



Republic of the Philippines  
**Department of Education**

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


18 November 2024

DIVISION MEMORANDUM  
No. 788 s. 2024

**REITERATION ON THE CONDUCT OF 2024 MID-YEAR IN-SERVICE  
TRAINING (INSET)**

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

1. As per Enclosure No. 2 to **DepEd Order (DO) No. 009, s. 2024** titled *Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025*, the Mid-Year Break is scheduled on November 25-29, 2024.
2. The same DepEd Order states that, "The five-day mid-year break shall be spent for the conduct of Mid-Year Performance Review and Evaluation (MPRE) and the School-Based INSET. The first two (2) days shall be spent evaluating the school's progress in implementing the educational programs, projects, and activities, as well as reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three (3) days shall be devoted to the conduct of school-based INSET activities for teachers and preparation of instructional materials.
3. School Heads are advised to anchor their INSET topics on the Philippines Professional Standards for Teachers (PPST) Domains or Strands where teachers need to develop based on their SY 2023-2024 IPCRF Ratings.
4. Each school shall submit one copy of its INSET Design on or before November 20, 2024 to the HRD Section, duly signed by the Parent-Supervisor.
5. Expenses incidental to the conduct of INSET activities are chargeable against the School MOOE subject to the usual accounting and auditing rules and regulations.
6. Wide and immediate dissemination of and compliance with this Memorandum are desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent



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Encl: None

Reference: DepEd Order No. 009, s.2024

To be indicated in the Perpetual Index

Under the following subject:

LEARNING AND DEVELOPMENT  
PROFESSIONAL DEVELOPMENT PROGRAM

SGOD –reiteration on the conduct of 2024 mid-year in-service training (inset)  
SGOMM9TE-001987 / November 18, 2024