



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.



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

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**

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





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

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

**PROGRAM MANAGEMENT TEAM**

NAME	DESIGNATION
Cecilia S. Custodio, PhD	Chief Education Supervisor, CID
Rainelda M. Blanco, PhD	Chief Education Supervisor, SGOD
Jay-Arr C. Tayao, DBM, EdD	Education Program Supervisor, SGOD
Anastacia N. Victorino, PhD	Education Program Supervisor, Filipino
Virgilio L. Laggui, PhD	Education Program Supervisor, Araling Panlipunan
Joel I. Vasallo, PhD	Education Program Supervisor, TLE
Agnes R. Bernardo, PhD	Education Program Supervisor, ALS
Marinella T. Pengson, PhD	Education Program Supervisor, Science
Jay Arr V. Sangoyo, PhD	Education Program Supervisor, English
Francisco B. Macale, PhD	Education Program Supervisor, Mathematics
Eleseo E. Godoy, PhD	Education Program Supervisor, Values Education
Perlita G. Pagdanganan, EdD	Education Program Supervisor, Kindergarten
Ma. Lourdes J. Patag	Senior Education Program Specialist, SMME
Mark Joven Ramos	Education Program Specialist II, SMME
Cristian Paul M. De Guzman, MAEd	Education Program Specialist II, HRD



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. Cabautan**, 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.