



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

January 17, 2024

Division Memorandum

No. 22 s. 2024

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

TO: All Division Personnel
Elementary and Secondary School Heads
All Others Concerned

1. This office, through the Human Resource Training and Development (HRTD), reiterates the provisions in RM 31 2. 2024 titled Guidelines on the Conduct of the In-Service Training for Teachers (In Set) for School Year 2023-2024.
2. Relative thereto, the Schools shall ensure that the implementation of INSET classes is participatory and should be offered to small groups to maximize impact on teacher and school leader quality in addressing and resolving areas of needs identified by the teachers or school leaders to continuously improve their competencies are aligned with the guidelines.
3. As such, topics shall focus on the teachers' learning and development needs and on sharing information on the following policies and priority programs:
 - a. Training for Teachers teaching non-major subjects;
 - b. Microsoft 365 Productivity Online Training through DepEd Philippines;
 - c. National Learning Camp;
 - d. National Reading Program;
 - e. National Mathematics Program;
 - f. Catch-up Fridays;
 - g. Early Language Literacy and Numeracy (ELLN);

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- h. Policy Guidelines on the Implementation of the Comprehensive Sexuality Education (DepEd Order No. 31 s. 2022);
 - i. Child Rights Policy; Adopting the Rights-Based Education Framework in Philippine Basic Education (DepEd Order No. 31 s. 2022);
 - j. DepEd Child Protection Policy (DepEd Order No. 40 s. 2012);
 - k. Safe Spaces Act (RA 11313).
4. The Maintenance and Other Operating Expenses (MOOE) can be utilized for the conduct of the school-based INSET by DepEd Order No. 13 2. 2016 otherwise known as the Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, Including Other Funds Managed by Schools, subject to the usual government accounting and auditing rules and regulations.
5. To ensure that all teachers have been provided the necessary learning and development needs interventions, an INSET report must be submitted through the following links on or before February 7, 2024:
- a. <http://tinyurl.com/SDOTABUKINSET2024ETD1> for Eastern Tabuk District 1
 - b. <http://tinyurl.com/SDOTABUKINSET2024ETD2> for Eastern Tabuk District 2
 - c. <http://tinyurl.com/SDOTABUKINSET2024ETD3> for Eastern Tabuk District 3
 - d. <http://tinyurl.com/SDOTABUKINSET2024NTD1> for Northern Tabuk District 1
 - e. <http://tinyurl.com/SDOTABUKINSET2024NTD2> for Northern Tabuk District 2
 - f. <http://tinyurl.com/SDOTABUKINSET2024STD1> for Southern Tabuk District 1
 - g. <http://tinyurl.com/SDOTABUKINSET2024STD2> for Southern Tabuk District 2
 - h. <http://tinyurl.com/SDOTABUKINSET2024STD3> for Southern Tabuk District 3
 - i. <http://tinyurl.com/SDOTABUKINSET2024WTD1> for Western Tabuk District 1
 - j. <http://tinyurl.com/SDOTABUKINSET2024WTD2> for Western Tabuk District 2
6. Immediate dissemination of and compliance with this Memorandum are desired.


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