



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

November 20, 2024

**DIVISION MEMORANDUM**

No. 349, s. 2024

**UPDATES ON THE CONDUCT OF THE SY 2024-2025 MID-YEAR BREAK  
IN-SERVICE TRAINING (INSET)**

To: Assistant Schools Division Superintendent  
Schools Governance and Operations Division Chief  
Curriculum and Implementation Division Chief  
Education Program Supervisors  
Public Schools District Supervisors/Principals In-Charge  
Public and Private Elementary and Secondary School Heads  
Public School Teachers  
All Others Concerned


1. Pursuant to Division Memorandum No. 310, s. 2024 titled "**Conduct of the SY 2024-2025 Mid-year Break In-Service Training**", this Schools Division, through the Schools Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) shall conduct the **Final Briefing for the Conduct of the SY 2024-2025 Mid-Year Break In-Service Training** on November 21, 2024, 3:00 – 5:00 PM via MS Teams. The meeting link shall be sent to the District HRD Focal Persons official group chat.
2. The agenda of the virtual meeting are the following:
  - a. Utilization of the school-based and NEAP-designed PD Programs;
  - b. Utilization of the NEAP e-M&E tools;
  - c. Compliance to the NEAP Program Delivery Standards; and
  - d. Accomplishment of Program Completion Report for HRD-funded and CPD-accredited school-based INSET.
3. The participants of this activity are **ALL DISTRICT HEADS, ALL DISTRICT HRD FOCAL PERSONS, ALL SCHOOL HEADS (PRIVATE SCHOOL ADMINISTRATORS ARE ENCOURAGED TO JOIN), AND SCHOOL INSET COORDINATORS.**
4. To ensure that the conduct of the school-based Mid-year Break In-Service Training (INSET) aligns to the quality standards set by the National Educators Academy of the Philippines as per DepEd Memorandum No. 44, s. 2023, all Education Program Specialists (SEPS and EPS II), District Heads, Education Program Supervisors, Functional Division Chiefs, other non-teaching professionals and teaching-related/non-teaching personnel of the Schools Division Office shall conduct on-site monitoring of the conduct of the INSET on November 25-29, 2024.



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5. For inquiries and other concerns, please contact Mr. Peter R. Bobiles, Human Resource Development Section (HRDS) Senior Education Program Specialist (SEPS)/SDO NEAP Focal Person, through his Facebook Messenger account or through [hrd.northernsamar@deped.gov.ph](mailto:hrd.northernsamar@deped.gov.ph).

6. Immediate dissemination and compliance with this Memorandum are desired.



**GAUDENCIO C. ALJIBE JR., PhD, CESO VI**  
Schools Division Superintendent

Enclosure: As stated

References: As stated

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

NEAP  
INSET

PROFESSIONAL DEVELOPMENT  
PRC

QUALITY ASSURANCE

SGOD-HRDS-PRB

DepEd Northern Samar  
**RELEASED**

By: AS

Date: 11-22-24