



Republic of the Philippines  
Department of Education  
REGION I



JAN 16 2024

**REGIONAL MEMORANDUM**

No. 0056 s. 2024

**ADDITIONAL GUIDELINES ON THE CONDUCT OF THE IN-SERVICE TRAINING  
FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024**

To: Schools Division Superintendents  
School Heads  
All Others Concerned

1. Relative to Regional Memorandum No. 0036, s. 2024 titled "Reminders on the Conduct of Mid-Year Performance Review and Evaluation and the School-based In-service Training (INSET) of Teachers for School Year 2023-2024", this Office, through the Human Resource Development Division provides additional provisions about the conduct of INSET of teachers for School Year 2023-2024.

2. The school-based INSET shall focus on the teachers' learning and development needs and on sharing information on the following policies and priority programs:

- a. Training for Teachers Teaching Non-Major Subjects;
- b. Microsoft 365 Productivity Online Training through DepEd Philippines;
- c. National Learning Camp;
- d. National Reading Program;
- e. National Mathematics Program;
- f. Catch-up Fridays;
- g. Early Language Literacy and Numeracy (ELLN);
- h. Policy Guidelines on the implementation of the Comprehensive Sexuality Education (DepEd Order No. 31, s. 2018);
- i. Child Rights Policy: Adopting thr Rights-based Education Framework in Philippine Basic Education (DepEd Order No. 31, s. 2022);
- j. DepEd Child Protection Policy (DepEd Order No. 40, s. 2012); and
- k. Safe Spaces Acts (Republic Act No. 11313).

3. On the other hand, SDO-based INSET topics shall focus on programs of NEAP such as the following:

- a. Higher-Order Thinking Skills-Professional Learning Packages (HOTS-PLPs) for English, Mathematics, and Science; and
- b. Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy.

HRDD - *[Signature]*



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4. Expenses incurred relative to the conduct of SDO-organized INSET shall be chargeable against the INSET Funds while School MOOE can be utilized for the conduct of the school-based INSET subject to the usual government accounting and auditing rules and regulations.

5. To ensure that all teachers have been provided the necessary learning and development needs interventions, an INSET report must be submitted through this link <https://sites.google.com/depd.gov.ph/inset2024/>. The SGOD HRDS SEPS and SMME SEPS shall be responsible for reporting and encoding the needed data on or before **February 9, 2024**.

6. All other provisions of the said Memorandum remain in effect.

7. For information, guidance, and compliance.

  
**TOLENTINO G. AQUINO**  
Director IV 

Encl.: None

Reference: RM 36, s. 2024

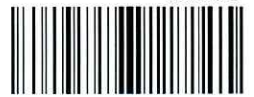
To be indicated in the Perpetual Index  
Under the following subjects:

TRAINING PROGRAMS

HRDD/jmv/rrm/RM\_AddendumINSET2023-24  
January 15, 2024



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