



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE OF PANGASINAN II

Office of the Schools Division Superintendent

6 FEBRUARY 2023

DIVISION MEMORANDUM

No. 059, s. 2023

CONDUCT OF MID-YEAR IN-SERVICE TRAINING (INSET)

To: **All Public Schools District Supervisor**
All Elementary and Secondary School Heads
This Division

1. This is to provide further information and highlight the salient points on In-Service Training (INSET) of DM-OUHROD-2023-0063-2023 HRD Program: Support Fund (PSF) and INSET Fund for the Regions and Divisions" dated 4 January 2023 issued by this Office.
2. The In-Service Training (INSET) Fund which is also released directly to SDOS, may be utilized for the Programs, Activities, and Projects (PAPs), particularly on Literacy-Numeracy programs subject to DepEd Order No. 030, 2021 titled Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders.
3. INSET is one of the modalities in providing professional development for teachers which can be an avenue where teachers and school leaders can enhance teacher competencies, address concerns, issues, and gaps in teaching and learning, In ensuring the quality and relevance of school-based INSET, the school heads shall ensure that the topics and content are responsive, needs-based, and anchored on the Professional Standards based on the consolidated Individual Development Plan (IDP) of teachers.
4. **All INSET topics shall be anchored on teachers' professional development needs enumerated in Part IV- IDP of their Individual Performance Commitment and Review Form (IPCRF), emerging and urgent needs/priorities identified by the leadership particularly on literacy and numeracy, critical thinking and problem- solving skills across key stages.**
5. **Schools are allowed to merge with other nearby school/s or schools within the district in conducting the INSET provided that they have related, if not the same content in their INSET Plan.** Moreover, the participants of the INSET should strictly adhere to the current health and safety protocols.
6. Schools shall submit their INSET plan to the School Division Office (SDO) through their respective Public Schools District Supervisors (PSDS).




7. The schools shall use the INSET monitoring tool on the link:
<https://tinyurl.com/INSETpang2MEtool>.
8. **Schools shall use the INSET Completion Report templates that can be accessed and submitted through the <https://tinyurl.com/INSETreport2023> on or before February 15, 2023.**
9. **Pursuant to DepEd Order-030s 2021, expenses incurred relative to the conduct of this activity shall be chargeable against the INSET Funds** subject to the usual government accounting and auditing rules and regulations. INSET funds are directly released by DBM to the SDOS annually. *Presently, it is computed as five percent (5%) of the total School Maintenance and Other Operating Expenses of public schools.*
10. For more information and clarifications, please contact Ms. Rizza Pereyra of the National Educators Academy of the Philippines-Professional Development Division, Department of Education at DepEd Central Office, Room 211 Mabini Building DepEd Complex, Meralco Ave., Pasig City through email at pdd.pdi@deped.gov.ph or at telefax number (02) 8715-9919.
10. For your information and strict compliance.

LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent


ROSARIO O. CABRERA

Assistant Schools Division Superintendent

APPROVED FOR THE SUBMISSION:

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