




Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-2306

TO : **Regional Directors**
Schools Division Superintendents
Human Resource Development Division Chiefs
School Governance and Operations Division Chiefs
School Heads
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : **NEAP PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE SY 2024-2025 IN-SERVICE TRAINING (INSET)**

DATE : 15 November 2024

1. In line with the Department's commitment to upgrade the quality and competence of teaching and teaching-related personnel congruent with professional standards, the **In-Service Training (INSET) for SY 2024-2025** will be conducted on **25-29 November 2024**.
2. However, flexibility on the dates and delivery modality shall be given to schools with **suspensions caused by typhoons and other unforeseen circumstances**. For schools not affected by the aforesaid suspensions, the INSET shall be conducted as scheduled. On the other hand, for schools affected by in-person class suspensions, a separate issuance shall be released for proper guidance.
3. For this year's INSET, the National Educators Academy of the Philippines (NEAP) designed professional development (PD) programs intended to support and extend teachers' subject area content knowledge and pedagogy, which can be accessed through the link https://bit.ly/NEAP_PD_Programs. (**Enclosure 1 – List of NEAP PD Programs for the SY 2024-2025 INSET**).
4. With a professional learning ecosystem approach adopted for the INSET, all governance levels of the Department are responsible for the effective implementation and management of the PD programs using various modalities.
5. In this regard, **all Schools Division Superintendents and School Heads are instructed to adhere to the guidelines on the implementation and management of the SY 2024-2025 INSET**, ensuring that all teachers from Kindergarten to Grade

12 are provided with PD program/s based on their needs. Relatedly, **all Regional Directors are enjoined to provide their respective Schools Division Offices with adequate technical guidance and support in preparation for and in the actual conduct of the INSET**, considering the aforementioned flexibilities, to ensure the successful preparation and conduct of the INSET. (*Enclosure 2 – Guidelines on the School-Based Management and Implementation of the SY 2024-2025 INSET*)

6. Likewise, **the Monitoring and Evaluation (M&E) Teams at the Central Office, Regional Offices, Schools Division Offices, and Schools are directed to adopt the NEAP e-M&E Tool** for the proper consolidation of data on teachers' professional development and performance, assessment of PD program effectiveness, and monitoring of fund utilization, among others. This will help in the development of targeted PD programs for teachers and in ensuring transparency in the use of funds. (*Enclosure 3 – Adoption of the NEAP e-M&E Tool for the SY 2024-2025 INSET*)
7. In preparation for the INSET, a **National Orientation** with the NEAP counterparts in the regions and divisions, particularly the HRDD and the SGOD Chiefs with their SEPS/EPs INSET Focals, will be held on **20 November 2024, 2:00 p.m.** via Microsoft Teams through the link <https://tinyurl.com/OrientationINSET>.

For confirmation of attendance, the participants are requested to register through the link <https://tinyurl.com/INSETRegistrationNEAP>.

8. Should you have further questions and clarifications, you may contact the following NEAP officers:

Focal Person	Contact Details	Concern
Marife T. Morcilla <i>Project Development Officer V, NEAP Professional Development Division</i>	neap.pdd@deped.gov.ph (02) 8715-9919	Downloading of Training Resource Packages and Delivery of PD Programs
Dir. Leah B. Apao <i>Director III, NEAP and OIC, NEAP Quality Assurance Division</i>	neap.qad@deped.gov.ph (02) 8633-7207	e-M&E Tool
Dir. Jennifer E. Lopez <i>Director IV, NEAP</i>	neap.od@deped.gov.ph (02) 8638-8638	Other INSET-related concerns

9. For immediate dissemination and strict compliance.

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OFFICE OF THE SECRETARY

GINA O. GONONG

Undersecretary for Curriculum and Teaching

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Operations