



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

November 22, 2024

SCHOOLS DIVISION MEMORANDUM

No. 396, s. 2024

DIVISION ORIENTATION ON THE CONDUCT OF INSET 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
All Public Elementary and Secondary Schoolheads
All Others Concerned

1. Relative to DM-OUHROD-2024-2306 titled “NEAP Professional Development Program for the 2024-2025 In-Service Training (INSET)” and Regional Memorandum No. 830 s. 2014 titled “Supplementary Guidelines on the Conduct of INSET 2024-2025”, this office announces the conduct of Division Orientation on November 22, 2023, 1:00 p.m. at the SDO Teachers Hall.
2. The activity aims to orient participants about the guidelines on the conduct of the In-Service Training (INSET) for the SY 2024-2025.
3. The participants to this activity are all Public Elementary, Integrated, and Secondary Schoolheads.
4. All participants are advised to bring their own laptops, portable WiFi, and extension cords.
5. For queries, please communicate with Ms. Winnie W. Poli, Education Program Supervisor, through her messenger.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVAICIO PhD, CESO V
Schools Division Superintendent

SEPS HRD/2024 Supplementary Guidelines
15/November 22, 2024



J

Address Brgy. Rizal, Science City of Muñoz, 3119

Telephone No: (044) 806-2192; Email Address munozscience.city@deped.gov.ph