



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

October 23, 2025

**DIVISION MEMORANDUM**  
**No. 536 s. 2025**

**IMPLEMENTATION GUIDELINES ON THE CONDUCT OF MIDYEAR INSET 2025  
IN VIEW OF THE DECLARATION OF WELLNESS BREAK FOR TEACHERS**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
All Others Concerned

1. In reference to DepEd Order No. 012, s. 2025 and DM-OU-LS-2025-095, as modified by the attached subsequent issuance from the DepEd Central Office, the Midyear In-Service Training for Teachers scheduled on October 27–30, 2025, shall now be observed as a Wellness Break for all teaching personnel. This is intended to provide time for teachers' rest, recovery, and holistic well-being.
2. In view of this, all schools are advised **not to conduct any mandatory in-service training** (INSET) or school-based professional development programs during the said period. However, schools may organize **voluntary INSET activities**, provided these adhere to the guidelines set forth in DM-OULS-2025-095 and the attached new DepEd issuance.
3. Schools shall conduct **rescheduled INSET or professional development activities on alternative dates within the school year**, ensuring that these initiatives continue to enhance teaching competencies and instructional quality.
4. For schools that have already prepared and scheduled professional development activities prior to this advisory, the following guidelines shall apply:
  - a. Procured venues and meals may be rescheduled in accordance with prevailing procurement and auditing rules.
  - b. If rescheduling is not feasible, activities may still proceed voluntarily, provided no mandatory attendance is required.
  - c. Teachers who voluntarily participate shall be exempt from subsequent similar activities within the same school year.
5. The conduct of rescheduled activities must not interfere with classes. It may be integrated through school-based training, learning action cells (LAC), or other structured modalities before the end of School Year 2025–2026.
6. Schools and teachers are further encouraged to use this Wellness Break to engage in self-care, reflective practice, and collegial support to foster personal well-being.
7. All schools are still required to prepare and submit the NEAP-prescribed INSET Completion Reports after the conduct of their respective INSET through the following links:

A. PROGRAM COMPLETION REPORT FORM & ENCLOSURES, EVALUATION TOOL:  
**[tinyurl.com/ProgramCompletionReportForm](https://tinyurl.com/ProgramCompletionReportForm)**



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B. SUBMISSION OF REPORT (PCR & EVALUATION TOOL) AFTER THE RESCHEDULED INSET:

**[tinyurl.com/MidYearINSET2025SchoolReport](https://tinyurl.com/MidYearINSET2025SchoolReport)**

8. This issuance hereby amends only the provision pertaining to the schedule of the Midyear In-Service Training (INSET) as stated in Division Memorandum No. 506, s. 2025. All other provisions of the said Memorandum shall remain in full force and effect.
9. For information and compliance of all concerned.

  
**CECILIA E. VALDERAMA, PhD**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**MEMORANDUM**

**FOR :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :**   
**ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff  
Office of the Secretary

  
**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Office of the Undersecretary for Learning Systems

**SUBJECT :** DECLARATION OF MIDYEAR BREAK AS WELLNESS BREAK  
AND GUIDELINES FOR PROFESSIONAL DEVELOPMENT  
ACTIVITIES

**DATE :** October 22, 2025

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This is to inform all concerned that the Midyear Break scheduled this year from October 27 to 30, 2025 shall be declared a Wellness Break for teachers, in light of DepEd Order No. 012, s. 2025.

This Midyear Break is a recognition of the need to support the overall well-being of our teaching personnel, which is a critical foundation of education quality, as stated in the Secretary's five-point reform agenda.

Schools and divisions must still conduct In-Service Training (INSET) and professional development programs on any other preferred dates within the remaining days of School Year 2025–2026 since these activities are intended to enhance teaching competencies and instructional effectiveness and to align the core programs and strategic initiatives of this Department.

The conduct of activities must not interfere with classes and may be integrated through school-based training and utilization of learning action cells. These activities may still be funded through existing Human Resource Training and Development (HRTD) funds that have been directly released to the Schools Division Offices (SDOs).



In view of the foregoing, for schools and divisions that have prepared and scheduled professional development programs for teachers during the Midyear Break period, procured venues and meals may be requested for a change of date based on prevailing procurement and auditing rules. If change of date is unfeasible, since the procured venues and meals can no longer be rescheduled, activities may still be conducted voluntarily. Teachers who participate voluntarily shall be exempt from subsequent activities on the same topic within the school year.

To ensure proper coordination and monitoring, school heads are required to submit their plans for professional development activities to their respective SDO through the School Governance and Operations Division (SGOD), while division plans for the conduct of INSET activities must be submitted to the Human Resource Development Division/National Educators Academy of the Philippines in the Region (HRDD/NEAP-R). The SGOD and HRDD/NEAP-R shall ensure activities are still conducted by the end of the school year.

This Memorandum modifies inconsistent provisions of DM-OULS-2025-095 in view of the declaration of the Wellness Break.

For your guidance and compliance.



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

**MEMORANDUM**  
**DM-OULS-2025- 095**

TO : **Regional Directors**  
**Schools Division Superintendents**  
**Human Resource Development Division Chiefs**  
**Curriculum and Learning Management Division Chiefs**  
**School Governance and Operations Division Chiefs**  
**Curriculum Implementation Division Chiefs**  
**All Others Concerned**

FROM : *Carmela C. Oracion*  
**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Undersecretary for Learning Systems

SUBJECT : **GUIDELINES ON THE CONDUCT OF THE SCHOOL YEAR**  
**2025-2026 IN-SERVICE TRAINING FOR TEACHERS (INSET)**

DATE : 29 September 2025

1. In support of the Department's sustained commitment to the continuous professional development of teachers, the National Educators Academy of the Philippines (NEAP) hereby issues the following guidelines on the conduct of the In-Service Training for Teachers (INSET) on **27-30 October 2025** pursuant to DepEd Order No. 12, s. 2025 titled, *Multiyear Implementing Guidelines on the School Calendar and Activities*.
2. The conduct of the INSET shall be guided by the primary goal of strengthening teacher competencies for enhanced learning delivery in all classrooms and learning centers. Specifically, INSET shall focus on any of the following key training content:
  - a. Reflective practice and instructional refinement in the implementation of the:
    - i. Revised K to 12 Curriculum
    - ii. ARAL-Reading Program
  - b. Strengthening inclusive instruction
  - c. Strategies for promoting literacy and numeracy
  - d. Strategies for developing critical and creative thinking as well as other higher order thinking skills
  - e. Instructional strategies for non-major teachers handling Filipino in Junior and Senior High School
  - f. Empowering teachers on Socio- Emotional Learning (SEL) in classroom instruction



- g. Strategies for supporting continuity of learning during emergency situations through flexible modalities
  - h. Accelerating digital adoption for effective and accessible learning delivery
  - i. Strengthening instruction and assessment in the Alternative Learning System
  - j. Enhanced delivery of Guidance services by Guidance designates in schools
  - k. Other emerging needs based on teachers' individual professional development plan
3. All Schools Division Superintendents and 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. Regional Directors are likewise enjoined to extend technical guidance and support to their respective Schools Division Offices to facilitate the effective preparation and conduct of the INSET.
  4. To ensure quality in the preparation and delivery of the INSET, refer to DM-OUHROD-2024-1576 titled, Guidelines on the Conduct of Regional Office-, Schools Division Office-, and School-Developed Professional Development Programs for FY 2024 and its enclosures through the link [tinyurl.com/DM241576](https://tinyurl.com/DM241576).
  5. INSET may be organized and delivered either at the school level (school-based INSET) or division/district level (cluster-based INSET).
  6. Pursuant to DM-OUHROD-2025-0586 titled Guidelines on the Utilization of the FY 2025 Human Resource Development (HRD) Fund, expenses related to the conduct of INSET shall be chargeable against the HRD Funds directly released to the Schools Division Offices (SDOs) and the available FY 2024 Continuing Funds, subject to existing government accounting and auditing rules and regulations.
  7. 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.
  8. To ensure effective implementation and documentation of INSET activities, all Schools Division Offices (SDOs) through the SGOD HRDS and SMME, shall submit consolidated INSET completion reports using the prescribed NEAP format to their Regional Offices (ROs). Likewise, ROs through the HRDD/NEAP-R, shall submit the RO-consolidated reports to NEAP Central Office via [tinyurl.com/eoy2025inset](https://tinyurl.com/eoy2025inset) on or before **14 November 2025**.
  9. For queries, please contact **Director Michael Joseph P. Cabauatan**, NEAP Director III, by email [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or telephone number (02) 8638-8638.
  10. For immediate dissemination and strict compliance.



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

October 09, 2025

**DIVISION MEMORANDUM**

**No. 506 s. 2025**

**GUIDELINES ON THE CONDUCT OF THE SCHOOL YEAR 2025-2026  
IN-SERVICE TRAINING FOR TEACHERS (INSET)**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Elementary & Secondary School Heads  
All Others Concerned

1. Anent the DepEd Memorandum DM-OULS-2025-095 issued by the Department of Education Office of the Undersecretary for Learning Systems, this Division disseminates the ***Guidelines on the Conduct of the School Year 2025-2026 In-Service Training (INSET) for Teachers***, to be held from **October 27-30, 2025**. This activity aims to strengthen teachers' professional competencies for improved learning delivery across all grade levels and learning areas.

2. The conduct of the INSET shall be guided by the overarching goal of enhancing teacher effectiveness and ensuring instructional excellence in all classrooms and learning centers. Specifically, the INSET shall focus on any of the following key areas:

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

- i. Revised K to 12 Curriculum
- ii. ARAL-Reading Program

B. Strengthening inclusive instruction

C. Strategies for promoting literacy and numeracy

D. Strategies for developing critical and creative thinking, and HOTS

E. Instructional strategies for non-major teachers handling Filipino in JHS & SHS.

F. Empowering teachers on Socio-Emotional Learning in classroom instruction

G. Strategies for ensuring learning continuity through flexible modalities

H. Accelerating digital adoption for effective and accessible learning delivery

I. Strengthening instruction and assessment in the ALS.

J. Enhanced delivery of Guidance services in schools

K. Other emerging needs identified through teachers' IDPs

3. Participation in this training is mandatory for all teaching personnel. All participants are reminded to bring their Training Passports during the training.

4. All School Heads are directed to ensure the effective preparation and implementation of INSET in accordance with prescribed guidelines. Refer to the attached Central Office (CO) memorandum for the complete guidelines.



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City of Malolos, Bulacan

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5. This year, all schools were instructed to submit their INSET Plans as early as February 2025, in compliance with Division Memorandum No. 55, s. 2025. Hence, all schools with approved INSET Plans shall implement them in their schools (school-based) in line with the provisions of the said Memorandum. However, for districts whose INSET Plans were approved as district-based, the conduct of the activity shall be implemented at the district level and not per school, as the approved plan covers the entire district.

6. All schools and districts with NEAP-approved and PRC-accredited INSET Plans shall be visited and strictly monitored to ensure compliance with the set standards. Likewise, they are reminded to prepare the required documents for post-training submissions to NEAP and PRC, which can be accessed through the links indicated in Division Memorandum No. 55, s. 2025.

7. Pursuant to DM-OUHRD-2025-0586, the expenses related to the conduct of INSET shall be chargeable against the FY 2025 Human Resource Development (HRD) Fund, or other allowable funding sources such as the FY 2024 Continuing Funds. Further, funding for school-based INSET may also be sourced from the Maintenance and Other Operating Expenses (MOOE), in accordance with DepEd Order No. 008, s. 2019 or its revised implementing guidelines on the Direct Release and Use of MOOE Allocation of Schools, subject to existing government accounting and auditing rules and regulations.

8. To ensure effective implementation and documentation of INSET activities, all schools, through their school heads, are **required to prepare and submit on or before November 07, 2025** the NEAP-prescribed INSET Completion Reports through the following links:

A. PROGRAM COMPLETION REPORT FORM & ENCLOSURES, EVALUATION TOOL:  
**[tinyurl.com/ProgramCompletionReportForm](https://tinyurl.com/ProgramCompletionReportForm)**

B. SUBMISSION OF REPORT (PCR & EVALUATION TOOL) BY NOV. 07, 2025:  
**[tinyurl.com/MidYearINSET2025SchoolReport](https://tinyurl.com/MidYearINSET2025SchoolReport)**

9. This Memorandum also serves as the travel authority for all personnel involved in the INSET.

10. Immediate and wide dissemination of this Memorandum is directed for the information, guidance, and strict compliance of all concerned.



**CECILIA E. VALDERAMA, PhD**  
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Department of Education  
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**SCHOOLS DIVISION OF BULACAN**

Enclosure No. 1 to Division Memorandum No. 506 s. 2025

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