



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

21 November 2024

**DIVISION MEMORANDUM**

No. 542 s. 2024

**DIVISION VIRTUAL ORIENTATION ON THE IN-SERVICE TRAINING  
(INSET) SY 2024-2025**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/ Coordinators  
Elementary and Secondary School Heads  
All Others Concerned

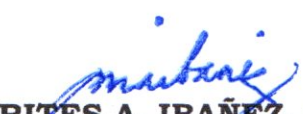
1. About the **Virtual Orientation on the In-Service Training (INSET) for SY 2024 – 2025** conducted yesterday afternoon, November 20, 2024, by the Department of Education, through the Bureau of Human Resource Organizational Development (BHROD), this Schools Division will conduct the same on November 22, 2024, at 9:00 in the morning via MS Teams. The meeting link will be shared through the Public Schools District Supervisors and L & D Coordinators early in the morning of the said date.

2. This training aims for the participants to have an in-depth understanding of the following:

- Memo for SY 2024-2025 In-Service Training (INSET)
- NEAP Professional Development Programs for the SY 2024-2025 INSET
- Guidelines on the School-Based Management and Implementation of the SY 2024-2025 INSET
- Adoption of the NEAP e- M7 E Tool for the SY 2024-2025 INSET

3. The participants in this activity are the Public Schools District Supervisors and all elementary and secondary school heads.

4. Immediate dissemination and strict compliance with this Memorandum is highly expected.

  
**MARITES A. IBAÑEZ, CESO V**  
Schools Division Superintendent

ECS/Virtual Orientation on the In-Service Training (INSET) SY 202-2025/R2-138623/ 11/21/2024



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