



Republic of the Philippines
Department of Education
REGION III
TARLAC CITY SCHOOLS DIVISION

019415

22 October 2025

DIVISION MEMORANDUM
No. 406, s. 2025

019415 **VIRTUAL COORDINATION SESSION WITH INSET FOCAL PERSONS**

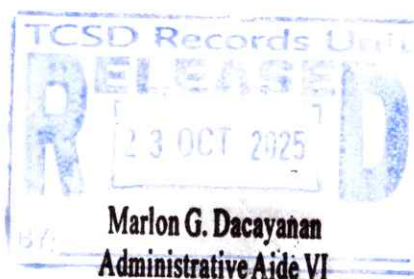
To: Asst. Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 001, s. 2023, titled "Amendments to DepEd Order No. 001, s. 2020 on the Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders," which mandates all Schools Division Offices to ensure quality-assured professional development (PD) programs aligned with the NEAP framework and the Professional Regulation Commission (PRC) Continuing Professional Development (CPD) requirements, this Office shall conduct a Virtual Coordination Session with INSET Focal Persons on October 24, 2025 (Friday), from 2:00 P.M. onwards, via MS Teams. The meeting link shall be sent through the School Heads' FB Messenger group chat.
2. This activity aims to provide technical assistance to all INSET Focal Persons on the conduct and management of the upcoming INSET week. It also seeks to orient participants on the necessary documentary requirements for the accomplishment and submission of post-INSET reports, including supporting evidence for quality assurance and CPD compliance.
3. Participants in this activity shall be the 99 public school INSET focal persons or their duly designated representatives.
4. For any clarification or inquiry, contact Stephen Tracy E. Tabamo, PhD, SEPS of the Human Resource and Development Unit through email at stephentracy.tabamo@deped.gov.ph or at telephone number (045) 982-4514.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

019415


MA. IRELYN P. TAMAYO, PhD, CESO V
Schools Division Superintendent 

Encl: NONE
References: DepEd Memorandum-OUHROD-2024-0427
To be indicated in the Perpetual Index
under the following subjects:
Accreditation
Orientation
SGOD-HRD/STT/October 22, 2025



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