



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

June 5, 2024

REGION MEMORANDUM  
NEAP-2024-048

**PRESENTATION AND FINAL CONSULTATION ON THE DRAFT IN-SERVICE  
TRAINING (INSET) POLICY**

To: Schools Division Superintendent  
Division of General Santos City

1. In reference to **DM-OUHROD-2024-1087** titled **Presentation and Final Consultation on the Draft In-Service Training (INSET) Policy**, the National Educators Academy of the Philippines (NEAP) will conduct the activity on **June 24-28, 2024** at **NEAP Baguio**.

2. The finalization workshop aims to:

- Present mechanisms to effectively implement professional development activities;
- Gather feedback, insights, and inputs from identified process owners of the draft guidelines; and
- Streamline the process of conducting professional development activities in schools and learning centers.

3. Below are the identified participants to the consultation:

Name	Position	Office/SDO
Henry Fritz H. Diaz	SEPS	HRDD-NEAP
John Michael P. Castino	SEPS	General Santos City

4. The participants are requested to confirm their attendance through the registration link [https://bit.ly/INSETWriteshop\\_RegForm](https://bit.ly/INSETWriteshop_RegForm) on or before **June 14, 2024**.

5. The participants are further requested to bring their own laptops, chargers, and extension cords as well as copies of their school professional development plans, Learning Action Cell (LAC) plans, INSET plans, and other relevant documents that may be used as reference in crafting their outputs.

6. Check in time is on June 23, 2024, 2:00 p.m. and check out is on June 28, 2024, 11:00 a.m. The first meal to be served is dinner on June 23, 2024 and the last meal is afternoon snack on June 28, 2024.

7. Board and lodging of the participants shall be charged against the NEAP CO HRD Funds while the transportation, per diem, and other incidental expenses shall be charged against their respective HRD Fund/Local Fund subject to the usual accounting and auditing rules and regulations.

8. For concerns and clarifications, contact **Mr. Dustin Troy Joson** or **Ms. Julie Lyka Ignao** of **NEAP-PDD** through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).



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9. Immediate dissemination of this memorandum is desired.

  
**CARLITO D. ROCAFORT**  
Director IV

*Encl.: None*

*Reference: DM-OUHROD-2024-1087*

*Allotment: NEAP CO HRD Fund*

*To be indicated in the Perpetual Index under the following Subjects:*

*POLICY*

*PROFESSIONAL DEVELOPMENT*

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*HFHD/HRDD-NEAP/RM- PRESENTATION AND FINAL CONSULTATION ON THE DRAFT IN-SERVICE TRAINING (INSET)  
POLICY /049/ June 5, 2024*

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