



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

October 16, 2025

DIVISION MEMORANDUM

NO: 750 s. 2025

**GUIDELINES ON THE CONDUCT OF THE SCHOOL YEAR 2025-2026 IN-SERVICE
TRAINING FOR TEACHERS (INSET)**

TO: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
L & D Focal Persons
All Others Concerned

1. This Office hereby disseminates RM 1042 s. 2025, titled "Guidelines on the Conduct of the School Year 2025-2026 In-Service Training for Teachers", the contents of which are self-explanatory.
2. In connection to the above Memorandum, this Office through the Schools Governance and Operation Division (SGOD) will convene **a meeting with all L & D Focal Persons/Proponent on Monday October 20, 2025 at 1:00PM onwards at Tagbilaran City Central Elementary School Library, Tagbilaran City.**
3. Please see attached Memorandum for more details.
4. Immediate and wide dissemination of this Memorandum is desired.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

MAURINE C. CASTAÑO
CES, SGOD



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

14 OCT 2025

Office of the Regional Director

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REGIONAL MEMORANDUM

No. 012, s. 2025

BY ajl DATE 10/14/25

10-14
14 OCT 2025
received SGOD: ajl
10/14/25 @ 4:47 pm

GUIDELINES ON THE CONDUCT OF THE SCHOOL YEAR 2025-2026 IN-SERVICE TRAINING FOR TEACHERS (INSET)

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum, DM-OULS-2025-095, from Asec. Carmela C. Oracion dated September 29, 2025, this Office disseminates the **Guidelines on the Conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET)**, which is self-explanatory.
2. Additionally, Schools Division Superintendents are directed to ensure that the activities outlined in DepEd Order No. 012, s. 2025 titled *Multi-Year Implementing Guidelines on the School Calendar and Activities* and DepEd Memorandum No. 089, s. 2025 titled *Guidelines on the Multi-Year Performance Management and Evaluation System for Teachers from School Years 2025-2026 to 2027-2028* are carefully followed.
3. The expected activities to be conducted are as follows:
 - a. Mid-Year School Break
For teachers, the mid-school year break serves as:
 - A period for performance review;
 - Refinement of professional development plans;
 - Participation in targeted activities to enhance their practice; and
 - A period to reflect on their progress, adjust their plans as needed, and engage in professional development sessions.
 - b. In-Service Training (INSET)
All teachers are provided with the necessary learning and development interventions.
4. The report on the conduct of INSET shall be submitted through the following links:
 - a. INSET Accomplishment Report
<https://tinyurl.com/INSETAccomplishmentReport2025>
 - b. SY. 2025-2026 INSET List of Participants
<https://tinyurl.com/INSET2025ListofPax>
5. For more details, refer to the enclosed communication.



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639773295904 local 700



DepEd Tagbilaran City

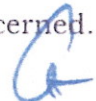


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6. For queries, you may reach us through 0917-711-1697 and look for Mr. Misael G. Borgonia, Chief Education Supervisor of the Human Resource Development Division and NEAP-R Focal Person.

7. For immediate dissemination and compliance of all concerned.



SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Director IV

Regional Director

STJ/FYA/HRDD/MGB/jmdv

