



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

22 November 2024


**DIVISION MEMORANDUM**

No. 561 s. 2024

**NEAP PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE SY 2024-  
2025 IN-SERVICE TRAINING (INSET) MONITORING**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/Coordinators  
Unit/ Section Heads  
SDO Personnel  
All Others Concerned

1. In line with the Department's commitment to upgrade the quality and competence of teaching and teaching-related personnel congruent with professional standards, the In-Service Training (INSET) for SY 2024-2025 will be conducted on 25-29 November 2024.
2. With a professional learning ecosystem approach adopted for the INSET, all governance levels of the Department are responsible for the effective implementation and management of the PD programs using various modalities.
3. In this regard, Schools Division Office Personnel will monitor the conduct of the INSET. (see attached enclosure 1)
4. This memorandum serves as Travel Order.
5. Expenses relative to the conduct of this activity shall be charged against Division MOOE Fund subject to the existing COA & Accounting rules and regulations.
6. Immediate dissemination of this Memorandum is highly expected.

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

ECDS/ Neap Professional Development Programs for the SY 2024-2025 In-Service Training (Inset) Monitoring  
R2-138673/ November 22, 2024



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Enclosure 1

**NEAP PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE SY 2024-  
2025 IN-SERVICE TRAINING (INSET) MONITORING**  
**List of Monitors**  
**November 25-29, 2024**

Congressional District 1	Rolando S. Casanova Jimmy J. Morillo Elizabeth R. Tolentino Miguel B. Ularte Rosalinda A. Mendoza Elizalde I. Piol	Education Program Supervisor I Education Program Supervisor I Education Program Supervisor I Education Program Supervisor I Education Program Supervisor I Division PIO
Congressional District 2	Evelyn C. De Sagun Leoncia B. Maramot Rodrigo S. Castillo Aris U. Dimaano James Angelo T. Año	Senior Educ. Program Specialist Education Program Specialist II Senior Educ. Program Specialist Planning Officer III Project Development Officer II
Congressional District 3	David M. Nuay Ma. Leticia Jose C. Basilan Macaria Carina C. Carandang Emerson B. Dalangin Loreta V. Ilaog Mercy R. Villanueva	Chief Education Supervisor Education Program Supervisor I Education Program Supervisor I Div. Science Coordinator Education Program Supervisor I Education Program Supervisor I
Congressional District 4	Marian L. Arias Cora V. Samson Anabel E. Magalona Jessa S. Guerra Noah P. Duque	OIC Chief Education Supervisor Senior Educ. Program Specialist Senior Educ. Program Specialist Education Program Specialist II Education Program Specialist II





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Enclosure 2

**NEAP PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE SY 2024-  
2025 IN-SERVICE TRAINING (INSET) MONITORING TOOL**

<b>Date Monitored:</b>	
<b>School:</b>	
<b>School ID:</b>	
<b>School Head:</b>	
<b>Designation:</b>	
<b>Sub Office:</b>	
<b>Modality:</b>	
<b>NEAP Program:</b>	
<b>Venue:</b>	
<b>No. of Learning Hours:</b>	
<b>No of Participants:</b>	____ face to face    ____ on line    ____ blended
<b>Resource Persons:</b> (for face to face Modality)	1. 2. 3. 4. 5.
<b>Budget:</b>	
<b>Source of Budget:</b>	
<b>Comments/ Suggestions</b>	
<b>Monitoring Personnel:</b>	