



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

DIVISION MEMORANDUM

No: 046, 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

- 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.





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3. 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.



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Enclosure No. 1:

Division Executive Committee:

Susan S. Collano	Schools Division Superintendent
Ma. Luisa A. Dela Rosa	Assistant Schools Division Superintendent
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 & West
Joselito T. Ruiz	PSDS	
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	





MONITORING AND EVALUATION TOOL

Basic Information:

Activity Monitored - _____
 Venue - _____
 Inclusive Dates - _____
 District - _____
 Learning Area - _____
 Grade Level - _____
 No. of Participants - _____
 Trainer/Facilitator - _____

(NOTE: Please rate the conduct of the program delivery along the following areas.)

ACTIVITIES	Strongly Agree (4)	Agree (3)	Disagree (2)	Strongly Disagree (1)
A. Operational Concerns:				
■ Activities start according to schedule /as planned				
■ Activities end according to schedule/was managed efficiently				
■ Attendance is systematically monitored				
■ Modifications in activities and schedule are given ahead of time				
■ Training/ learning materials are adequate and given on-time				
■ Support materials and equipment are available and in good condition				
■ Briefing and debriefing sessions were conducted				
■ Ground rules were clear				
■ Compliance of ground rules was monitored				
■ Session activities were effective in generating learning				
■ Contribution of all trainees were encouraged				
■ Program management team were present when needed				
■ Were courteous and efficient				
■ Responsive to the needs of trainees				
B. Venue and Accommodations:				
■ Provision of the following consistently follows agreed standards (if available)				
-meals were of satisfactory quality				
-meals were of sufficient quantity				
-meals served on time				
-accommodations were comfortable and clean				
■ The venue was well-lighted and well-ventilated				
■ The venue was comfortable with sufficient space for program activities				
■ Venue had accessible comfort rooms				
■ Venue had clean comfort rooms				
C. Sessions and Trainers:				

