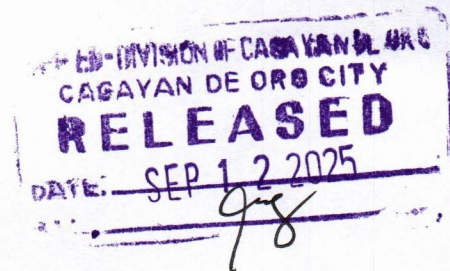




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

11 September 2025

DIVISION MEMORANDUM

No. 791 s.2025

Conduct of In-Service Training (INSET) During the Semestral Break, October 27 – 31, 2025

To: Audie S. Borres – Assistant Schools Division Superintendent
Jean S. Macasero – Chief, Curriculum Implementation Division (CID)
Rosalio R. Vitorillo - Chief, Education Program Supervisor (SGOD)
All Public Schools District Supervisors (PSDS)
All Elementary & Secondary School Heads
This Division

1. In line with the Department of Education's commitment to continuously enhance teacher quality and effectiveness in accordance with the Philippine Professional Standards for Teachers (PPST), all public elementary and secondary schools in the Division of Cagayan de Oro City are hereby directed to conduct their **In-Service Training (INSET)** during the semestral break, scheduled on **October 27 to 31, 2025**.
2. The focus and content of the INSET shall be anchored on the results of the **Electronic Self-Assessment Tool (e-SAT)** administered prior to the opening of the current school year and **Khan Academy**. This approach aims to address identified professional development needs of teachers, strengthen instructional practices, and support learner achievement.
3. School heads are instructed to **design and prepare their INSET Implementation Plan**, ensuring that the activities are relevant, responsive, and aligned with both the PPST and the Schools Division Office's priority programs.
4. The **INSET Implementation Plan** of each school shall be submitted to the Office of the Curriculum Implementation Division through the School Governance and Operations Division (SGOD), Human Resource Development Section (HRDS) on or before **October 17, 2025**, for review and consolidation.
5. Immediate dissemination of this Memorandum is desired for the guidance and compliance of all concerned.

ROY ANGELO E. GAZO
Schools Division Superintendent



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Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



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Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

INSET

DM-68-SGOD-HRDS-DMSA/INSET
September 11, 2025



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Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2