



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

08 Oct 2025

DIVISION MEMORANDUM
SGOD-2025-158

**GUIDELINES IN THE PREPARATION AND SUBMISSION OF THE SY 2025-2026
IN-SERVICE TRAINING (INSET) FOR TEACHERS**

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

1. In reference to DM-OULS-2025-095 or the Guidelines on the Conduct of the School Year 2025-2026 In-Service Training (INSET) for Teachers, this office hereby reiterates the **guidelines in the conduct of cluster/school-based INSET scheduled on October 27-30, 2025**, pursuant to DepEd Order No. 12, s. 2025 or the Multi-year Guidelines on the School Calendar and Activities.
2. The conduct of INSET shall be guided by the primary goal of strengthening teacher competencies for enhanced learning delivery, and shall focus on:
 - a. Reflective practice and instructional refinement in the implementation of the K to 12 Curriculum and ARAL-Reading Program;
 - b. Strengthening inclusive instruction;
 - c. Strategies for promoting literacy and numeracy;
 - d. Strategies for developing critical and creative thinking skills;
 - e. Instructional strategies for non-Filipino majors handling Filipino in JHS and SHS;
 - f. Empowering teachers on Socio-Emotional Learning (SEL) in the classroom instruction;
 - g. Strategies for supporting continuity of learning during emergencies through flexible modalities;
 - h. Accelerating digital adoption for effective and accessible learning delivery;
 - i. Strengthening instruction and assessment in the ALS;



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- j. Enhance delivery of guidance services by Guidance designates in schools; and
 - k. Other emerging needs based on teachers' individual professional development needs.
3. To ensure effective implementation and documentation of the SY 2025-2026 INSET, all School Heads shall adhere to the prescribed guidelines. Hence, along with the PPA proposals, the tools and templates that can be accessed at <https://tinyurl.com/2025INSETTools-Templates> shall be utilized. Furthermore, schools are advised to use the tools and templates as follows and submit post-implementation activity reports, duly accomplished, signed, and scanned as a PDF copy at <https://tinyurl.com/INSET2025Reports>.

NO	FORMS/TEMPLATES	REMARKS
Pre-Implementation:		
	Encl. No. 3 – Sample PD Needs Prioritization	Submission for approval of INSET
	Encl. No. 4 – School-based INSET Plan	
	Encl. No. 6 – CV of Resource Person	
	Encl. No. 8 – Budget Matrix	
Implementation:		
	Encl. No. 7 – Sample End-of-Day Evaluation	Cluster/School-based
	Encl. No. 14 – Actual Participants Profile Sheet	
Post Implementation:		
	Encl. No. 11 – PD Compliance M&E Tool	For submission at the SDO through the link on or before November 7, 2025 .
	Encl. No. 12 – PD WAP Plan	
	Encl. No. 13 – PD Program Completion Report	

4. Expenses relative to the conduct of the Division implementation and monitoring of INSET 2025 shall be charged to HRD Funds and all other FY 2024 Continuing Funds, while cluster/school-based INSET expenses shall be charged to school MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
5. For information, dissemination, and compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

MDJRdF/SGOD/DM-2025 – GUIDELINES IN THE PREPARATION AND SUBMISSION OF THE SY 2025-2026 IN-SERVICE TRAINING (INSET) FOR TEACHERS / October 8, 2025



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