REGIONAL MEMORANDUM
No. 731, s. 2020

GENERAL PROVISIONS ON THE CONDUCT OF IN-SERVICE TRAINING (INSET)
FOR SY 2020-2021

To: Schools Division Superintendents
   School Heads

1. In support to the implementation of the Basic Education-Learning
   Continuity Plan (BE-LCP), the Department of Education is committed to uphold
   professional development of its teachers.

2. As part of the continuing effort in upskilling the teachers amidst the
   challenges under the new normal, this Office through the Human Resource
   Development Division (HRDD) ensures the continuity of School-based INSET for
   School Year 2020-2021.

3. In this connection, following provisions are developed and shall be observed
   in conducting INSET in schools:

   a. Schools are highly encouraged to conduct their INSET through Learning
      Action Cells (LAC) Sessions via online platforms since the default work
      arrangement is Work from Home.

   b. In the conduct of virtual INSET, schools shall strictly observe the ethical use
      of online platforms and online sources.

   c. Schools are encouraged to focus on reviewing the implementation of distance
      learning modalities. The challenges may be considered as discussion points
      like learner’s experiences, parent’s feedback, and constraints in resources.

   d. In case face-to-face sessions are deemed necessary due to technical
      constraints, schools shall strictly observe the health measures set by the
      Regional Inter-Agency Task Force (IATF) on Emerging Diseases, such as:
      • The training venue must accommodate at most 50% of its capacity
      • Breakout sessions are encouraged to limit the number of participants per
        room or venue.
      • Activities shall not involve any physical contact between and among the
        participants. Social distancing of participants shall be observed at all
        times.
4. The Schools Division Offices shall monitor the conduct of INSET 2020 and shall submit consolidated reports on SDO challenges and issues using the attached template through this link: deped.in/INSET2020 on or before December 28, 2020.

5. The SDOs are encouraged to make decisions appropriate to the school/district/division to ensure the successful implementation of the INSET.

6. For information and compliance.

[Signature]

TOLENTINO G. AQUINO
Director III
OIC, Office of the Regional Director

Reference:
Encl.: As stated
To be indicated in the Perpetual Index
Under the following subjects:

SCHOOLS
TEACHERS
TRAINING

NEAP/aac/RM_InsetProvisions
November 25, 2020
<table>
<thead>
<tr>
<th></th>
<th>Feedback</th>
<th>Parents</th>
<th>Experience</th>
<th>Learner's</th>
<th>Modules</th>
<th>Self-Learning</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Factors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hindering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weakness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilitating</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strengths</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>