13. Foundational ICT Integration & Digital Literacy (4)**
32	**Gamay I**	1	Cabarasan ES

33	**Laoang II**	1	Only 1 from any of the following schools: Cahayagan ES Inamlan PS Magsaysay ES
34	**Lavezares I**	1	Only 1 from any of the following schools: Baysag ES Macarthur ES MacArthur II PS Villahermosa ES
35	**Mondragon III**	1	Only 1 from any of the following schools: Bagasbas ES Roxas ES
G. Application of Specific Digital Platforms			
14. Canva for Instructional Materials (2)			
36-37	**Catubig I**	2	Only 1 from any of the following schools: Boring ES Guibuangan ES Opong ES Viena Maria PS
15. Microsoft Productivity Suite & AI (Co-Pilot) (1)			
38	**Laoang II**	1	Aguadahan ES
16. Khan Academy for Learning Enhancement (1)			
39	**Gamay I**	1	Only 1 from any of the following schools: Libertad ES San Antonio ES
H. ICT for Specific Pedagogical Goals			
17. Literacy & Numeracy (3)			
40	**Las Navas II**	1	Only 1 from any of the following schools: Quirino ES San Jorge ES San Jose ES San Miguel ES Sto. Tomas ES
41	**Lavezares I**	1	Toog ES
42	**Palapag I**	1	B. Aquino Jr. ES
18. Enhancing Multigrade Instruction (1)			
43	**Las Navas II**	1	**Sag-od ES**
19. Fostering Differentiated Instruction			
44	**Mondragon III**	1	Francisca Dominice NHS
I. Artificial Intelligence (AI) in Education			
20. AI in Education (1)			
45	**San Isidro I**	1	**San Isidro AIHS**
J. Holistic Professional Development with Technology			
21. Holistic Professional Development with Technology (1)			
46	**Lope de Vega**	1	Lope de Vega NHS (Stand Alone)
22. Classroom Dynamics			
47	**Biri**	1	San Antonio ES
K. 23. Responsive & Contextualized Teaching (2)			
48	**Biri**	1	Biri NHS
49	**Victoria**	1	Victoria SHS (Stand Alone)
L. Optimizing Classroom Dynamics for Learner Engagement			

	24. **Core Strategies for Hands-On Exploration (5)**		
50	**Bobon**	1	Only 1 from any of the following schools: *Casapinitan Elem.* *R. Magsaysay ES* *Santander ES* *Somoroy ES*
51	**Capul**	1	Only 1 from any of the following schools: *Aguin ES* *Sagao-Sawan ES*
52	**Laoang I**	1	Only 1 from any of the following schools: Calomotan ES Laoang I CS Sangcol ES
53	**Pambujan I**	1	Pambujan NHS
54	**San Roque**	1	Only 1 from any of the following schools: Malobago ES Lao-angan ES
	25. **Innovative Practices for Hands-On Learning (2)**		
55	**San Roque**	1	Only 1 from any of the following schools: Balnasan ES Balud ES Lucero Heights PS Bantayan NHS
56	**Catubig I**	1	Only 1 from any of the following schools: *Catubig CES* *Mag-ongon PS*
	26. **Technology-Enabled Hands-On Learning (1)**		
57	**Pambujan I**	1	Only 1 from any of the following schools: San Ramon ES Canjumadal NHS
	M. 30. Enhancing Teaching & Learning Practices (1)		
58	**Catarman I**	1	Baybay ES
	N. 31. Research-Informed & Principled Pedagogy (4)		
59	**Laoang I**	1	Only 1 from any of the following schools: Atipolo ES G.B. Tan PS
60-61	**Laoang V**	2	Only 2 from any of the following schools: Abaton ES Bawang ES Bayog ES Cabagngan ES Cabulaloan ES Cagdara-o ES E.J. Dulay ES Gibatangan ES Oleras ES Rombang ES Simora ES Son-og ES Yabyaban ES Oleras NHS

62	Catarman II	1	Aguinaldo ES
32. General Research-Based Strategies (1)			
63	Capul	1	Only 1 from any of the following schools: Jubang ES Catigbian ES
33. Comprehensive & Contextual Modules (1)			
64	Catubig III	1	Calingnan ES
O. Curriculum & Instruction			
34. Lesson Planning & Curriculum Alignment (3)			
65	Gamay II	1	Only 1 from any of the following schools: Cagamutan CES Dao ES Bangon NHS
66	Gamay I	1	Anito NHS
67	Laoang III	1	Talisay ES
35. Assessment & Evaluation Strategies (2)			
68	Capul	1	Capul AIS
69	Gamay	1	Gala VS
70	Laoang II	1	Cahayagan NHS
36. Pedagogical Content Knowledge (PCK) (2)			
71	Laoang I	1	Vigo NHS
72	San Antonio	1	San Antonio AVS
37. Innovative & 21st Century Pedagogy (3)			
73	Laoang V	1	La Perla NHS
74	San Roque	1	Bantayan ES
75	Las Navas II	1	Magsaysay NHS
38. General Instructional & Facilitation Skills (2)			
76	Catarman II	1	**Washington NHS**
77	Pambujan II	1	Barangay Uno ES
P. Inclusive Education & Learner Support			
39. Special Needs Education (SNED) (4)			
78	Catarman III	1	Generoso R. Frigillana MS
79	Laoang III	1	Rawis CS
80	Laoang IV	1	Batag NHS
81	Pambujan II	1	San Roque-Pambujan VHS
40. Inclusive & Contextualized Learning Programs (3)			
82	Lope de Vega	1	Lope de Vega NHS
83	San Jose	1	Layuhan ES
84	Victoria	1	Buenasuerte ES
41. Multigrade Education Strategies (1)			
85	Catarman V	1	Guba ES
Q. Learning Environment			
42. Positive Classroom Culture & Management (1)			
86	San Roque	1	San Roque CS
43. Fostering a Motivating Environment (1)			
87	Catarman II	1	Balud ES
44. Child Protection Policies (1)			
88	Las Navas II	1	San Francisco ES
R. Professional Growth & Responsibilities			
45. Professional Ethics & Standards (3)			

89	Catubig III	1	Only 1 from any of the following schools: Bonifacio ES Magtuad ES Nabulo ES Nahulid ES
90	Las Navas I	1	Las Navas I CS
91	Laoang IV	1	Tan-awan ES
46. Career Progression & Performance Management (1)			
92	Gamay I	1	Gamay NHS
47. Community Engagement & Stakeholder Relations (2)			
93	Catubig III	1	Bongog ES
94	Palapag I	1	Sumoroy ES

LIST OF SDO POOL OF PROFESSIONAL DEVELOPMENT EVALUATORS

NEAP-CO Certified Assessors/Core Evaluators	1. FELIX J. LADENO
	2. ROBERTO T. ORIAS
	3. JOHN L. DELORINO
	4. EVELYN J. VIRTUDES
PD Evaluators	1. JULIEN TIZA D. MADRONIO
	2. MICHAEL JAY S. MORALES
	3. MICHAEL J. FROILAN
	4. MOMAR P. ALCANTARA
	5. GEORGE M. PINCA
	6. MA. CARMELLA OLCHONDRA
	7. IAN ZANDRO DONCILLO
	8. CHARITO GO
	9. LEONIZA FRANCES NEBRIDA
	10. MARY ANN I. TACMO
	11. RONNIE P. SISTER
	12. PERLA A. MORALLOS
	13. REDEM DEL CORRO
	14. ANTONETTE SOSING
	15. SHERRIE ANN ODTUJAN
	16. EMMA V. MERINO
	17. DANHILL C. DONOGA
	18. GRETTA A. ADORA
	19. ROSALYN A. SOSING
	20. FRANCIE T. SURIO
	21. MICHELLE PROBADORA
	22. JEPREY C. ANANO
	23. JENNIFER B. DELORINO
	24. RHODORA A. BORJA
	25. EUFEMIO ADARAYAN
	26. LEVI V. CALUBAG
	27. MARY ANN ROSADINO
	28. FRANCO TONOG II
	29. ARIEL M. VALILA
	30. MA. LAURENE DENURA
	31. MA. LETECIA ROSE OCHONDRA

32. KENT MARK G. LOYOLA	
33. MILAFLOR CABACANG	

Annex C.

INDICATIVE ACTIVITY MATRIX ON THE CAPACITY BUILDING-CUM-WORKSHOP ON THE IMPLEMENTATION AND QUALITY ASSURANCE OF SCHOOL-LED PD PROGRAMS FOR SY 2025-2026
October 17-19, 2025
Venue: TBA

Time	Day 1	Day 2	Day 3
7:30-8:00	Arrival Attendance Check and Preliminaries	Attendance Check and Preliminaries	Attendance Check and Preliminaries
8:00-9:00	Session 1: Professional Development Priorities	Workshop 2: INSET Program Design writing (continuation) with mentoring of the assigned SDO PD Evaluator	Continuation of Workshop 3: Review, Evaluation, and Quality Assurance of Proposed PD and School-based INSET Plan
9:00-10:00	Session 1: Professional Development Priorities		
10:00-11:00			
11:00-12:00	Workshop 1: PD Planning		Presentation and Printing of the Design
1:00-2:00	Session 5A: Planning and Designing School-based INSET	Workshop 2: INSET Program Design writing (continuation) with mentoring of the assigned SDO PD Evaluator	
2:00-3:00	Session 5B: Monitoring and Evaluation Planning		
3:00-4:00	Workshop 2: INSET Program Design writing		Ways Forward Closing Program
4:00-5:00			

PROGRAM MANAGEMENT TEAM	
NAME	**DESIGNATION**
Dr. Gaudencio C. Aljibe Jr., CESO VI	Activity Manager
Dr. Rey F. Bulawan	Co-Activity Manager
Dr. Noe M. Hermosilla	Onsite Manager
Dr. Elna D. Enano	Co-onsite Manager
Deah A. Gamao	Finance Manager
Merlita B. Fajardo	QAME Manager
Noe M. Hermosilla	Resource Persons
Elna D. Enano	
Peter R. Bobiles	
Pepito E. Saldo Jr.	
April D. Ballicud	HRDS Staff
Temothy Clutartio	
Wilkins Wong	