



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

13 Oct 2025

DIVISION MEMORANDUM
SGOD-2025-201

QUALITY ASSURANCE AND IMPLEMENTATION GUIDELINES ON THE CONDUCT
OF THE IN-SERVICE TRAINING (INSET) FOR TEACHERS' PROFESSIONAL
DEVELOPMENT

To: District Heads
Public Elementary School Head
Public Secondary School Head
Teaching Personnel
This Division

1. To support the Department's continuing effort to improve teachers' professional development, the National Educators Academy of the Philippines (NEAP) issued the guidelines on the conduct of the In-Service Training (INSET) for Teachers and Midyear Performance Review and Evaluation on October 27–31, 2025, following DepEd Order No. 12, s. 2025, titled *"Multiyear Implementing Guidelines on the School Calendar and Activities."* There shall be 3 days for INSET and 2 days for MPRE.
2. The INSET aims to strengthen teachers' skills and knowledge to improve learning delivery in all classrooms and learning centers. The training shall focus on the following areas:
 - a. Reflective practice and instructional refinement in the implementation of the:
 - i. Revised K to 12 Curriculum
 - ii. ARAL-Reading Program
 - b. Strengthening inclusive instruction
 - c. Strategies for promoting literacy and numeracy
 - d. Strategies for developing critical and creative thinking as well as other higher order thinking skills
 - e. Instructional strategies for non-major teachers handling Filipino in Junior and Senior High School
 - f. Empowering teachers on Socio- Emotional Learning (SEL) in classroom instruction
 - g. Strategies for supporting continuity of learning during emergency situations through flexible modalities
 - h. Accelerating digital adoption for effective and accessible learning delivery
 - i. Strengthening instruction and assessment in the Alternative Learning System
 - j. Enhanced delivery of Guidance services by Guidance designates in schools



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- k. Other emerging needs based on teachers' individual professional development plan
3. To ensure quality in the preparation and delivery of the INSET, schools and offices shall refer to DM-OUHROD-2024-1576, *"Guidelines on the Conduct of Regional Office-, Schools Division Office-, and School-Developed Professional Development Programs for FY 2024,"* available at tinyurl.com/DM241576.
4. A quality assurance process shall be conducted to ensure that training topics are properly aligned with teachers' needs. The District PD Evaluators shall review and evaluate the PD Program proposals including necessary attachments and issue the necessary documents for division and regional endorsement in the issuance of the Certificate of Quality Assurance. All schools are directed to prepare and submit their INSET PD Program proposals for quality assurance.
5. The following process for quality assurance shall be followed for the INSET SY 2025-2026 as of October 8, 2025 and onwards submission.

Step 1. Submission and District-Level Evaluation

- a. The School Program Holder submits the proposal and supporting documents, either in hard copy or e-copy, for district-level evaluation.
- b. After evaluation and approval, the District PD Consolidation Focal shall:
1. *Upload the PD proposals and approved evaluation forms to the district official PD archive.*
 2. *Encode the details of evaluated PD programs in the PD submission tracker; and*
 3. *Submit the approved PD transmittal in hard copy to the Division Office for verification.*

Step 2. Division-Level Review and Quality Assurance

- a. The Division CPD Focal reviews and consolidates the PD programs submitted by the district.
- b. After the review and consolidation, the Division CPD Focal shall:
1. *Issue the Division Certificate of Quality Assurance (CQA) signed by Schools Division Superintendent; and*
 2. *Update the PD Program QA Status in the official tracker.*

Step 3. Regional Endorsement

- a. The Division CPD Focal endorses the Professional Development Programs (PDPs) to the Regional Office for further evaluation.



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- b. The Regional Office then issues the Regional Certificate of Quality Assurance, which serves as the basis for regional endorsement.
- c. The PD Program QA Status shall likewise be updated by the Division CPD Focal

Step 4. Processing of L&D Design for Liquidation

- a. The school shall process the Learning and Development (L&D) Design for liquidation and submit it to the HRDS SEPS for logging. The logged document shall then be endorsed to the Office of the Assistant Schools Division Superintendent (ASDS) for recommending approval and subsequently forwarded to the Schools Division Superintendent (SDS) for final approval.

Step 5. Program Implementation

- a. The schools may now conduct the approved Professional Development (PD) program following the proposed and approved timeline following proper conduct process and securing of MOVs.
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- 6. The INSET may be conducted at the school level (school-based) or at the district/division level (cluster-based). Expenses for the school-based INSET may be charged to the Maintenance and Other Operating Expenses (MOOE) or available local funds, following the provisions of DepEd Order No. 008, s. 2019, titled *“Revised Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, Including Other Funds Managed by Schools,”* and subject to the usual government accounting and auditing rules and regulations.
 - 7. For the approval of the Learning and Development (L&D) design using the Division template for liquidation, schools shall ONLY attach the Certificate of Quality Assurance (District Level) and the approved transmittal signed by the District PD Evaluators and Division PD Focal. The details of the L&D design shall also be encoded through this link: <https://bit.ly/LDDesignsforApproval>, in reference to Division Memorandum No. 018, s. 2025.
 - 8. To provide technical assistance in the quality assurance and implementation of INSET, an online convergence will be conducted on October 13, 2025 @ 8:30 AM via Microsoft Teams. Participants of the orientation are school heads, district Heads, and District PD Evaluators and Consolidation Focal.
 - 9. To monitor the proper implementation of the Midyear Performance Review and Evaluation–In-Service Training (MPRE-INSET) for SY 2025–



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2026, attached is the list of the Monitoring Team. Travel and other incidental expenses incurred by the monitoring team in the performance of their duties shall be charged against local funds, subject to the usual government accounting and auditing rules and regulations.

10. For clarification, contact Madina P. Loguio at 09193702488 or Rehanee P. Sambuto at 09385540626

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

Adriano A. Daligdig/SGOD/MLA – quality assurance and implementation guidelines on the conduct
of the in-service training (inset) for teachers' professional development
0997/October 13, 2025



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MPRE and INSET Division Monitoring Team
 October 27-31, 2025

Lead Monitors/Top Management:

- a. Ruth L. Estacio, Phd, CESO V – Schools Division Superintendent
- b. Atty. Nelyn B. Frinal, CESO VI – Assistant Schools Division Superintendent
- c. Ma. Shirley M. Cardinal – Chief SGOD
- d. Donna S. Panes, Phd, Chief CID

MUNICIPALITY	PERSONS ASSIGNED	
	CID	SGOD
Alabel	Judith B. Alba Maylene F. Gregana	Romeo L. Martin Araceli J. Dinopol
Alabel 1	Ferdinand Simon	
Alabel 2	Fredgie Pasco	
Alabel 3	Glenn Castillas	
Alabel 4	Glenda Elem	
Glan	Rey C. Tagala Bedaria T. Hassan	Marlon P. Agad Rehanee P. Sambuto
Glan 1	Felix Barenan Jr.	
Glan 2	Pinky Tanap	
Glan 3	Roy Tribunalo	
Glan 4	Felix Barenan Jr.	
Kiamba	Mario S. Donio Edward F. Gulam	Bualan Y. Abid Engr. Edgar De Vera Jestoni Sales
Kiamba 1	Pacita A. Ramos	
Kiamba 2	Teresita Macabacyao	
Kiamba 3	Pacita A. Ramos	
Maasim	Edmund D. Gulam Norie L. Bagnol	Madina P. Loguioman Engr. Christine Mae Bartolaba Dr. Lyn Francis Gumban
Maasim 1	Taya Saling	
Maasim 2		
Maasim 3		
Maitum	Marlou M. de Arce	Dr. Monnette Faye Macamay Ismael Villaluz
Maitum 1	Argelio Arago	
Maitum 2	Eriel Napila	
Malapatan	Aurelio C. Cagang Melchor P. Maguan	Felipe B. Tuyogon, Jr. Junellete D. Mabunga
Malapatan 1	Glenn Castillas	
Malapatan 2	Glenn Castillas	
Malapatan 3	Susana Sumagka	
Malungon	Analiza P. Domingo	Redentor Vigafria



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	John Jerson P. Constantino Aletha G. Alindo	Estylinda G. Tudayan Dr. Michael Salting
Malungon 1	Noli Cabaylo	
Malungon 2	Fernie Cabanalan	
Malungon 3	Noli Cabaylo	
Malungon 4	Fernie Cabanalan	