



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

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 920 , s. 2025

**December 26, 2025**

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

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
Learning and Development (L and D) Focal Persons  
All Others Concerned

1. This Office hereby disseminates Regional Memorandum No. 1294, s. 2025, titled **"Submission of Pertinent Documents on the Conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET)."**
2. In line with this, all school heads shall encode the List of Participants for the School-Based In-Service Training (INSET) 2025 using the following link: **<https://tinyurl.com/INSET2025ListofPax>**. The School Head shall designate the Learning and Development Focal Person to accomplish the template to prevent any issues or damage to the link. Kindly complete the template on or before **January 7, 2026**.
3. Please refer to the attached document for your guidance and reference.
4. Immediate and wide dissemination of this information is hereby directed.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/rdo



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

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23 DEC 2025

Office of the Regional Director

received SGOD: *[initials]*  
12/26/25 @ 9:28  
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REGIONAL MEMORANDUM

No. 1294, s. 2025

**SUBMISSION OF PERTINENT DOCUMENTS 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. This Office, through the Human Resource Development Division (HRDD) reiterates the **Submission of Pertinent Documents on the Conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET)**.

2. Schools Division Superintendents are directed to ensure the submission of the following documents:

**a. Submission of Division Plans for the conduct of INSET Activities**

<https://tinyurl.com/R7INSETDivPlans>

Reiteration of paragraph 6 in the issued memorandum declaring the midyear break as wellness break and guidelines for professional development activities whereas, "School Heads are required to submit their plans for professional development activities to their respective SDO through the School Governance and Operations Division (SGOD), while division plans for the conduct of INSET activities must be submitted to the Human Resource Development Division/National Educators Academy of the Philippines in the Region (HRDD/NEAP-R)."

**b. Submission of INSET Accomplishment Report**

<https://tinyurl.com/INSETAccomplishmentReport2025>

**c. Submission of SY. 2025-2026 INSET List of Participants**

<https://tinyurl.com/INSET2025ListofPax>

Reiteration of paragraph 8 in the issued memorandum, DM-OULS-2025-095 whereas it mandates the submission of consolidated INSET completion reports using the prescribed NEAP format to Regional Offices. And, RO-consolidated reports shall be submitted to NEAP Central Office.

3. 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.

4. For information and immediate dissemination.

DEPED TAGBILARAN CITY DIVISION  
SDS OFFICE 12-180

DOWNLOADED

STJ/FYA/HRDD/MGB/jmdv

*[Signature]*  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director

BY *[Signature]* DATE: 12/24/2025



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