

Republic of the Philippines
Department of Education
 REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

January 16, 2024

DIVISION MEMORANDUM
 No. 024 s. 2024/CPG

**MONITORING AND EVALUATION OF MID-YEAR BREAK INSET
 (Midyear Performance Review and Evaluation and
 School-Based In-Service Training)**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID & SGOD
 Education Program Supervisors
 School Heads of Public Elementary and Secondary Schools
 All Others Concerned

1. In reference to DM-OUHROD-2024-0037 re: Guidelines on the Conduct of the In-Service Training for Teachers (INSET) for SY 2023-2024 and Division Memorandum OSDS-SGOD-01/04/2024 re: 2023-204 Mid-Year Break (Midyear Performance Review and Evaluation and School Based In-Service Training, this office informs the field of the focus on the following policies and priority programs;

- 1.1 Training for Teachers Teaching Non-Major Subjects (e.g. Filipino, MAPEH, etc.)
- 1.2 Microsoft 365 Productivity Online Training through DepEd Philippines
- 1.3 National Learning Camp
- 1.4 National Reading Camp
- 1.5 National Mathematics Program
- 1.6 Catch-up Fridays
- 1.7 Early Language
- 1.8 Catch-Up Fridays
- 1.9 Early Language Literacy and Numeracy (ELLN)
 - 1.9.1. Policy Guidelines on the Implementation of the Comprehensive Sexuality Education (DepEd Order 31, s. 2018)
 - 1.9.2 Child Rights Policy: Adopting the Rights-Based Education Framework in Philippines Basic Education (DepEd Order No. 31, s. 2022)
 - 1.9.3 Safe Spaces Act (Republic Act No. 11313)




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2. Likewise, to ensure the efficiency and effectiveness of the conduct of School INSET a Division Monitoring Team shall visit the school to provide possible technical support. This will be conducted on **January 25-26, 2024**, and **January 29-30, 2024**.
3. All School Heads are required to submit a copy of INSET Activity Proposal to their respective PSDS/In-charge of the District **on or before January 24, 2024**.
4. Team Leaders are expected to conduct an orientation with the team prior to the conduct of monitoring.
5. Enclosed are the following:
 - 3.1 Division Monitoring and Evaluation Team and their respective functions.
 - 3.2 Monitoring and Evaluation of Training Design
 - 3.3 On- Site QAME Form
 - 3.4 Program Evaluation for INSET (End of the Program)
6. For information and guidance.

By the Authority of the Schools Division Superintendent:


MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Officer-In-Charge



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Enclosure No.1

DIVISION MONITORING AND EVALUATION TEAM COMMITTEE

INSET

January 25-26, 2024; January 29-30, 2024

EXECUTIVE COMMITTEE	POSITION	ROLE
Socorro V. Dela Rosa	Schools Division Superintendent	<ul style="list-style-type: none"> ▪ Oversee the monitoring and evaluation of the conduct of INSET ▪ Oversee the monitoring and evaluation of the conduct of INSET ▪ Initiate meeting with the Team Leaders
Ma. Luisa T. Dela Rosa	Assistant Schools Division Superintendent	
Romel G. Petajen	CID Chief	
Mary Jean S. Romero	SGOD Chief	

Designation	Zone 1 (Virac, San Andres)	Zone 2 (Bato, Baras, San Miguel, Gigmoto)	Zone 3 (Viga, Panganiban, Bagamanoc)	Zone 4 (Caramoran, Pandan)	Role
Team Leader	Carol P. Gil SEPS-HRD	Sarah S. Chiong SEPS-SMME	Elizabeth S. Urbano EPS-II- HRD	Aroline T. Borja EPS-SGOD	<ul style="list-style-type: none"> ▪ Initiate meeting with in the team members ▪ Prepare the general plan for the team activities ▪ Monitor the implementation of the conduct of INSET ▪ Lead on the analysis and submission of the M & E Report
Assistant Team Leader	Jezrahel T. Omadto EPS- Mathematics	Ma. Gina Templonuevo EPS- Filipino	Gina B. Pantino EPS- English	Gina Custodio EPS-Multigrade	<ul style="list-style-type: none"> ▪ Assist the Team Leader

Members	<p>EPS assigned per district</p> <p>PSDS/OIC PSDS In-charge</p> <p>Jennifer S. Casallo, Nurse II</p> <p>Ma. Teresa Abundo, Nurse II</p> <p>Amylou B. Celso, Dentist II</p>	<p>EPS assigned per district</p> <p>PSDS/OIC PSDS In-charge</p> <p>Rosario B. Vegim PDO-II</p>	<p>EPS assigned per district</p> <p>PSDS/OIC PSDS In-charge</p>	<p>EPS assigned per district</p> <p>PSDS/OIC PSDS In-charge</p>	<ul style="list-style-type: none"> ▪ Attends meeting initiated by the Team Leader ▪ Facilitates the collection of M & E reports ▪ Gathers data on the conduct of M & E ▪ Other tasks assigned by the Team Leader
Documenters	<p>Ma. Rita Sr Tablate EPSA</p> <p>Marife S. Brequillo, SEPS SocMobnet</p>	<p>Ahdel Idanan Nurse II</p> <p>Hidelita G. Posada, Dentist II</p> <p>Maria Audrea L. Vivo PDO-II</p>	<p>Ma. Lourdes M. Sorra, PDO II</p> <p>Maria Rosario Vegim, PDO II</p>	<p>Imaculate T. Latorre, EPS II/SocMobNet</p> <p>Emeline Abrasaldo Nurse II</p> <p>Jennifer Metica, ITO</p>	<ul style="list-style-type: none"> ▪ Prepare minutes of the meeting ▪ Captures the event proceedings in writing and images ▪ Creates captions in the conduct of the INSET monitoring ▪ Assists in the preparation of the M & E report ▪ Submits the M & E report in coordination with the Team Leader

Enclosure No. 2

Monitoring and Evaluation

INSET 2023-2024

I. School Profile

Name of School	
School ID	
School Head	
Contact Number	
Email Address	
Utilized Budget Per Capita	
Total INSET Funds	
Participants (Teachers)	Male- Female-
Participants (Teaching-Related)	Male- Female-
Participants (Non- Teaching Personnel)	Male- Female-
Quality	NEAP- Recognized- CPD Accredited- SDO-Reviewed
Modality	

II. INSET TOPICS

DM-OUHROD-2024-0037	Specific Title (Please specify)	PPST Strands Addressed
Training for Teachers Teaching Non-Major Subjects (e.g. Filipino, MAPEH, etc.)		
Microsoft 365 Productivity Online Training through DepEd Philippines		
National Learning Camp National Reading Camp		

National Mathematics Program		
Catch-up Fridays		
Early Language Literacy and Numeracy (ELLN)		
Policy Guidelines on the Implementation of the Comprehensive Sexuality Education (DepEd Order No.31, s.2018)		
Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education (Deped Order No.31, s. 2022)		
Safe Spaces Act (Republic Act No. 11313)		

Feedback/Findings:

Strength	Needs to be improved	Way Forward/Agreement
<p><i>(Please use separate sheet as needed)</i></p>		

Monitored by:

Printed name over signature

Conforme:

Printed name over signature



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PROGRAM EVALUATION for INSET

Respondent Type: ___ Trainee ___ Trainer ___ Program Manager

Name: _____ Sex: _____

Program/Training Title: _____ Dates: _____

Direction: Please assess the effectiveness of the training program according to the indicators below. Put a check/mark under the appropriate column.

Indicators (After the conduct of the program, I believe that:)		Strongly Agree	Agree	Disagree	Strongly Disagree
Program Management					
	Training Program Was Delivered As Planned				
	Training Program Was Managed Efficiently				
	Training Program Was Well-Structured				
Attainment of Objectives					
	Program objectives were clearly presented.				
	Able to determine the value and significance of School's progress from PPAs.				
	Refreshed on innovations and best practices on IPCRF.				
	Equipped with Different learning skills.				
	Designed Action Research/proposed Innovations.				
	Activities and exercises met the stated needs to fully implement the K-12 curriculum.				
	Learnings from the training were applied in the workshop.				
Delivery of Content					
	Program Content Was Appropriate to Trainees' Roles and Responsibilities				
	Content Delivered Was Based on Authoritative and Reliable Sources				
	Session Activities Were Effective in Generating Learning				
	Adult Learning Methodologies Were Used				
	Program Followed a Logical Order/Structure				
	Contribution of All Trainees Were Encouraged				
Provision of Support Materials					
	Appropriate to Trainees' Needs				
	Adequate				
	Given on Time				
Program Management Team					
	Available When Needed				
	Courteous				
	Efficient				
	Responsive to Participants' Needs				
Training Venue					
	Well Lighted				
	Well Ventilated				
	With Sufficient Space				
	Adequate Soundproofing				
	Availability of Equipment				
	Serviceability of Equipment				
	Internet Access was Useable (ONLY IF REQUIRED IN THE SESSIONS/WORKSHOPS)				
	Clean				

Training Venue					
	Accessible Comfort Rooms				
	Clean Comfort Rooms				
Accommodations (ONLY IF LIVE-IN ACTIVITY)					
	With Sufficient Space				
	Comfortable				
	Clean				
Accommodations (ONLY IF LIVE-IN ACTIVITY)					
	Facilities Were In Good Working Order				
Meals					
	Satisfactory Quality				
	Sufficient Quantity				
	Generally Healthy				
	Sufficient Variety				

EVALUATION OF SESSIONS AND FACILITATORS

Sessions	Strongly Agree	Agree	Disagree	Strongly Disagree
Sessions started on time				
Sessions ended on time				
Topics were relevant to our work				
Objectives of the sessions were achieved				
Activities were congruent to objectives				
Activities were appropriate for adult learners				
Participants were engaged in activities				
Learning materials were relevant				
Learning materials were adequate				
Learning materials were given on time				
Time allotments were adequate				
Facilitators				
Exhibited mastery of topic				
Expressed ideas clearly				
Asked stimulating questions				
Processed questions and responses to deepen learning				
Were sensitive to the participants mood				
Maintained positive learning environment				
Observed appropriate attire				

Please provide your honest response to each of the following questions:

What do you consider your most significant learning from the program?

Briefly describe what you have learned and how will it help you with your work.

What changes would you suggest to improve similar programs in the future?

What improvements would you suggest for the SESSIONS and FACILITATORS?

Source:

DepEd, National Educators Academy of the Philippines with revision by SDO Catanduanes, May 5, 2023



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ON-SITE QAME FORM

(This form is to be accomplished by Program Management monitors on a daily basis. Evaluations are to be validated with the session-facilitators evaluation of participants. The results will be the basis for the debriefing sessions for action by the management team.)

GENERAL INFORMATION

Program/Activity Monitored:

Program Owner:

Venue:

Inclusive Dates:

Remarks:

Learning Area:

Number of Participants:

Number of Trainers:

Date Monitored:

Please rate the conduct of the program delivery along the following areas:

Evaluation On	Indicators	Strongly Agree	Agree	Disagree	Strongly Disagree
Schedule and Participant Management	Maximum of 60 Participants Per Class				
	Program Started According to Schedule				
	Program Ended According to Schedule				
	Attendance is Systematically Monitored				
	Ground Rules Were Clear				
	Compliance to Ground Rules Was Monitored				
	Modification in Activities and Schedule Were Consulted With the Participants				
Training Site / Venue	Modification in Activities and Schedule Were Given Ahead Of Time				
	Adequately Lit				
	Well Ventilated				
	Adequate Soundproofing				
	Comfortable Temperature				
	With Sufficient Space				
	Clean				
	Clean Comfort Rooms				
	Equipment Were Serviceable				
	Internet Access Was Useable				
Medical Care Was Available, e.g., Common Medicines, First Aid					
Accommodations	With Sufficient Space				
	Clean				
	Clean Comfort Rooms				
	Facilities Were in Good Working Order				
Meals	Good Quality				
	Sufficient Quantity				
	Generally Healthy				
	Good Variety				
	Meals Served On Time				

Evaluation On	Indicators	Strongly Agree	Agree	Disagree	Strongly Disagree
Program Management Team	Available When Needed				
	Courteous				
	Efficient				
	Responsive to Needs of Participants				
	Conducted Daily Debriefing Sessions				
Sessions and Trainers	Resolved/Addressed Issues Raised in Debriefing Sessions				
	The Trainers Used Approved Resource Packages				
	Training/Learning Materials Were Adequate				
	Training/Learning Materials Were Given On Time				
	Supplies Were Available				
QAME Systems	Supplies Were In Good Condition				
	A Quality Assurance and Monitoring and Evaluation System Was In Place				
	At Least One Monitor Was Assigned Per Class				
	Data Gathered Was Used to Inform Management				
	Issues Discussed In Debriefing Sessions Were Resolved/Addressed				

Comments and Suggestions: _____

CRITICAL INCIDENTS: If you have encountered any remarkable event/situation, positive or negative, please accomplish the **STAR** Form:

Situation/Task - Describe the specific situation/task that needed to be accomplished.

Action - Describe how the persons/team responded to or acted on the situation.

Result - Describe the effect of the action or lack of action.

SITUATION/TASK	ACTION	RESULT

Name of Monitor: _____

Designation: _____