



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-0639

FOR : **Regional Directors**
(Regions I, II, III, IV-A, IV-B, VII, VIII, IX, X, XI, XII,
Caraga, NCR, and CAR)

Schools Division Superintendents
Human Resource Development Division Chiefs
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Regional Director
*Officer-in-Charge, Office of the Undersecretary for Human Resource
and Organizational Development*

SUBJECT : **REFINEMENT WRITESHOP ON THE DRAFT IN-SERVICE
TRAINING (INSET) POLICY**

DATE : 05 April 2024

- To ensure the effective implementation of the In-Service Training (INSET) for teachers, the National Educators Academy of the Philippines (NEAP) will conduct a series of writeshops to review, enhance, and finalize the proposed *Policy Guidelines on the Implementation of the In-Service Training (INSET)*. The first of these activities is the **Refinement Writeshop on the Draft INSET Policy** which will take place on **15-19 April 2024** at **NEAP Baguio**.
- The specific objectives of these activities are as follows:
 - Provide necessary details about existing laws and policies that support INSET policy development; and
 - Finalize the draft INSET policy to adopt the teacher professional development (TPD) curriculum.
- Attached is the *List of Participants (Enclosure 1)*.
- The participants are requested to confirm their participation through the registration link **[https://bit.ly/INSETWriteshop RegForm](https://bit.ly/INSETWriteshopRegForm)** on or before **10 April 2024 (Wednesday)**.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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4/5/24

5. Copies of the policy documents will be sent to the participants through their registered email addresses, one week before the activity. Please note that these documents are still subject for review, enhancement, validation, and finalization processes. Unauthorized dissemination of such is strictly prohibited.
6. The participants are advised to check in on 14 April 2024, 2:00p.m. and check out on 19 April 2024, 11:00a.m. The first meal to be served is dinner and the last meal is afternoon snack. Please see the details below.

Meals	14 April 2024 Sun	15 April 2024 Mon	16 April 2024 Tue	17 April 2024 Wed	18 April 2024 Thu	19 April 2024 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

7. The participants are advised to bring their own laptops, chargers, and extension cords.
8. Board and lodging of the participants and the Program Management Team (PMT) shall be charged against the NEAP Human Resource Development (HRD) Funds. As to travel expenses, those of the PMT shall be charged against HRD Funds, while those of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
9. For clarifications and concerns, please coordinate with **Mr. Dustin Troy Joson** or **Mr. Florentino Varron Jr.** of NEAP Professional Development Division through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
10. For immediate dissemination and appropriate action.

Enclosure:

Enclosure 1 - List of Participants

Copy furnished:

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Operations

[NEAP-PDD/ Joson/Varron]

Enclosure 1

Refinement Writeshop of the Draft INSET Policy
 April 15-19, 2024 | Baguio Teachers Camp

List of Participants

No.	Name of Participants	Position	Office/Station	Region
1	Jennifer E. Lopez	Director IV	NEAP	
2	Leah B. Apao	Director III		
3	Marife T. Morcilla	PDO V	NEAP-PDD Program Management Team	
4	Alexander Simagala	PDO IV		
5	Dustin Troy R. Joson	SEPS		
6	Florentino L. Varron Jr.	SEPS		
7	Julie Lyka Ignao	PDO II		
8	Jufeel Pulvosa	PDO II		
9	Mathew Bofete	TA II		
10	Ann Christine T. Sison	TA II		
11	Gerald Magno	SEPS	NEAP-QAD Program Management Team	
12	Alvin B. Fulgencio, Jr.	SEPS		
13	Mark Alvin M. Cruz	SEPS		
14	Evelyn D. Cruzada	HTC	NEAP	
Professional Development Division Writer				
15	Catherine B. Operaña	PSDS	SDO Pangasinan 1	Region I
16	Jimmy Laroya	PSDS	SDO Pangasinan 2	
17	Joy S. Ferrer-Lopez	EPS	HRDD/NEAP-R	Region II
18	Romel L. Ricardo	Principal III/OIC ASDS	Regional Science High School/SDO Isabela	
19	Leo M. Atienza	HT I	San Isidro Integrated NHS	Region IV-A
20	Patrick Coquilla	Principal	Emilia Embalada Poblete MHS	
21	Jennifer Rojo	Principal	Principal Pansin ES	
22	Alona M. Raton	Principal I	Gulod ES	

23	Orven Francis De Pedro	Principal III	Tagaytay Science NHS	
24	Ester Dolatre	Principal IV	Cavite Science NHS	
25	Ann Agda	EPS	SDO Dapitan City	Region IX
26	Monina Antiguina	EPS	SDO Dipolog City	
27	Jeoffrey Bernabe	SEPS	HRDD/NEAP-R	Region XI
28	Noel B. Canales	PSDS	SDO Davao de Oro	
29	Rexan O. Bolotaolo	PSDS	SDO Agusan del Sur	CARAGA
30	Rhea Eden	EPS	HRDD	NCR
31	Juner Windel Valdez	EPS	HRDD	Region I
32	Marco Rhonel Eusebio	EPS	SDO Malolos	Region III
33	Rosaline Tuble	Principal IV	SDO Pampanga	
34	Eduarda Zapanta	Chief EPS	ESSD	Region IV-A
35	Eric Teñoso	EPS	HRDD	Region IV-B
36	Elizabeth Delas Alas	Chief EPS	SDO Occidental Mindoro	
37	Helen D. Sabino	EPS	HRDD	Region VII
38	Rhea Liza B. Valmores	SEPS (M&E)	SDO Carcar	
39	Harvie Villamor	Chief EPS	HRDD	Region VIII
40	Millaner Oyo-a	Principal III	SDO Calbayog City	
41	Rebecca Postrano	EPS	HRDD	Region X
42	Ell June Abucay	Planning Officer III/OIC SEPS (M&E)	SDO Ozamiz City	
43	John Michael Castino	SEPS	SDO	Region XII
44	Dexter Andres	EPS	HRDD	CAR