



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



HRDD-RM-2024-407

10 June 2024

**Regional Memorandum**  
No.407 s.2024

**PRESENTATION AND FINAL CONSULTATION ON THE DRAFT  
IN-SERVICE TRAINING (INSET) POLICY**

To **Schools Division Superintendents**

1. The National Educators Academy of the Philippines will conduct the Presentation and Final Consultation on the Draft INSET Policy on June 24–28 at NEAP Baguio.
2. The activity has the following objectives:
  - a. Present mechanisms to effectively implement professional development activities.
  - b. Gather feedback, insights, and input from identified process owners of the draft guidelines; and
  - c. Streamline the process of conducting professional development activities in schools and learning centers.
3. Attached is the list of participants in this activity. In case the identified participants will not be able to attend, please submit a letter of explanation along with the name and contact details of an alternate representative to NEAP Central office via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).
4. The participants are requested to confirm their attendance through the registration link [https://bit.ly/INSETWritesop\\_RegForm](https://bit.ly/INSETWritesop_RegForm) on or before June 14, 2024. Each participant should bring a laptop, charger, and extension cords as well as a copy of their professional development plans, Learning Action Cell (LAC) plans, INSET plans, and other relevant documents that may be used in crafting their outputs.
5. Participants are expected to be at the venue on 24 June 2024. The first meal is breakfast on day 1 and the last meal is PM snacks on the last day. Board and lodging expenses of the participants shall be charged against NEAP Human Resource Development (HRD) funds, while travel expenses shall be charged against local/MOOE funds, subject to the usual accounting and auditing rules and regulations.

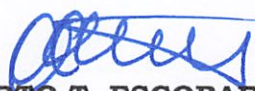



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6. For clarifications and concerns, please coordinate with Mr. Dustin Troy Joson or Ms. Julie Lyka Ignao of NEAP Professional Development Division through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.
7. Immediate dissemination of this Memorandum is requested.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

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**LIST OF PARTICIPANTS**

	<b>NAME</b>	<b>POSITION</b>	<b>OFFICE/STATION</b>
1.	Leo M. Atienza	Head Teacher I	San Isidro Integrated NHS
2.	Patrick Coquilla	Principal	Emilia Embalada Poblete MHS
3.	Jennifer Rojo	Principal	Principal Pansin ES
4.	Alona M. Raton	Principal	Gulod ES
5.	Orvin Francis De Pedro	Principal	Tagaytay Science NHS
6.	Ester Dolatre	Principal	Cavite Science NHS
7.	Arlene Hernandez	Principal	Gov. Luis A Ferrer Jr. East NHS
8.	Elena Obrera	Accountant	SDO Sta Rosa City
9.	Carlo June Tibayan	Attorney III	SDO Sta Rosa