



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF SORSOGON
Sorsogon

October 13, 2025

DIVISION MEMORANDUM

No. 296, s.2025

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

TO: Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD and CID
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/OIC- PSDSs
Public and Elementary 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 In-Service Training (INSET) for Teachers for School Year 2025-2026 on October 27-30, 2025 at the respective venues as stated in the enclosure of this Memorandum.
2. To ensure quality in the preparation and delivery of the INSET a Division Staff Orientation Workshop will be conducted on October 20, 2025 at Sorsogon Convention Center, City Hall Compound, Cabid-an, Sorsogon City.
3. Deadline of submission of INSET proposal is on October 21, 2025 using the prescribed NEAP templates which will be provided by the SGOD-HRDS.
4. Schools are requested to submit INSET Completion Reports on or before November 6, 2025.
5. The Indicative Program of Activities, List of Participants for the DSOW and Training Venues are attached as Enclosures 1,2 and 3 respectively.
6. The allowable budget of each participant for the meals per day **shall not exceed Php 400.00** for the District-Based/Clustered-Based INSET.
7. All expenses related to the conduct of the District-Based/Clustered-Based INSET will be funded through the *Maintenance and Other Operating*





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Expenses (MOOE), in accordance with DepEd Order No.008, s. 2019 or the "Revised Implementing Guidelines on the Direct Release and Use of MOOE Allocations of Schools" including other funds managed by Schools, while expenses for meals, training materials and other expenses incident to the conduct of the Division Staff Orientation Workshop (DSOW) shall be charged against HRTD Fund and subject to the usual government accounting and auditing rules and regulations.

8. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

