



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

08 Jun 2026

DIVISION MEMORANDUM
SGOD-2026-116

DOWNLOADING OF FUNDS TO THE DISTRICT FOR THE CONDUCT OF IN-SERVICE TRAINING FOR TEACHERS

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

1. In line with the Department of Education's continuing commitment to strengthening teachers' professional competencies and improving learning outcomes, the Human Resource Development Committee shall facilitate the implementation of quality-assured Professional Development (PD) Programs that are responsive to the identified learning and development needs of teachers. To support the conduct of district-wide In-Service Training (INSET), the Schools Division Office, through the Human Resource Development Section (HRDS), shall provide financial assistance to each district to augment the implementation of priority professional development interventions. An allocation of One Hundred Thousand Pesos (Php 100,000.00) shall be downloaded to each district, charged to HRD Fund subject to existing government accounting, auditing, and budgeting rules and regulations.
2. Relative thereto, District Supervisors, in collaboration with School Heads and School Learning Action Cell (SLAC) Coordinators, are directed to prepare and submit a District INSET Professional Development Program Proposal for quality assurance and approval by the Division Office. The proposed program shall be anchored on the results of training needs assessments, school performance data, and other relevant evidence to ensure its relevance, responsiveness, and impact.
3. The INSET shall primarily aim to strengthen teachers' knowledge, skills, and professional competencies to enhance the quality of teaching and learning across all classrooms and learning centers. Training sessions shall focus on priority learning and development areas aligned with national and division education priorities, curriculum implementation, instructional leadership, assessment practices, learner support mechanisms, and other emerging professional development needs. The training shall focus on the following recommended areas:





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- a. Learning and Development Needs Assessment (District Level)
 - b. Reflective practice and instructional refinement in the implementation of the:
 - i. Revised K to 12 Curriculum
 - ii. ARAL-Reading Program
 - c. Strengthening inclusive instruction
 - d. Strategies for promoting literacy and numeracy
 - e. Strategies for developing critical and creative thinking as well as other higher order thinking skills
 - f. Instructional strategies for non-major teachers handling Filipino in Junior and Senior High School;
 - g. Empowering teachers on Socio- Emotional Learning (SEL) in classroom instruction;
 - h. Strategies for supporting continuity of learning during emergency situations through flexible modalities:
 - i. Accelerating digital adoption for effective and accessible learning delivery;
 - j. Strengthening instruction and assessment in the Alternative Learning System;
 - k. Enhanced delivery of Guidance services by Guidance designates in schools;
 - l. 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,"*. 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 any necessary attachments, and issue the required documents for division and regional endorsement in support of the issuance of the Certificate of Quality Assurance.
4. All districts are directed to prepare and submit their INSET PD Program proposals for quality assurance, subject to NEAP Recognition and PRC-CPD Accreditation, for two (2) days of INSET to be conducted during the 1st End of Term Block on September 10-11, 2026.
5. The following process for quality assurance shall be followed for the INSET for SY 2026-2027. Deadline of Submission will be on or before June 11, 2026.

Step 1. Submission and District-Level Evaluation

- a. The District Head/District PD Team/ Program Holder submits the proposal and supporting documents, either in hard copy or e-copy, for district-level evaluation.



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- 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.
- 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. Downloading of Funds to the District

- a. The Human Resource and Development Section shall process the downloading of funds to the District. Hence, a Learning and Development Design for liquidation purposes shall be submitted to the division office for approval.

Step 5. Program Implementation

- a. The district 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 to identified school or other identified venue of preference. Additional expenses for the District-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.





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7. For the approval of the Learning and Development (L&D) design using the Division template for liquidation, district shall 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/42vRRuc>, in reference to Division Memorandum No. 018, s. 2025.
8. To provide technical assistance in the preparation of the INSET PD proposal, quality assurance, and implementation of INSET, an online convergence will be conducted on June 9, 2026, @ 9:00 AM via Microsoft Teams. Participants of the orientation are District Heads, District INSET Focal, and District PD Evaluators.
9. For clarification, contact Madina P. Loguioyman at 09193702488 or Rehane 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:

FUNDS

Adriano A. Daligdig/SGOD/MLA – downloading of funds to the district for the conduct
of in-service training for teachers

0404/June 8, 2026





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REQUIREMENTS FOR NEAP QUALITY ASSURANCE OF SCHOOL-BASED PD PROGRAMS

Forms and Templates: <https://bit.ly/sarPRCtemplates>

INSET

1. 3-day INSET Plan
2. Detailed PD Program Design
3. M&E plan
4. Pre- and post-assessment tools
5. Learning action plan
6. Budget matrix
7. Curriculum vitae of resource person/s
8. End-of-day evaluation tool
9. List of Participants

REQUIREMENTS FOR PRC-CPD ACCREDITATION

1. "CPDD-02" Application for Accreditation of CPD Program
2. "CPDD-14" Certificate for Participants/Attendees (A copy of what to be issued-1 sample only)
3. Program of Activities showing time/duration of topics/workshop and resource persons
4. "CPDD-16" Instructional Design (or using the prescribed template by the Board such as Professional Teachers, Nursing, etc. see Downloadable)
5. Evaluation method or tool that measures the learning gained by the participants specifically and appropriate to course objectives set (*Pre/Post-test Questionnaire, Survey Questionnaire, etc.*)
6. "CPDD-17" Resume of the Resource Person/s (including the required attachment)
7. Valid Professional Identification Card/Receipt of Renewal of Resource Persons (Attach to Form "CPDD-17") if licensed/registered professional. Otherwise, submit a copy of a valid government or company-issued Identification Card
8. Financial Plan/Breakdown of Expenses (using the prescribed template pursuant to Commission Resolution No. 1520 S. 2022).
9. **Certificate of Quality Assurance** (to be issued by District/HRDS/Region NEAP upon approval)

ALLOCATION PER DISTRICT

No.	District	Allocation (₱)
1	Alabel 1	92,090
2	Alabel 2	81,921
3	Alabel 3	112,147
4	Alabel 4	77,966



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5	Glan 1	175,706
6	Glan 2	78,531
7	Glan 3	72,881
8	Glan 4	148,870
9	Kiamba 1	105,932
10	Kiamba 2	55,650
11	Kiamba 3	82,768
12	Maasim 1	91,243
13	Maasim 2	79,096
14	Maasim 3	103,107
15	Maitum 1	100,848
16	Maitum 2	87,288
17	Malapatan 1	108,757
18	Malapatan 2	61,582
19	Malapatan 3	111,865
20	Malungon 1	100,848
21	Malungon 2	110,735
22	Malungon 3	104,802
23	Malungon 4	155,367
	Total	Php 2,300,000

