



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

November 25, 2024

DIVISION MEMORANDUM
SGOD NO. 163, s. 2024

**MONITORING OF THE NATIONAL EDUCATOR ACADEMY OF THE PHILIPPINES
(NEAP) PROFESSIONAL DEVELOPMENT PROGRAMS (PDP)
IN-SERVICE TRAINING (INSET) FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Section Heads
Cluster Heads
Elementary & Secondary School Heads
This Division

1. Relative to the scheduled National Educators Academy of the Philippines (NEAP) Professional Development Programs (PDP) In-Service Training for School Year 2024-2025, this Office reiterates adherence to the schedule of implementation on **November 25-29, 2024**. As agreed during the orientation, all TEACEP participants and in-school PRC-accredited PDPs shall continue. However, all teachers and school heads shall ensure participation to NEAP PDP INSET and shall submit all end of INSET forms on or before December 13, 2024.
2. In this regard, the Monitoring Team shall schedule school visits during the INSET week and monitor participation of teachers to all PRC-accredited and/or NEAP PDPs using the attached monitoring tool. The List of Monitors is also attached for your reference (*See enclosures*).
3. The School ICT Coordinators are instructed to ensure registration of both teachers and School Heads to the NEAP PDPs by providing technical assistance. Further, after accomplishing the **End of INSET Form for School Heads**, it shall be submitted on the link <https://tinyurl.com/EndINSET-SHs>, while **End of INSET Form for Teachers** shall automatically be submitted to NEAP-CO upon accomplishing the form.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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4. In addition, all School Heads are enjoined to prepare the INSET Matrix, the template is found in Enclosure No. 02 of this Memorandum.
5. For concerns and clarifications, contact Ernie P. Pama, EPS and/or Ma. Dianne Joy R. dela Fuente, SEPS-HRDS, through email address tacurong.sgod@deped.gov.ph
6. For wide dissemination and compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: As stated.
Reference: DM OUHROD 2024-2306
Allotment: 1
To be included in the Perpetual Index
under the following subjects:

HUMAN RESOURCE DEVELOPMENT IN-SERVICE TRAINING
PROFESSIONAL DEVELOPMENT PROGRAM

MDJRdF/SGOD/DM-2024 - MONITORING OF THE NATIONAL EDUCATOR ACADEMY OF THE PHILIPPINES (NEAP) PROFESSIONAL DEVELOPMENT PROGRAMS (PDP) IN-SERVICE TRAINING (INSET) FOR SCHOOL YEAR 2024-2025/ NOVEMBER 25, 2024



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Enclosure No. 01 to Division Memorandum SGOD No. 163, s. 2024

SY 2024-2025 NEAP PDP INSET MONITORING TOOL
 November 25-29, 2024
 (To be accomplished by SDO Monitors)

NAME OF SCHOOL: _____
NAME OF SCHOOL HEAD: _____
NUMBER OF TEACHERS: _____
NUMBER OF NON-TEACHING PERSONNEL: _____

NO.	NAME OF SCHOOL	NUMBER OF TEACHERS REGISTERED	NO. OF TEACHERS ENROLLED IN PDP PROGRAMS	STATUS (On-Going/Completed/Deferred due to Attendance to seminars) Please indicate number of Teachers	ISSUES & CONCERNS	TECHNICAL ASSISTANCE NEEDED CONCERNED SDO UNIT/SECTION
1						
2						
3						

Name of Monitor

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Enclosure No. 02 to Division Memorandum SGOD No. 63, s. 2024

SY 2024-2025 INSET MATRIX
 (To be accomplished by School Head)

No.	Name of Teacher	Title of PD Program/s Enrolled	Pre-Test (Yes/No)	Date of Attendance

Prepared by:

 School Head

Note: If PD Program is completed, submit list through the SGOD-HRDS for updating of EMS.



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Enclosure No. 03 to Division Memorandum SGOD No. 163, s. 2024

LIST OF MONITORS FOR INSET 2024

LIST OF SCHOOLS	ASSIGNED MONITOR
LPES RMES MAIN RMES BEAM RMNHS	Agnes G. Muyco Alejandro S. Reginaldo, Jr
JVLES JACS CPVES NICES AFSCES	Bernard F. Antolo Leonor R. Po
VFGNHS DMJGMCS ASBNHS UKNHS	Julius D. Celetaria John G. Bayugos
VPDES BES SAES SRES	Ivy P. Lamintao Ma. Dianne Joy R. dela Fuente
EPBMES-MAIN EPBMES BEAM LMES KES	Frank T. Nawal, Jr.
MAMMES NLES ASIS SPNHS	Joseph R. Pilotos
TNHS JHLES	Randy E. Porras John G. Bayugos
TES PAES SEES MZBES	Rona N. Tacot Delia P. Eliarda
TPES SENHS	Mary Ann C. Umadhay Junaflor R. Sucaldito



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