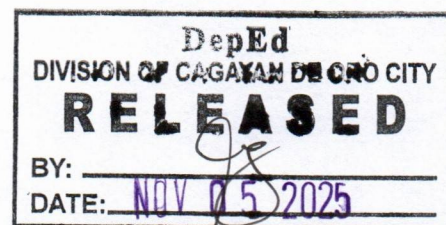




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

05 Nov 2025

DIVISION MEMORANDUM
No. 1001 s.2025

CONDUCT OF IN-SERVICE TRAINING (INSET) AND PROFESSIONAL DEVELOPMENT ACTIVITIES NOT TO INTERFERE WITH CLASSES

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Concerned Curriculum Implementation Division Personnel
Concerned School Governance and Operations Division Personnel
Concerned Office of the Schools Division Superintendent Personnel
All Elementary and Secondary Public School Heads and Principals
This Division

1. In reference to the Department of Education Memorandum dated **October 22, 2025**, titled "*Declaration of Midyear Break as Wellness Break and Guidelines for Professional Development Activities*," schools and divisions are reminded that **In-Service Training (INSET)** and other **professional development programs** shall continue to be conducted **on preferred dates within the remaining days of School Year 2025-2026**. This issuance is released to clarify the guidelines and address all queries received by the Division regarding the conduct of such activities.

2. In accordance with the said memorandum, the **conduct of INSET and professional development activities must not interfere with classes**. These may be **integrated through school-based training and the utilization of School Learning Action Cells (SLAC)**.

3. To ensure minimal disruption to teaching and learning, **SLAC sessions may be scheduled once a week, preferably from 2:30 to 4:30 PM**.

4. Furthermore, if INSET or professional development activities are **conducted on Saturdays, Sundays, or Holidays**, participating teachers and personnel shall be **entitled to Compensatory Time Off (CTO) or Service Credits**, subject to existing DepEd rules and regulations.

5. All school heads are directed to **submit their INSET and Professional Development Plans** to the **School Governance and Operations Division (SGOD)** – Human Resource Development Section for proper monitoring and coordination. Then, **accomplish and submit the following INSET Enclosures**, duly signed and compiled in **PDF format**: The softcopy link is <https://tinyurl.com/mrxp4t42>



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandero.city@deped.gov.ph
Website: <https://depedcdo.net/>

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1. **Enclosure 3** – PD Needs Prioritization Matrix
 2. **Enclosure 4** – School-Based INSET Plan (Approved copy)
 3. **Enclosure 6** – Curriculum Vitae of Resource Speaker / Subject Matter Expert
 4. **Enclosure 7** – End-of-Day Evaluation or QAME
 5. **Enclosure 8** – Budget Matrix
 6. **Enclosure 12** – School-Based PD Program Workplace Application Plan (WAP)
 7. **Enclosure 13** – PD Program Completion Report Form
 8. **Enclosure 15** – List of Participants
 9. **Enclosure 16** – Accomplishment Report
6. To ensure uniformity and proper documentation, all schools shall comply with the following **submission guidelines**:
- All required documents must be **in PDF format**.
 - All pages must be **in one direction only**, even for landscape files.
 - All documents shall be **compiled in One Drive folder entitled INSET REPORTS PER DISTRICT**, accessible in the same link, using the following format:
👉 **[School Name]_INSET2025**
7. Schools are reminded to strictly follow the **content focus areas** indicated in DM-OU-LS-2025-095, which include but are not limited to:
- Reflective practice and instructional refinement in the implementation of the revised K to 12 Curriculum and ARAL Reading Program;
 - Strengthening inclusive instruction and literacy-numeracy strategies;
 - Developing digital, critical, creative thinking and higher-order thinking skills;
 - Empowering teachers in socio-emotional learning and guidance services; and
 - Addressing emerging needs based on teachers' individual professional development plans.
8. Funding requirements for the conduct of the **School-Based INSET** shall be chargeable against the **MOOE**, subject to the usual accounting and auditing rules and regulations per **DepEd Order No. 008, s. 2019**, and other related issuances.
9. All School Heads are directed to ensure **timely conduct, documentation, and submission** of INSET outputs. The **deadline for online submission** containing all required enclosures shall be a week after the conduct.
10. For guidance and reference, attached are copies of **DepEd Memorandum DM-OU-LS-2025-095** and **Regional Memorandum No. 822, s. 2025** titled "*Guidelines on the Conduct of the School Year 2025–2026 In-Service Training for Teachers (INSET).*"



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11. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

12. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO

Schools Division Superintendent

Encl.: As stated

Reference: DepEd Memorandum DM-OU-LS-2025-095 & Regional Memorandum No. 822, s. 2025

To be indicated in the Perpetual Index

under the following subjects:

POLICY

PROFESSIONAL DEVELOPMENT

LEARNING & DEVELOPMENT

INSET

DM086-SGOD-HRDS-MCTG / CONDUCT OF IN-SERVICE TRAINING (INSET) AND PROFESSIONAL DEVELOPMENT ACTIVITIES NOT TO INTERFERE WITH CLASSES

November 5, 2025



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