



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS
SCHOOLS DIVISION OF CALBAYOG CITY
Calbayog City

10 October 2025

DIVISION MEMORANDUM

No. 502, s. 2025

**REITERATION OF THE CALL FOR SUBMISSION OF LEARNING AND
DEVELOPMENT (L&D) PROPOSALS FOR THE CONDUCT OF IN-SERVICE
TRAINING (INSET) WEEK FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
All Public School Heads
All Concerned

1. Pursuant to DepEd Memorandum DM-OUILS-2025-075, titled "*Guidelines on the Conduct of the School Year 2025-2026 In-Service Training (INSET)*," scheduled on October 27-30, 2025, this Office reiterates the submission of all schools to submit Learning and Development (L&D) Proposals on or before October 15, 2025 c/o SGOD-Human Resource Development Section.

2. The following guidelines shall be observed in the preparation and submission of proposals:

a. L&D proposals shall the results of the School Priority Professional Development (SPPD) or Learning and Development Needs Assessment (LDNA);

b. The proposed training programs must directly respond to identified teacher competency gaps or school development priorities;

c. Schools with similar professional development needs are encouraged to form clusters for the conduct of a joint INSET activity;

d. Each proposal must be accompanied by a copy of the school's SPPD highlighting the results of the needs assessment that served as basis for the proposed training; and

e. Proponents must ensure that the proposed training programs have undergone Quality Assurance (QA) by the Division Human Resource Development Section prior to implementation.

3. As stipulated in DM-OUILS-2025-075, INSET activities shall be guided by the overarching goal of strengthening teacher competencies for enhanced learning

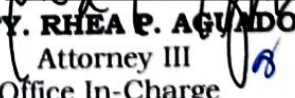
delivery in all classrooms and learning centers. Schools and clusters are encouraged to anchor their proposals on any of the following focus areas:

- a. Reflective practice and instructional refinement in the implementation of:
 - Revised K to 12 Curriculum
 - ARAL Reading Program
- b. Strengthening inclusive instruction
- c. Strategies for promoting literacy and numeracy
- d. Strategies for developing critical and creative thinking as well as other higher-order thinking skills
- e. Instructional strategies for non-major teachers handling Filipino in Junior and Senior High School
- f. Empowering teachers on Socio-Emotional Learning (SEL) in classroom instruction
- g. Strategies for supporting continuity of learning during emergency situations through flexible modalities
- h. Accelerating digital adoption for effective and accessible learning delivery
- i. Strengthening instruction and assessment in the Alternative Learning System (ALS)
- j. Enhancement of guidance services by Guidance Designates in schools
- k. Other emerging needs based on teachers' individual professional development plans. The deadline for the submission of proposals is on October 10, 2025. Proponents shall use the prescribed PDP Template, which may be accessed through bit.ly/PDP-TEMPLATE. The accomplished proposal should be submitted in both hard copy and soft copy—the hard copy to the HRD Section, SGOD – SDO Calbayog City, and the soft copy through email at hrd@calbayog.ph.education

4. Immediate dissemination of and strict compliance with this Memorandum are highly desired.

MARGARITO A. CADAYONA, JR. PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:


ATTY. RHEA P. AGUNDO
Attorney III
Office In-Charge
S.O. # 74 s. 2025



Enclosure(s): As stated

References: As stated

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

CALL FOR PROPOSAL

INSET WEEK

PROFESSIONAL DEVELOPMENT PROGRAM

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