

Republic of the Philippines

Department of Education

REGION V SCHOOLS DIVISION OFFICE OF CATANDUANES

DIVISION MEMORANDUM

No: 04C

___, s. 2023

To:

Assistant Schools Division Superintendent

Chief Education Supervisors

Public School District Supervisors

Elementary and Secondary School Heads

All others concerned

From:

By Authority of the Schools Division Superintendent

MA. LUISA A. DELA ROSA Assistant Schools Superintendent

Officer-In-Charge

Date:

January 27, 2023

Subject:

CONDUCT OF 2023 MID-YEAR BREAK IN SERVICE TRAINING

(INSET)

 Pursuant to DepEd Order No. 34, s.2022 titled School Calendar and Activities for Schools Year 2022-2023, the mid-year break is scheduled on February 6-10, 2023. It shall focus on the conduct of School-based In-service Training (INSET) activities for the employees professional development based on the consolidated results of Automated Performance Assessment Management System (APAMS) following the Matrix below;

Date	Key Stage/Topic				
	Key Stage 1 (K-3)	Key Stage 2(G4-G6)	JHS/SHS		
January 6, 2023	District Orientation on the Division Enhanced Reading Recovery Plan Orientation/Re- Orientation on PRIMALs/SLAC		Orientation/Re- Orientation on PRIMALs/SLAC		
January 7-9,2023	APAMS Based & Learning Development Needs	APAMS Based & Learning Development Needs	APAMS Based & Learning Development Needs		
January 10, 2023	Action Plan Adjustments for Q3-Q4	Action Plan Adjustments for Q3- Q4	Action Plan Adjustments for Q3-Q4		

2. School-based INSET shall include topics and skills that should address the training and development needs of employees as reflected in the Learning Needs Assessment of the School/District where the reference is the Part IV: Development Needs of the IPCRF or a school initiated tool to determine the Learning Needs in specific learning Areas; analysis of the consolidated IPCRF per school as revealed in the performance appraisal conducted and on the results of the latest Automated Performance Assessment Management System (APAMS). Moreover, monitoring plan to determine the impact of these activities on the area of concern of the teachers shall be prepared and submitted.





Republic of the Philippines

Department of Education

REGION V SCHOOLS DIVISION OFFICE OF CATANDUANES

Districts with small schools and few number of teachers can cluster or group schools for the conduct of school-based INSET.

4. To ensure that the conduct of the school INSET is aligned to NEAP Professional Development Framework that seeks alignment of training programs to the professional standards for teachers, the schools and districts shall submit their program designs using the updated templates (adapted from NEAP Program Recognition Application Form RI & SDO-Catanduanes PRIME-HRM Policy Manual Learning & Development) that can be downloaded here: https://bit.ly/INSETProgramDesign.

5. In view thereof, all schools are expected to submit to this office through the Human Resource Development Section, their respective In-service Training (INSET) Program Designs on or before **February 1, 2023** for review and recommendation of approval.

6. To ensure that the purpose of the INSET is achieved the Division Monitoring Team for INSET is created. Enclosed is the List of Monitoring Team members. Orientation of the Monitoring Team shall be conducted on **February 2**, **2023**.

7. Expenses incurred relative to the conduct of the school INSET such as meals and other expenses shall be charged against School MOOE subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of and compliance with this Memorandum are desired.



Republic of the Philippines

Department of Education REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure No.1:

Division Executive Committee:

Susan S. Collano Schools Division Superintendent	
Ma. Luisa A. Dela Rosa Assistant Schools Division Superint	
Romel G. Petajen	CID Chief
Mary Jean S. Romero	SGOD Chief

INSET MONITORING TEAM (February 6-10, 2023)

NAME	POSITION	DISTRICTS	
Nino Gerald Ceneta	EPS	Pandan East & West	
Arnold M. Valledor	PSDS		
Cynthia Sorra	Head Teacher III- MAPEH/OIC EPS MAPEH	Gigmoto	
Jose T. Arcilla	PSDS		
Romel G. Petajen	Chief CID/OIC PSDS	Virac South	
Miguelito T. Rodriguez	PSDS		
Gina B. Pantino	EPS	San Andres East & West	
Nieva DJ. Tuibeo	PSDS		
Imaculate T. Latorre	EPS-II SocMob		
Gina L. Custodio	EPS	Caramoran North & South	
Delfin I. De Leon	PSDS		
Frankie Turalde	EPS	Bagamanoc North & South	
Brenda V. Villarey	PSDS		
Jezrahel T. Omadto	EPS	Baras North & South	
Ruth B. Sorrera	PSDS		
Gina M. Templonuevo	EPS	San Miguel North & South	
Marisol T. Lim	PSDS		
Elizabeth S. Urbano	EPS II- HRD		
Jesslyn T. Taway	EPS	Bato East & West	
Timmy T. Alcantara	PSDS		
Sarah S. Chiong	SEPS-M &E		
Amelia R. Cabrera	EPS	Panganiban, Viga East &	
Joselito T. Ruiz	PSDS	West	
Aroline T. Borja	EPS-SGOD		
Carol P. Gil	SEPS-HRD		
Cynthia T. Soneja	EPS	Virac North	
Elias V. Abundo	PSDS		
Achilles Alberto I	EPS-II M & E		



Republic of the Philippines Department of Education Region V (Bicol) DIVISION OF CATANDUANES Virac, Catanduanes



MONITORING AND EVALUATION TOOL

Basic Information:				
Activity Monitored -				
Venue -				
Inclusive Dates -		***************************************	e e e e e e e e e e e e e e e e e e e	bout zimerom
District -				A carefridge
Learning Area				
Grade Level -				
No. of Participants -	MEDDAL JADITH	D	Markindariy-sans	
Trainer/Facilitator -	uithen suffie) noitsu	de y Erwien dans	ansagen ynd britisk	
mould be sor emplished.)	e ment MARR 2011, 200			
(NOTE: Please rate the conduct of the program delive	ry along the followin	g areas.)	ette ett en en til ett en	
4774	BEALD'LL MAY LEY			
ACTIVITIES	Strongly Agree (4)	Agree	Disagree	Strongly
A. Operational Concerns:	(4)	(3)	(2)	Disagree (1)
Activities start according to schedule				1
/as			Agrican	
planned			2	
Activities end according to				
schedule/was managed efficiently	A STATE OF THE PARTY OF THE PAR		e consideration	
Attendance is systematically monitored	-	The state of the s		
Modifications in activities and schedule				
	**		Service Control of the Control of th	
are given ahead of time	Table to the state of the state		and the second s	
Training/learning materials are adequate				
and given on time	Contraction of the Contraction o		A CONTRACTOR	islan of Catan
 Support materials and equipment are 	- A			
available and in good condition	-place to the second		art must be property of	
Briefing and debriefing sessions were			The state of the s	
conducted				BECOMMON AND AND AND AND AND AND AND AND AND AN
Ground rules were clear	OF THE PERSON NAMED IN COLUMN 1			
Compliance of ground rules was				
monitored			- Section 1	and the second s
Session activities were effective in	and the state of t			
generating learning Contribution of all trainees were				
encouraged encouraged	at National			and the same of th
Program management team were				
present when needed				base
Were courteous and efficient				-
Responsive to the needs of trainees		-		-
B. Venue and Accommodations:			-	-
Provision of the following consistently				
follows agreed standards (if available)	pikemane		and the second	Part of the Part o
-meals were of satisfactory quality				-
-meals were of sufficient quantity			-	
-meals served on time	estatione estation	The second of		
-accommodations were comfortable	1 - 1		The second secon	
and clean	enciso es		Pulledings	and the same of th
The venue was well-lighted and well-	a felt prima	× × × × × × × × × × × × × × × × × × ×	Market Art and	
ventilated	Property of the Control of the Contr		in the same of the	
The venue was comfortable with	April Agentine		This section	
sufficient space for program activities Venue had accessible comfort more	A STATE OF THE STA			Approximate the second
Venue had accessible comfort rooms				
THE PARTY SECTION AND A COMMENTAL PROPERTY.				

-	(session guide, power point presentation, video presentation, etc.)		~	The state of the s	
靈	Exhibited mastery of the topic				,
1	Expressed ideas clearly	-			
	Was sensitive to the participants' mood				
	Maintained positive learning environment	JAVE GVA	MISOTIMO	-10-1	
	Topic was relevant to the area of work		- Company		
8	Participants were engaged in activities			51100	DESTRUMPENC
=	Session was well-planned			- barolino	M VIIVITOA

Comments and		
suggestions:		
	-	

CRITICAL INCIDENTS

(If you have encountered any remarkable events/situation (either positive or negative) that needs to be detailed and are not captured in the QAME Forms , this STAR form should be accomplished.)

STAR FORM

च्या का का के च्या का विश्व विष्य विश्व विष्य विश्व विश्व विष्य वि				
SITUATION/TASK	ACTION	RESULT		
(1) congent (1)	. 14			
		A. Operational Coasternal		
		Activotes start according to atheles /as planned		
		of guietacre bits astroith. In		
		One office begge our constitutional		
		The state of the s		
and the second second second	many to the least the leas	B Modifications in societies, and or see,		
	* * 4	enal da basefu dang HA.		
		general description of the second section 1 18		

Division of Catanduanes QAME

Name	and	Signature of	Monitor
Date:_	91111	16.31 Britis 1901(4)	

Ssc/sgod