



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

11 September 2026

DIVISION MEMORANDUM
No. 615 s. 2026

**MONITORING OF SCHOOL IN-SERVICE TRAINING (INSET) FOR THE
S.Y. 2026-2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In compliance to the **Basic Education Act of 2001** otherwise known as **RA 9155** through which the delivery of quality basic education and the enhancement of instructional strategies are desired and mandated, and the **DepEd Order No. 009, s. 2026** titled **Guidelines on the Implementation of the Three-Term School Calendar in Basic Education** this Office issued this memorandum.
2. This is to ensure conduct of INSET for professional development of teachers within the set standards of the National Educators Academy of the Philippines (NEAP) during End-of-Terms blocks to address the school priority improvement areas (PIAs).
3. In relation to this, schools are advised to communicate the venue of the activity at least one (1) week before the schedule to the Office for communication and monitoring purposes.
4. Enclosed in this Memorandum is the monitoring tool for your reference and guidance.
5. This Memorandum serves as the travel order of the DepEd personnel who shall monitor the conduct of the activity as deemed necessary.
6. Widest dissemination of and compliance to this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: Basic Education Act of 2001

DepEd Order No. 009, s. 2026

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

SCHOOL IN-SERVICE TRAINING
PROFESSIONAL DEVELOPMENT OF TEACHERS

SGOD- monitoring of school in-service training (inset) for the s.y. 2026-2027
SGOA3HQ7-005545/September 11, 2026

Enclosure 1

SCHOOL IN-SERVICE TRAINING (INSET) MONITORING TOOL

(Based on DepEd Order No. 009, s. 2026)

Areas of Concern	EVIDENT	NOT EVIDENT	Remarks
1. The topics are reflected in school PIAs as contained in school plans.			
2. The approved Program Design for the training is implemented.			
3. The approved schedule of the training is observed.			
4. The venue of the training is organized and conducive.			
5. The sound system, laptop and LCD projector prior are prepared prior to the start of the so as not to waste time.			
6. The slides deck was quality assured at least 5 days before the training to ensure alignment of the content.			
7. All of the co-workers participate in the training.			
8. There is a documenter to ensure that the school training is properly documented.			
9. The objectives of the activities are discussed with the participants.			
10. The conduct of the training is evaluated to gather feedback for an improved program.			

Topic/s Discussed

General Observations

Division Monitoring Official:

Conformed by:

Date: _____

Date: _____