



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

February 03, 2023

REGION MEMORANDUM  
NEAP-2023-009

**REGIONAL MONITORING ON THE CONDUCT OF IN-SERVICE TRAINING (INSET)  
FOR TEACHERS**

To: Schools Division Superintendents

1. In reference to DM-OUHROD-2023-0157 titled Conduct of In-Service Training (INSET) for Teachers, this office through the Human Resource Development Division – National Educators’ Academy of the Philippines (HRDD-NEAP) will conduct monitoring and evaluation to select schools on February 8, 2023 (whole day) until February 9, 2023 (morning only).
2. The activity aims to monitor the conduct of the school-based INSET and to provide technical assistance to schools on professional development programs for teachers.
3. Below are the names of the monitoring team with their SDO assignments:

<b>Name of RO Personnel</b>	<b>Position</b>	<b>SDOs to be Monitored</b>
Peter Van C. Ang-ug	OIC-CES, HRDD	South Cotabato
Henry Fritz H. Diaz	SEPS, NEAP XII	Cotabato and Kidapawan City
Ma. Isabel R. Cunanan	EPS, HRDD	General Santos City and Sarangani
Dave C. Prodigio	EPS, HRDD	Koronadal City
Jodan F. Manua	EPS II, HRDD	Sultan Kudarat
Maricel B. Dignadice	EPS II, NEAP XII	Tacurong City

4. The **INSET of Teachers** is one of the modalities in providing them professional development which can be an avenue to enhance teachers’ competencies, and address concerns, issues, and gaps in teaching and learning. In ensuring the quality and relevance of school-based INSET, the **school heads shall ensure that the topics and content are responsive, needs-based, and anchored on the Professional Standards based on the consolidated Individual Development Plan (IDP) of teachers.**

5. This Office likewise reiterates **DepEd Order No. 34, s 2023** which states, *“The first two days shall be spent in evaluating the school’s progress in the implementation of the educational programs, projects, and activities, as well as in reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three days shall be devoted to the conduct of the school-based INSET activities for the teachers’ continued professional development and the preparation of their Instructional Materials.”*



**Address:** Qurino Avenue, Brgy. Dadiangas East, General Santos City  
**Telefax No.:** (083) 552 6134  
**Website:** depedroxii.org  
**Email:** neap.ro12@deped.gov.ph





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6. Schools are allowed to merge with other nearby school/s within the district in conducting the INSET provided that they have related, if not the same content in their plan. It shall be submitted to the schools division office through the public schools district supervisor.
7. The SDO shall likewise monitor the INSET to ensure quality using the Completion Report templates that can be accessed and downloaded through [tinyurl.com/neapinset23](http://tinyurl.com/neapinset23) and submit to the Regional Office through [henryfritz.diaz@deped.gov.ph](mailto:henryfritz.diaz@deped.gov.ph) on or before **February 24, 2023**.
8. SDOs and schools are reminded to strictly adhere to the current health and safety protocols.
9. Travel and food expenses of the regional monitoring team shall be charged against MOOE-GASS fund subject to the usual accounting and auditing rules and regulations.
10. Should you have any concerns, contact **Henry Fritz H. Diaz**, SEPS – HRD-NEAP at [henryfritz.diaz@deped.gov.ph](mailto:henryfritz.diaz@deped.gov.ph).
11. For information and immediate dissemination.

  
**CARLITO D. ROCAFORT**  
Director IV

Enclosure: None

Reference: DM-OUHROD-2023-0157, DepEd Order No. 34, s 2022

Allotment: MOOE -GASS fund

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

*MONITORING & EVALUATION*

HFHD/HRDD-NEAP/RM/ REGIONAL MONITORING ON THE CONDUCT OF IN-SERVICE TRAINING FOR TEACHERS/010/February 06, 2023



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