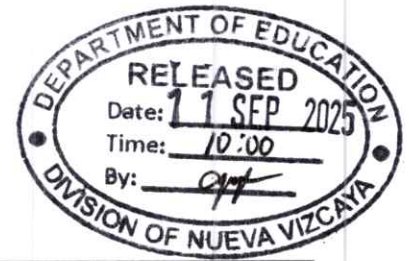




Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
SCHOOLS DIVISION OF NUEVA VIZCAYA



11 September 2025

DIVISION MEMORANDUM

No. **441**, s. 2025

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

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. Consistent with the Department of Education's commitment to continuous professional development and pursuant to DepEd Order No. 12, s. 2025 titled "Multi-Year Implementing Guidelines on the School Calendar and Activities", this Office announces the Conduct of the Mid-Year In-Service Training (INSET) for Teachers for School Year 2025-2026 on the following dates: October 27–28, 2025 for District-Based INSET, and October 29–31, 2025 for School-Based/Cluster-Based INSET.

2. In this regard, the following guidelines should be followed to ensure the effective and meaningful implementation of the said activity:

- a. The In-Service Training shall revisit the School Plan for Professional Development (SPPD) derived from the teachers' Individual Plans for Professional Development (IPPD) to prioritize the training needs of teachers across different levels and specific subject areas. This is to ensure that unique professional development needs are addressed and teaching competencies critical for student learning outcomes are improved.
- b. The NEAP-quality assured, PPST-aligned Professional Development (PD) program on the Expanded Career Progression (ECP) System for Teachers, particularly the *Assessors Training and Deepening on Classroom Observation and Portfolio Assessment* will be adapted based on teacher context and be delivered either through District-based or School-based/cluster-based INSET.
- c. Proponents of Learning and Development (L & D) proposals containing sessions on ECP should submit the following:
  - i. PRC proposal (target date starts on October 29, 2025) with complete attachments for **uploading** and application of CPD units on or before **September 16, 2025**.
  - ii. SDO L & D template adapting the NEAP PD templates based on DepEd Order 44, s. 2023. The new SDO L & D templates will be issued in a separate division memorandum



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- d. Other topics based on teacher development needs for the INSET shall be taken, but not limited to the following:
- Mid-year performance review and review of professional development plans;
  - Addressing anti-bullying concerns (DepEd Order No. 31, s. 2022, DepEd Order No. 40, s. 2012);
  - Reproductive Health Education for Adolescent Learners in Basic Education (DepEd Order No. 025, s. 2025 and RA 10354);
  - Masterclass topics attended by selected teachers and/or content experts;
  - Philippine Professional Standards for Teachers (PPST) Features of Practice;
  - AI and digital technologies; and/or
  - Curriculum content, pedagogy, and/or assessment.
3. In case Masterclass/es will be offered during the schedule of the school-based INSET, school heads and PSDS/DICs may select teachers who will attend such Professional Development (PD) programs.
4. Meals and training supplies for participants shall be charged to the School MOOE and/or local funds subject to the usual auditing and accounting rules and regulations.
5. For information, guidance and strict compliance.

  
**ORLANDO B. MANUEL PhD, CESO V**  
Schools Division Superintendent 

Encl.: As stated

References: DepEd Order No. 12, s. 2025

DepEd Order No. 44, s. 2023

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

TRAINING  
TEACHERS  
PROFESSIONAL DEVELOPMENT  
CONTINUING PROFESSIONAL DEVELOPMENT (CPD)



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