

Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

November 21 2024

DIVISION MEMORANDUM

No. 600 s. 2024

CONDUCT OF SDO CATANDUANES SY 2024-2025 IN-SERVICE TRAINING

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Per Regional No. 01422 s. 2024 re: Conduct of DepEd Region V SY 2024-2025 In-Service Training **"Schools and learning centers are directed to focus on the conduct of in-person makeup classes and other learning recovery activities on November 25-29, 2024"**.
2. The directive from DepEd RO V is designed to address learning losses from suspended classes by ensuring that missed competencies are covered, in line with the department's commitment to providing quality education and addressing learning gaps caused by these disruptions.
3. The face-to-face In-service Training (INSET) for the Division will be rescheduled to February 3-7, 2025. This schedule provides ample time for the SDO, school, and learning centers to create and ensure the quality of INSET materials based on the specific needs of teachers and teaching-related personnel, utilizing the INSET Fund and HRTD Program Support Fund.
4. In addition to this, teachers and teaching-related personnel are enjoined to attend the Online Masterclasses for Kindergarten, Grade 1, 4, and 7 (K147) across learning areas to earn CPD units. Interested participants must confirm their participation through <https://tinyurl.com/NEAPMasterClass>. Other grade-level teachers may also attend the Masterclasses.
5. The SESP Training for JHS and SHS Filipino Teachers who are Non-Filipino Majors shall push through on November 25-29, 2024.
6. Attached in this memorandum is the Regional Memorandum No. 1422, s. 2024 for reference.
7. For immediate dissemination and strict compliance with this memorandum is desired.

CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes

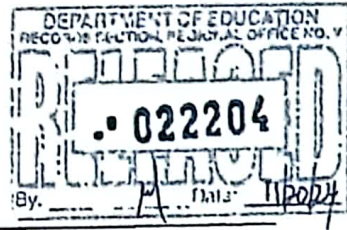
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Republic of the Philippines
Department of Education
REGION V - BICOL



20 November 2024

REGIONAL MEMORANDUM

No. 01422, s. 2024

CONDUCT OF DEPED REGION V SY 2024-2025 IN-SERVICE TRAINING

To : Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Pursuant to Republic Act No. 11713, otherwise known as the Excellence in Teacher Education Act and DepEd Order No. 11, s. 2019 entitled Implementation of the National Educators Academy of the Philippines (NEAP) Transformation, the Department is committed in strengthening the professional development of teachers and school leaders in public schools and learning centers through the conduct of learning and development programs like the in-service training. However due to the aftermath of the Tropical Storm Kristine and Typhoon Pepito, **Schools Divisions Offices, Schools and Learning Centers are directed to focus on the conduct of in-person make-up classes and other learning recovery activities on November 25-29, 2024.**

2. This directive aims to compensate learning losses during the suspension of classes. This is in cognizant to our commitment to provide quality education and address learning gaps caused by the said catastrophes. More so, this will ensure that competencies that have been missed during suspended sessions are adequately covered.

3. **In-service Training (INSET) in DepEd Region V shall be moved to February 3-7, 2025.** This schedule provides ample time for the Region, Divisions, Schools and Learning Centers to design, develop, and quality assure INSET packages based on the standards and processes set by DepEd Memorandum (DM) No. 44, s. 2023 titled Interim Guidelines for Quality Assurance and Monitoring and Evaluation of NEAP Core Programs.



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4. Schools Division Offices are directed to come up with INSET Professional Development designs that shall address unique needs of teachers and teaching-related personnel in their respective contexts utilizing the INSET Fund and HRTD Program Support Fund.

5. Teachers and teaching-related personnel are enjoined to attend the Online Master Classes for Kindergarten, Grades 1, 4 and 7 (K147) across learning areas to earn CPD units. Interested participants must confirm their participation through <https://tinyurl.com/NEAPMasterClass>.

6. Other grade level teachers may also attend these master classes through these schemes:

PD Program Title	Possible Attendees
Master Classes for Kindergarten Teachers across all learning areas	Kinder Teachers, Grade 1 Teachers and Interested Teaching-Related Personnel
Master Classes for Grade 1 Teachers across all learning areas	Grades 1, 2, 3 Teachers, and Interested Teaching-Related Personnel
Master Classes for Grade 4 Teachers across all learning areas	Grades 4, 5, 6 Teachers, and Interested Teaching-Related Personnel
Master Classes for Grade 7 Teachers across all learning areas	Grades 7, 8, 9, 10, 11, 12 Teachers, and Interested Teaching-Related Personnel

7. Details for these Master Classes are attached for your reference.

8. **SESP Training for JHS and SHS Filipino Teachers who are Non-Filipino Majors** shall push through on November 25-29, 2024.

9. Immediate dissemination of and strict compliance with this Memorandum is desired.


GILBERT A. SADSAD
Regional Director

Incls. As stated
To be indicated in the Perpetual Index
under the following subjects:
INSET SY2024-2025
LEARNING CONTINUITY ACTIVITIES

HRDD-NEAP R/rtb/jblc
11/20/2024



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Enclosure 1:

**NEAP Professional Development Programs for the SY 2024-2025
In-Service Training (INSET)**

A. Master Classes for Kindergarten, Grades 1, 4, and 7 (K147) Teachers across All Learning Areas

In support for the effective implementation of the revised curriculum, NEAP, in collaboration with the Bureau of Curriculum Development (BCD) and Bureau of Learning Delivery (BLD), will provide **Master Classes for Kindergarten, Grades 1, 4, and 7 (K147) Teachers across All Learning Areas** on November 25-29, 2024 delivered online through NEAP Facebook Page.

PD Program Title	PRC-CPD Units
Master Classes for Kindergarten Teachers across All Learning Areas	8
Master Classes for Grade 1 Teachers across All Learning Areas	8
Master Classes for Grade 4 Teachers across All Learning Areas	10
Master Classes for Grade 7 Teachers across All Learning Areas	10

1. Opening Program, to be hosted by NEAP- CO, will be livestreamed at DepEd Philippines and NEAP Facebook Page on November 25, 2024, from 8:00 - 9:00 a.m.
2. All **public and private** Kindergarten, Grades 1, 4 and 7 teachers, school heads and/or supervisors must confirm their participation on or before November 15, 2024, through this link: <http://formdeped.com/NEAPMasterClass>. Other grade levels who wish to attend may also join the Master Classes.
3. Participants may choose to attend two (2) to three (3) different sessions by identifying the subject/s they are interested in attending, as long as it will not have any conflict with the schedules of PD for other learning areas.
4. All participants must submit the evaluative assessment and reflective questions at the end of the day and specified schedule, to ensure that session



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objectives will be met, and the results are attained successfully. The submission will be the basis for the **Certificate of Participation**; no certificate of any kind will be issued for noncompliance.

5. Participants are reminded of the following during the master class sessions:
 - a. For Teachers
 - i. answer the daily post-training evaluation results (Resource Person, sessions) and reflective questions via Microsoft Form per session
 - ii. submit a draft lesson plan integrating the leaning of the topic/s in the learning area they attended
 - b. For Master Teachers / Head Teachers / School Heads
 - i. answer the daily post-training evaluation results (Resource Person, sessions) and reflective questions via Microsoft Form per session
 - ii. download the collaborative expertise guide in this link: <https://tinyurl.com/Collaborative-Expertise-Guide>
 - iii. accomplish the <https://tinyurl.com/NEAPMasterClass-2024> on or before January 30, 2025.

Activity Matrix for Master Classes

GRADE 1		
Host: SDO Mandaue City- www.facebook.com/DepEdMandaueCityOfficial		
Date & Time	PD Program Title	Resource Person
November 25 9:00 AM – 12:00 NN	Strengthening Learners' Language towards Improved Literacy	Dr. Merry Ruth Gutierrez <i>Graduate Faculty in Reading Education</i> Philippine Normal University
November 26 9:00 AM – 12:00 NN	Intensifying Reading Literacy Improvement in a Self- Contained Classroom	
November 27 9:00 AM – 12:00 NN	Maximizing Learning through Explicit Teaching and Translanguaging	Dr. Marcia Nina C. Salvador <i>Assistant Professor</i> Philippine Normal University
November 28 9:00 AM – 12:00 NN	Assessing the Learners Learning Areas through Differentiated Assessment	Prof. May Flor C. Rivera <i>Assistant Professor</i> Philippine Normal University



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KINDERGARTEN		
Host: SDO Mandaue City- www.facebook.com/DepEdMandaueCityOfficial		
Date & Time	PD Program Title	Resource Person
November 25 1:00 – 4:00 PM	Developmentally appropriate Practice vis- à-vis Kindergarten Revised K to 10 Curriculum	Prof. Maria Cecilia Q. Jocson <i>Reading Interventionist and Directress</i> Reading Specialist
November 26 1:00 – 4:00 PM	Learning through Play-based Pedagogy for Holistic Child Development	Dr. Trixie Marie J. Sison <i>Dean</i> College of Education, Miriam College Quezon City
November 27 1:00 – 4:00 PM	Literature- based Approach in Kindergarten	Prof. Dulce Monina Constancia P. Abutal <i>Part-time Faculty Member</i> FEBIAS College of Bible
November 28 1:00 – 4:00 PM	Strengthening Early Literacy and Early Numeracy	Prof. Miriam I. Ugaddan <i>Assistant Professor</i> University of the Philippines

GRADE 7- FILIPINO		
Host: SDO Mandaluyong City https://www.facebook.com/depedmandaluyongcity?mibextid=LOQJ4d		
Date & Time	PD Program Title	Resource Person
November 25 9:00 AM – 12:00 NN	Pag-unawa at Pagsusuri ng mga Tekstong Nasusulat	Dr. Niña Christina Zamora <i>Faculty - Full Professor VI</i> Philippine Normal University
November 26 9:00 AM – 12:00 NN	Pag-unawa at Pagsusuri ng Tekstong Biswal	
November 27 9:00 AM – 12:00 NN	Paglikha at Presentasyon ng mga Tekstong Multimodal	
November 28 9:00 AM – 12:00 NN	Makabagong Pamamaraan ng Pagtataya sa Filipino	



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GRADE 4- FILIPINO		
Host: SDO Mandaluyong City https://www.facebook.com/depedmandaluyongcity?mibextid=LQQJ4d		
Date & Time	PD Program Title	Resource Person
November 25 1:00 – 4:00 PM	Mabisang Paraan ng Paggamit sa Pagtuturo ng Angkop ng Diksiyon	Prof. Dinalene Castanar-Babac <i>Social Action Coordinator, JHS Grades 7,8,9</i> Miriam College High School
November 26 1:00 – 4:00 PM	Mabisang Kayarian ng Teksto sa Pagbuo ng Diskurso	
November 27 1:00 – 4:00 PM	Komprehensibong Paraan ng Pagsusuri ng mga Elementong Biswal	
November 28 1:00 – 4:00 PM	Makabagong Paraanng Pagtataya sa mga Kasanayang Pangwika	

GRADE 4- ENGLISH		
Host: SDO Quezon City https://www.facebook.com/DepEdSDOQuezonCityOfficial		
Date & Time	PD Program Title	Resource Person
November 25 9:00 AM – 12:00 NN	Play-Based Education: An Approach to Boost the Learners' Reading Competency	Dir. Daisy Jane Calado <i>Center Director</i> Readplus Readability Literacy Improvement Center
November 26 9:00 AM – 12:00 NN	Enhancing Language, Reading, and Literacy through Shared Reading Approaches for Learners	
November 27 9:00 AM – 12:00 NN	Unlocking Literacy: The Guided Reading Approach for Enhancing Language and Reading Skills in Learners	
November 28 9:00 AM – 12:00 NN	Circle of Readers: The Round Robin Reading Approach for Strengthening Language and Literacy Skills in Learners	



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GRADE 7- ENGLISH		
Host: SDO Quezon City https://www.facebook.com/DepEdSDOQuezonCityOfficial		
Date & Time	PD Program Title	Resource Person
November 25 1:00 – 4:00 PM	Play-Based Education: An Approach to Boost the Learners' Reading Competency	Prof. Darl Jacqueline M. Orillaza <i>Lecturer</i> De La Salle University
November 26 1:00 – 4:00 PM	Enhancing Language, Reading, and Literacy through Shared Reading Approaches for Learners	
November 27 1:00 – 4:00 PM	Unlocking Literacy: The Guided Reading Approach for Enhancing Language and Reading Skills in Learners	
November 28 1:00 – 4:00 PM	Circle of Readers: The Round Robin Reading Approach for Strengthening Language and Literacy Skills in Learners	

GRADE 4- SCIENCE		
Host: SDO Makati City https://www.facebook.com/SDOMakati		
Date & Time	PD Program Title	Resource Person
November 25 9:00 AM – 12:00 NN	From Questions to Creations: Integrating Inquiry- Based Learning in Science Classrooms	Dr. Edwehna Elinore S. Paderna <i>Associate Professor - Science Education Area Division of Curriculum and Instructions College of Education University of the Philippines - Diliman</i>
November 26 9:00 AM – 12:00 NN	Creating with Purpose: Design- Based Learning Strategies for Science	
November 27 9:00 AM – 12:00 NN	Beyond the Test: Measuring Success through Assessment for Design- Based Learning in Science Classrooms	
November 28 9:00 AM – 12:00 NN	Exploring Success: Rethinking Assessment in Inquiry- Based Science Learning	



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GRADE 7- SCIENCE		
Host: SDO Makati City		
Date & Time	PD Program Title	Resource Person
November 25 1:00 – 4:00 PM	Building Brilliance: Exploring the Engineering Design Process (EDP) in Science	Prof. Gizel R. Santiago Associate Professor V Philippine Normal University - North Luzon
November 26 1:00 – 4:00 PM	Transforming Ideas into Impact: The Design Thinking Process in Science	
November 27 1:00 – 4:00 PM	Assessing Innovation: Evaluating EDP and DTSP through Inquiry and Problem- Based Learning	
November 28 1:00 – 4:00 PM	Evaluating EDP-DTSP in Science through Project- based, and Design thinking- based Assessments	

GRADE 7- MATHEMATICS		
Hosts:		
DepEd Philippines https://www.facebook.com/DepartmentOfEducation.PH		
NEAP Facebook https://www.facebook.com/DepEdNEAP/		
Date & Time	PD Program Title	Resource Person
November 25 9:00 AM – 12:00 NN	Making Mathematics Relevant to the Learners: Bridging the Concepts to Reality	Dr. Elvira de Lara- Tuprio Professor Ateneo de Manila University
November 26 9:00 AM – 12:00 NN	Ensuring the Connection of the Concepts to Real World through Authentic Performance Tasks	
November 27 9:00 AM – 12:00 NN	Critical Thinking in Math: Strategies for Problem Solving	
November 28 9:00 AM – 12:00 NN	Proportions and Percentages: Real-World Applications in Math	



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GRADE 4- MATHEMATICS		
Hosts: DepEd Philippines https://www.facebook.com/DepartmentOfEducation.PH NEAP Facebook https://www.facebook.com/DepEdNEAP/		
Date & Time	PD Program Title	Resource Person
November 25 1:00 – 4:00 PM	Exploring Game-Based Approach in Teaching Mathematics	Dr. Vincent Theodore Balo <i>Associate Professor V</i> College of Teacher Education Cebu Normal University
November 26 1:00 – 4:00 PM	Evaluating Game-Based Approach through Performance Task Assessment	
November 27 1:00 – 4:00 PM	Symmetric Designs: Practical Approaches to Completing Figures	
November 28 1:00 – 4:00 PM	From Reflection to Glide: Techniques for Drawing Symmetric Images	

GRADE 7- ARALING PANLIPUNAN		
Host: SDO Davao City http://www.facebook.com/sdo.davaocity		
Date & Time	PD Program Title	Resource Person
November 25 9:00 AM – 12:00 NN	Empowered Learning: A Collaborative Framework for Addressing Competency Gaps in Araling Panlipunan	Prof. Edizon B. Abon <i>Associate Prof III, BSSE Unit Extension Program Project Lead</i> Philippine Normal University - North Luzon
November 26 9:00 AM – 12:00 NN	Cultural Relevance in Education: Meeting Learners' Needs in Araling Panlipunan with a Culture-Based Approach	
November 27 9:00 AM – 12:00 NN	Holistic Education: The Role of Integrative Approaches in Enhancing Araling Panlipunan Learners' Competencies	Dr. Carlino Santos Jr. <i>Assistant Professor IV, Guidance Counselor and Coordinator for Student Welfare Services</i> Philippine Normal University - North Luzon
November 28 9:00 AM – 12:00 NN	Cultivating Reflection: Strategies for Supporting Competency Acquisition in Araling Panlipunan	



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GRADE 4- ARALING PANLIPUNAN		
Host: SDO Davao City https://www.facebook.com/depeddavaocity		
Date & Time	PD Program Title	Resource Person
November 25 1:00 – 4:00 PM	Building Bridges: A Collaborative Approach to Addressing Learners' Needs in Araling Panlipunan	Dr. Anne Lan K. Candelaria <i>Assistant Vice President for Graduate School</i> Ateneo de Manila University
November 26 1:00 – 4:00 PM	Embracing Heritage: Culture-Based Instruction as a Tool for Improving Competencies in Araling Panlipunan	
November 27 1:00 – 4:00 PM	Synergizing Knowledge: An Integrative Framework for Competency Development in Araling Panlipunan	
November 28 1:00 – 4:00 PM	Reflective Learning: Addressing Competency Gaps in Araling Panlipunan through Self-Assessment	

GRADE 7- TLE		
Host: SDO Antipolo City https://www.facebook.com/sdoantipolocity		
Date & Time	PD Program Title	Resource Person
November 25 9:00 AM – 12:00 NN	Engaging Students through Experiential Learning: Hands-On Strategies for Technology and Livelihood Education	Dr. Charess Goles <i>Assistant Professor V</i> Cebu Normal University
November 26 9:00 AM – 12:00 NN	Harnessing Portfolio- Based Assessment: Comprehensive Strategies for Evaluating Learner's Growth in Technology and Livelihood Education	
November 27 9:00 AM – 12:00 NN	Leveraging Technology- Enhanced Instruction to Address Learners' Needs in Acquiring Essential Competencies of the TLE	
November 28 9:00 AM – 12:00 NN	Enhancing Competency Acquisition in TLE through Experiential Learning: Addressing Learners' Needs	



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GRADE 4- EPP		
Host: SDO Antipolo City https://www.facebook.com/DepEdAntipoloCity		
Date & Time	Topics	Resource Person
November 25 1:00 – 4:00 PM	Introduction to Block-based Programming and Scratch Part 1	Prof. Greg Paolo Alcera <i>Part Time Instructor</i> MyCode
November 26 1:00 – 4:00 PM	Introduction to Block-based Programming and Scratch Part 2	
November 27 1:00 – 4:00 PM	Empowering Practical Skills through Project- Based Learning (PBL) in Edukasyong Pantahanan at Pangkabuhayan (EPP)	
November 28 1:00 – 4:00 PM	Evaluating Real-World Skills through Performance- Based Assessment in Edukasyong Pantahanan at Pangkabuhayan (EPP)	

GRADE 4- MAPEH		
Host: SDO Cebu City https://www.facebook.com/DepEdTayoSDOCebuCity		
Date & Time	PD Program Title	Resource Person
November 25 9:00 AM – 12:00 NN	Collaborative Approach for Enhancing Teaching Music and Arts Competencies	Dr. Jocelyn Timbol Guadalupe <i>Associate Professor</i> University of the Philippines Diliman
November 26 9:00 AM – 12:00 NN	Addressing Diverse Needs: Differentiated Instruction in Music and Arts	
November 27 9:00 AM – 12:00 NN	Genre and Style-Specific Dance Techniques	Dr. Lordinio A. Vergara <i>Vice-President for Finance and Administration</i> <i>Professor - Physical Education, Dance, and Sport</i> Institute of Creative Expressions and Human Movement Education Philippine Normal University
November 28 9:00 AM – 12:00 NN	Assessing Game Performance and Tactical Skills: Implementing TGFU-based Assessment Strategies	Dir. Sebastian Ma. Martin M. Ripoll <i>Vice-President for Research and Development / Director</i> Magna Anima Teachers College



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GRADE 7- MAPEH		
Host: SDO Cebu City https://www.facebook.com/DepedTayoSDOCebuCity		
Date & Time	PD Program Title	Resource Person
November 25 1:00 – 4:00 PM	Collaborative Approach for Enhancing Teaching Music and Arts Competencies	Dr. Jocelyn Timbol Guadalupe <i>Associate Professor</i> University of the Philippines Diliman
November 26 1:00 – 4:00 PM	Addressing Diverse Needs: Differentiated Instruction in Music and Arts	
November 27 1:00 – 4:00 PM	Genre and Style-Specific Dance Techniques	Dr. Lordinio A. Vergara <i>Vice-President for Finance and Administration Professor</i> Physical Education, Dance, and Sports Institute of Creative Expressions and Human Movement Education Philippine Normal University
November 28 1:00 – 4:00 PM	Assessing Game Performance and Tactical Skills: Implementing TGFU-based Assessment Strategies	Dir. Sebastian Ma. Martin M. Ripoll <i>Vice-President for Research and Development / Director</i> Magna Anima Teachers College

GRADE 4- GMRC		
Host: SDO Panabo City https://www.facebook.com/DepedPanaboCity		
Date & Time	PD Program Title	Resource Person
November 25 9:00 AM – 12:00 NN	Navigating Value-Based Pedagogical Approaches for GMRC	Dr. Michael Arthus G. Muega <i>Professor</i> University of the Philippines- Diliman
November 26 9:00 AM – 12:00 NN	Understanding the Instructional Models and Assessment Strategies for GMRC	
November 27 9:00 AM – 12:00 NN	Teaching Analytic Thinking About Values and Assessment Tool Development in GMRC	
November 28 9:00 AM – 12:00 NN	Teaching Analytic Thinking About Values and Assessment Tool Development in GMRC	



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GRADE 7- VALUES EDUCATION		
Host: SDO Panabo City https://www.facebook.com/depedpanabocity		
Date & Time	PD Program Title	Resource Person
November 25 1:00 – 4:00 PM	Navigating Value-Based Pedagogical Approaches for Values Education	Dr. Maricris Acido-Muega <i>Professor</i> University of the Philippines- Diliman
November 26 1:00 – 4:00 PM	Understanding the Instructional Models and Assessment Strategies for Values Education	
November 27 1:00 – 4:00 PM	Teaching Analytic Thinking About Values and Assessment Tool Development in Values Education	
November 28 1:00 – 4:00 PM	Teaching Analytic Thinking About Values and Assessment Tool Development in Values Education	

ATENELO CENTER FOR ENGLISH LANGUAGE TEACHING		
Hosts: DepEd Philippines https://www.facebook.com/DepartmentOfEducation.PH NEAP Facebook https://www.facebook.com/DepEdNEAP/		
Date & Time	PD Program Title	Resource Person
November 29 8:00 – 11:00 AM	Reconceptualizing Teacher Ideology in Multilingual English Language Classrooms: An ACELT Sociolinguistics in English Education (SEED) Project	Dr. Ruanni Tupas <i>Associate Professor</i> Institute of Education, University College London



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DCP ADOPTION TRAININGS		
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NEAP Facebook https://www.facebook.com/DepEdNEAP/		
Date & Time	PD Program Title	Resource Person
November 29 1:00 – 2:00 PM	Introduction to Adobe Creative Cloud	Adobe Philippines
2:00 – 3:00 PM	Microsoft 365 Overview with Learning Accelerators	MSFT Philippines
3:00 – 5:00 PM	Unleash Your Creativity with CANVA for Education	CANVA Philippines

B. Other PD Programs

- In addition to the Professional Development (PD) Programs stipulated under DM-OUHROD-2024-1576, titled "Guidelines on the Conduct of the Regional Office, Schools Division Office and School-Developed Professional Development Programs for FY 2024," the following NEAP-quality assured, PPST-aligned Professional Development (PD) programs may be adopted/adapted and delivered based on the school context vis-a-vis the identified training needs of the teachers. These programs include:

PD Program Title	Focused PPST Domain, Strand, Indicator	Expected Field of Expertise of the Resource Speaker/s
Curriculum Framework Enriching Literacy and	1.3.2, 1.4.2, 4.2.2, 4.5.2, 5.1.2	Literacy, Numeracy



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Numeracy Assessment Integration (CFELNAI)	1.3.3, 1.4.3, 4.2.3, 4.5.3, 5.1.3	
Capacity Building of Secondary School Teachers on E-Learning Strategies and Activities for 21 st Century Education	1.3.2, 1.5.2, 2.3.2, 4.1.2, 4.3.2, 4.5.2, 5.1.2	Educational Technology
Strengthening Teacher Skills in Innovative Research Management Through PROJECT FIRM (Frontrunners on Innovative Research)	1.2.1, 1.2.2, 1.2.3, 7.4.1	Research
Enhancing Literacy Instruction for Key Stage 2 Teachers	1.4.1, 1.4.2, 1.5.1, 1.5.2	Literacy
Learning-Teaching Evolution (LTE): Training on the Application of Thematic Teaching Principles and Integrative Performance Assessment	1.1.2, 4.1.2, 5.1.2	Curriculum, Assessment
Higher Order Thinking Skills Professional Learning Packages for Mathematics, Science, and English Teachers	PPST 1.5.2, 1.5.3 PPSSH 3.2.2 PPSS 3.1.2	Math, Science, English
Capacity Building of Key Stage 1 Teachers on Learning Recovery in Literacy and Numeracy	1.1.2, 1.1.3, 1.4.2, 1.4.3, 1.5.2, 1.5.3, 2.3.2, 2.3.3, 4.2.2, 4.2.3, 5.1.2, 5.1.3	Literacy, Numeracy
Rethinking Education: Building Teachers Capacity for Resilient Batang Malaybalay Module 1: Decision Models and Approaches in Reading	1.1.2, 1.4.2, 1.5.2, 3.1.2, 4.1.2, 7.3.2	Literacy
Division Training on Pedagogy for Non-English Major Senior High School Teachers	1.1.2, 1.4.2, 1.5.2, 3.1.2, 4.1.2, 4.2.2, 4.5.2	English
Teacher Development Program in Transforming Access to Classroom Reading Practices	1.2.1, 1.2.2, 1.4.1, 1.4.2, 1.5.1, 1.5.2, 2.4.3, 4.3.1, 4.3.2, 5.1.1, 5.1.2, 5.3.1, 5.3.2, 7.3.1, 7.3.2	Literacy
Equipping Educators: Advancing Content Knowledge and Pedagogy for K to 3 Teachers in Mathematics	1.4.1, 1.4.2, 1.5.1, 1.5.2, 2.3.1, 2.3.2, 2.5.1, 2.5.2, 3.1.1, 3.1.2, 4.5.1, 4.5.2, 5.1.1, 5.1.2	Mathematics



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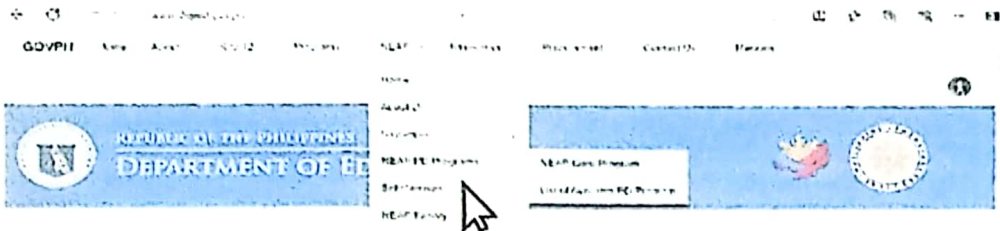
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* These PD Programs can also be accessed at the NEAP website through this link: http://neap.deped.gov.ph/NEAP_PD_Programs. Follow these instructions to access these materials:

- a. Click the **NEAP Professional Development Programs** from the main navigation menu.



- b. Click the **NEAP Core Programs** and choose among the programs that you want to access.



- c. Choose program titles to view the program description and the link to the training resource package.

2. Regions, SDOs, and Schools shall acknowledge the original developers of the adopted or adapted Professional Development (PD) programs by including this recognition on the final slide of every session.
3. For SDO-organized and school-based INSET, expenses may be covered by the Program Support Fund (PSF), INSET fund or other local funds in accordance with DepEd Order No. 30, s. 2021, also known as the "Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders." Additionally, the guidelines outlined in DM-OUHROD-2024-0427, titled "Guidelines on the Utilization of FY 2024 Human Resource Development (HRD) Fund," may apply, with all expenditures subject to accounting and auditing rules and regulations.





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Enclosure 2:

Guidelines on the School-Based Management and Implementation of the SY 2024-2025 In-Service Training (INSET)

1. Pursuant to DepEd Order No. 009, s. 2024, School Heads shall ensure the effective management and implementation of the SY 2024-2025 In-Service Training (INSET) for teachers. School heads play a vital role in managing school-based in-service training (INSET). As leaders, they are responsible for setting academic goals, guiding curriculum development, and evaluating teachers and staff. Their leadership significantly impacts the success of INSET programs, which aim to enhance teachers' subject-area content knowledge and pedagogical skills. Effective school heads prioritize teacher development, ensuring that INSET programs address unique professional needs and improve teaching competencies critical for student learning outcomes. They also oversee logistical arrangements, resource allocation, and budget management to guarantee smooth program implementation.
2. As such, stipulated below are the key responsibilities of School Heads in the effective management and implementation of SY 2024-2025 INSET:
 - a. School Heads shall ensure that all Professional Development (PD) programs are well-designed, developed, and effectively delivered to enhance teachers' subject-area content knowledge and pedagogical skills, supporting their continuous professional growth and career progression.
 - b. School Heads must revisit the School Plan for Professional Development (SPPD) to prioritize the training needs of teachers, focusing on addressing unique professional development needs and improving teaching competencies critical for student learning outcomes.
 - c. School Heads shall select PD programs based on the needs of teachers across different levels and specific subject areas, choosing from available PD programs listed on the NEAP website at [http://ed.doe.gov.ph/NEAP_PD_Programs](#). A comprehensive list of PD programs for SY 2024-2025 INSET can be found in Enclosure 1.
 - d. If schools have developed PD programs based on the needs reflected in the teachers' Individual Plans for Professional Development (IPPD)—which can be derived from their self-assessments using the electronic Self-Assessment Tool (e-SAT) and/or performance assessments—these programs may be implemented, subject to quality assurance of Schools Division Evaluation teams and CPD accreditation by the PRC.



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- e. School Heads must ensure that complete Training Resource Packages and other materials, whether sourced from the NEAP repository or school-developed, are available for all modes of delivery (online, face-to-face, hybrid). These resources are vital for the successful implementation of the PD programs.
- f. School Heads must ensure that the PD programs are delivered in accordance with the guidelines set in the relevant memorandum. The Program Management Team, particularly the resource persons, should consist of learning area specialists to guarantee the success of the programs. They are responsible to conduct *monitoring and evaluation* of the implementation of the PD programs to ensure that they align with the objectives of improving teaching effectiveness and enhancing learning outcomes.
- g. Please use the following link to access the **NEAP e-M&E Tool for School Leaders** at <http://www.deped.gov.ph/2022/07/11/new-portal-theme/>. Once you open the link, locate and select the region where your school belongs. After identifying your region, fill out the **End of INSET form for School Leaders**. This form must be submitted at the end of the INSET. Ensure that the form is completed accurately and submitted on time.
- h. School Heads are accountable for overseeing all logistical aspects of the PD programs, including scheduling, resource allocation, and the chosen delivery methods. These arrangements must be completed well in advance to ensure the smooth execution of the PD programs.
- i. School Heads must ensure the efficient and judicious use of funds allocated for PD programs. All financial expenditures must be accurately recorded and reflected in the NEAP e-M&E Tool to ensure transparency and accountability in managing the program's financial resources.



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Enclosure 3:

Adoption of the NEAP e-M&E Tool for the SY 2024-2025 INSET

1. Consistent with the intent of consolidating the database for teacher professional development in preparation for the implementation of career progression policy, NEAP introduces the NEAP e-M&E tool, which includes the following:
 - INSET 2024 Registration Form
 - End of INSET Form for Teachers

These e-M&E forms are accessible exclusively through the following link:
<http://www.deped.gov.ph/portal/portal/portal/2024/inset/2024>

2. To ensure compliance, the Schools Division Superintendents through the SGOD Chiefs, in collaboration with the CID Chiefs shall conduct an orientation and provide technical support to School Heads on the proper utilization of the NEAP e-M&E tool. Likewise, the School heads shall ensure that teachers are also provided with accurate information and technical support on the effective utilization of the NEAP e-M&E tool. (See Annex A: *Instructions in Completing the NEAP e-M&E Tool*)
3. Moreover, School Heads are responsible for ensuring that all teachers complete the *INSET 2024 Registration Form* prior to their participation in any Professional Development (PD) programs.
4. Teachers may participate in at least one (1) and a maximum of five (5) PD programs, based on their learning and development capacity, regardless of the PD mode of delivery (e.g., online, face-to-face, hybrid).
5. To confirm completion of the program, teachers must submit the *End of INSET Form and a Certificate of Participation shall be issued to the teachers who successfully completed the PD Program, signed by the by the Schools Division Superintendent upon the recommendation of the School Head.*

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Annex A: Instructions for Teachers in Accomplishing the NEAP e-M&E

A. Accomplishing the Registration Form for INSET 2024

1. Go to the November 2024 INSET Report Submission portal through this link: <https://sites.google.com/deped.gov.ph/nov2024insetreport/>
2. Click your respective region and access the **INSET Registration Form (for teachers and school heads)**.
3. Complete the registration form with the required details (e.g., name, school, contact information).
4. Review your information, then submit your registration.

B. Accomplishing the different evaluation forms

1. Go to the November 2024 INSET Report Submission portal through this link: <https://sites.google.com/deped.gov.ph/nov2024insetreport/>
2. Click your respective region and access the form that you want to accomplish.
3. Provide the necessary information.
4. Different Forms
 - a. End-of-INSET Evaluation Tool
 - i. Provide the target PPST domain of the training
 - ii. Indicate your pre-test and post-test scores
 - iii. Share your significant learning
 - iv. Indicate if you have submitted your Workplace Application Plan
 - b. INSET End-of-Day Evaluation Consolidation Form (for School M&E Coordinator)
 - i. Provide the average daily evaluation results for program management, learning management, and training venue.
 - ii. Indicate the relevant comments/feedback for each day.
 - c. Program Completion Report
 - i. Indicate the following details:
 - Executive Summary
 - M&E Analysis
 - General Comments and Issues Encountered
 - Photo Documentation
 - Recommendations



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