



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

14 Sep 2026

SCHOOL MEMORANDUM

No. **255**, s. 2026

**RESCHEDULING OF DAY 2 OF THE IN-SERVICE TRAINING (INSET) FOR
TEACHERS**

To: OIC - Assistant Principals for Academics
All Teaching Personnel
All Non-Teaching Personnel
All Others Concerned

1. Pursuant to the guidelines of the **National Educators Academy of the Philippines (NEAP)** and the **Professional Regulation Commission (PRC)** regarding the accreditation of Continuing Professional Development (CPD) units, the school shall continue to observe the prescribed standards in the conduct of the In-Service Training (INSET).

2. Due to class suspensions brought about by inclement weather, the original schedule of Day 2 of the INSET was disrupted. To ensure the completion of the training requirements and compliance with accreditation standards, Day 2 of the INSET is hereby rescheduled to **September 16, 2026 (Wednesday), from 10:30 A.M. to 1:30 P.M.** at the **Banyuhay ng Kakayahan**.

3. To accommodate the training while ensuring the uninterrupted implementation of the **Term 2 Instructional Block**, a shortened class schedule shall be observed as follows:

Session	Junior High School	Senior High School
Morning Session	5:40 A.M. – 10:10 A.M.	6:00 A.M. – 10:00 A.M.
Afternoon Session	1:40 P.M. – 6:10 P.M.	2:00 P.M. – 6:00 P.M.

4. Grade Level Chairpersons are directed to prepare, finalize, implement, and disseminate an equitable adjusted class schedule that ensures adequate instructional time for all learning areas and informs all concerned personnel and learners accordingly.



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5. The official time of teachers shall remain unchanged and shall continue to follow their regular work schedule. The implementation of the shortened class scheme is intended solely to accommodate the conduct of the INSET and shall not affect the prescribed working hours of teachers.
6. All INSET committees shall maintain their previously assigned functions and responsibilities to facilitate the smooth and efficient conduct of the activity.
7. All teachers and committee members are enjoined to prepare the necessary materials, documents, and resources prior to the scheduled training.
8. Attendance and active participation in the INSET are required for purposes of NEAP and PRC accreditation. Teachers who are officially participating in division-led activities scheduled on the same date and time shall still be eligible for the issuance of certificates and corresponding CPD units, provided that they comply with and submit all required INSET outputs and documentary requirements within the prescribed timeline.
9. Attendance and active participation in the INSET are required for purposes of NEAP and PRC accreditation.
10. Immediate and widest dissemination of this memorandum is hereby directed.


JEFFREY D. BENALES
School Principal I