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DepED MEMORANDUM  
No. 130, s. 2004

GUIDELINES ON THE CONDUCT OF THE IN-SERVICE TRAINING OF TEACHERS (INSET)  
ON HUMAN RIGHTS EDUCATION (HRE)

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. Relative to DepED Memorandum No. 16, s. 2004 dated January 13, 2004 on the Training of Trainers and Teachers on Human Rights Education (HRE), the In-Service Training of Teachers (INSET) will be conducted from May 2004 to May 2005 at the division level. This will be spearheaded by the HRE Division Training Team in cooperation with the assigned regional supervisors, the information officers of the regional Commission on Human Rights and the national training team.
2. The INSET will be monitored by the national training team from the DepED Central and field offices, and the Commission on Human Rights. All division training teams are expected to submit accomplishment reports on the conduct of the INSET. Upon submission of accomplishment report, members of the division training team will receive certification as human rights trainers that carries the maximum merit points under training. The merit points are consumable for one rating period for promotion. Accomplishment reports are to be endorsed by the Schools Division/City Superintendents to the Staff Development Division-Human Resource Development Service (SDD-HRDS) at fax no. 638-86-38. Reports are subject to checking/verification.
3. All expenses for the INSET including travel, board and lodging of participants are chargeable against local and/or SEF funds, while board and lodging expenses, travel and per diem and extra duty allowance of monitors and resource persons from the Central and field offices, supplies, subsidy for snacks of participants and freight expenses are chargeable against HRDS Training and Development Funds subject to the usual accounting and auditing rules and regulations.
4. Immediate and wide dissemination of this Memorandum is desired.

EDILBERTO C. DE JESUS  
Secretary

Reference: DepED Memorandum: (No. 16, s. 2004)

Allotment: 1- -(D.O. 50-97)

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

HUMAN RIGHTS EDUCATION

TEACHERS

TRAINING PROGRAMS

REFORMATTED BY: MARICAR/DMGUIDELINES INSET