



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

January 15, 2024

REGION MEMORANDUM  
NEAP-2024-007

**GUIDELINES ON THE CONDUCT OF THE IN-SERVICE TRAINING FOR  
TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024**

To: Schools Division Superintendents  
All Other Personnel Concerned

1. This has reference to **DM-OUHROD-2024-0037** titled “**Guidelines on the Conduct of the In-Service Training for Teachers (INSET) for School Year 2023-2024**” which is set on **January 24-26; 29-30, 2024** as stipulated in DepEd Order No. 22, s.2023 or the “Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024.”

2. Relative to this, INSET topics shall focus on the following:

<b>SDO-based INSET (focus on programs of the NEAP Central Office)</b>	
1	Higher Order Thinking Skills – Professional Learning Packages (HOTS-PLP) for English, Mathematics, and Science
2	Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy.
<b>School-based INSET (focus on the teachers’ learning and development needs and sharing information on the following policies and priority programs)</b>	
1	Training for Teachers Teaching Non-Major Subjects (e.g. Filipino, MAPEH, etc.)
2	Microsoft 365 Productivity Online Training through DepEd Philippines
3	National Learning Camp
4	National Reading Program
5	National Mathematics Program
6	Catch-up Fridays
7	Early Language Literacy and Numeracy (ELLN)
8	Policy Guidelines on the Implementation of the Comprehensive Sexuality Education (DepEd Order No. 31, s. 2018)
9	Child Rights Policy: Adopting the Rights-based Education Framework in Philippine Basic Education (DepEd Order No. 31, s. 2022)
10	DepEd Child Protection Policy (DepEd Order No. 40, s. 2012)
11	Safe Spaces Act (Republic Act No. 11313)

3. All **SDO-organized INSET** shall be chargeable against the **INSET Funds** pursuant to DepEd Order No. 30, s. 2021, while the conduct of the **school-based INSET** can be chargeable against the **School MOOE/Local Funds** pursuant to DepEd Order No. 13, s. 2016, subject to the usual government accounting and auditing rules and regulations.

4. To ensure that all teachers have been provided the necessary learning and development needs interventions, an INSET report must be submitted through this




**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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link: <https://sites.google.com/depd.gov.ph/inset2024/>. The **SGOD HRDS SEPS and SMME SEPS** shall be responsible for reporting and encoding the needed data on or before **February 09, 2024**.

- For further information, contact **Henry Fritz H. Diaz**, Senior Education Program Specialist – HRDD-NEAP through [henryfritz.diaz@depd.gov.ph](mailto:henryfritz.diaz@depd.gov.ph).
- Immediate dissemination of this memorandum is desired.

  
**CARLITO D. ROCAFORT**  
*Director IV*

Encl.: As stated  
Reference: DM-OUHROD-2024-0037  
Allotment: HRD/MOOE/Local Funds  
To be indicated in the Perpetual Index under the following Subjects:

TRAINING      MONITORING      TECHNICAL ASSISTANCE

*HFHD/HRDD-NEAP/RM- GUIDELINES ON THE CONDUCT OF THE IN-SERVICE TRAINING FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024/006/ January 15, 2024*



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**Website:** [depd.gov.ph](http://depd.gov.ph)  
**Email:** [neap.ro12@depd.gov.ph](mailto:neap.ro12@depd.gov.ph)