



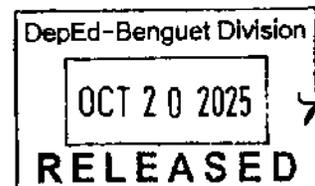
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

17 Oct. 2025

DIVISION MEMORANDUM

No. 479, S 2025

TO: Public Schools District Supervisors / District In-Charge
Public Elementary and Secondary School Heads
INSET Proponents and Program Management Team



SUBJECT: **Online Orientation on the Guidelines of the Conduct of School Year 2025-2026 In-Service Training for Teachers (INSET)**

1. Relative to Memorandum DM-OULS-2025-095 titled Guidelines on the Conduct of School Year 2025-2026 In-Service Training for Teachers (INSET) and RM no. 760, s. 2025 titled Conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET), this office enjoins all school heads and INSET proponents to join the Online Orientation on the Guidelines of the Conduct of School Year 2025-2026 In-Service Training for Teachers (INSET) on October 20, 2025 at 10:00 AM to 12:00 noon.
2. This orientation aims to enlighten all school heads and INSET proponents of the new guidelines of the conduct of INSET alongside documents and data needed prior to, during, and after the conduct of the activity which are being required in the division, region, and the central office.
3. The concerned participants are expected to have their devices Microsoft Teams ready and with stable internet connection. The link for the orientation will be forwarded to the PSDS or PSDI on October 19, 2025.
4. Immediate dissemination of this memorandum is highly directed.


ESTELA P. LEON - CARIÑO EdD, CESO III
Regional Director and *an*
Concurrent Officer In-Charge
Office of the Schools Division Superintendent