

Republic of the Philippines

Department of Education REGION V SCHOOLS DIVISION OFFICE OF CATANDUANES

March 15, 2021

DIVISION MEMORANDUM OSDS-SGOD - DM 000<u>10</u>9 s. 2021atb

To:

Assistant Schools Division Superintendent Chiefs, SGOD & CID Education Program Supervisors Public Schools District Supervisors Elementary and Secondary School Heads All Others Concerned



DIVISION MONITORING AND EVALUATION OF THE CONDUCT OF SCHOOLS AND DISTRICTS IN- SERVICE TRAINING (INSET) SCHOOL YEAR 2020-2021

- 1. Pursuant to DepEd Order No. 7 s. 2020, an In Service Training (INSET) is a learning and development activity for teachers and staff that may include seminars, workshops, conferences, exhibitions and learning action cells that are designed to update their knowledge, skills and competencies that will result to considerable evidence of improved teaching-learning and instructional leadership practices which enhance learners 'performance and competency levels.
- 2. Likewise, per DepEd Order No. 12, s. 2021 states that from March 15- March 19, 2021, teachers shall attend a professional development program through an In-service Training (IN-SET) organized by the school or other relevant units of DepEd.
- 3. To ensure that schools are observing the minimum health protocols set by the Inter-Agency Task Force and the DepEd's learning and development standards, the SGOD personnel will monitor and evaluate the said activity from March 17-19, 2021 respectively.
- 4. Attached hereto are the tools to be used during the said monitoring and evaluation (Enclosure A).
- For information and dissemination.

SUSAN S. COLLANO

Assistant Schools Division Superintendent
Officer- In Charge
Schools Division Superintendent

Encl.:

References:

To be indicated in the Perpetual Index

Under the following subjects:

Professional Development

Ath/ Division Monitoring and Evaluation Of The Conduct Of Schools And Districts In- Service Training (Inset) School Year 2020-2021

0000 ___ /March 16, 2021



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POST TRAINING EVALUATION

Dear Participants:

Please give your honest responses to the questions below. Your responses shall be taken with outmost confidentiality. The results of this evaluation will be the basis of Learning and Development activities in the future.

| activities in the future. | |
|--|---------------|
| Name: (Optional) | School: |
| Were training goals and objectives clearly stated? | |
| 2. Was the language easy to understand? | |
| 3. Did you feel equally engaged in the activities? | |
| 4. Did you notice any unnecessary repetitions in the content? | |
| 5. Which sessions did you feel were lacking? In what ways they | |
| 6. Did you feel comfortable expressing your ideas to your train | ers? |
| 7. Do you have any suggestions that would make this training b | petter? |
| 8. Do you feel that your knowledge or skills have improved, by t | the training? |
| 9. Name the things that you enjoyed most in the training? | |
| 10. Would you consider follow ups/ further training? On what | topic? |



Republic of the Philippines

Department of Education REGION V SCHOOLS DIVISION OFFICE OF CATANDUANES

LEARNING & DEVELOPMENT (L & D) COMPLETION REPORT

| Target | | | Ac | tual | |
|---|--|---|--|---|--|
| Date: | | | | | |
| Venue: | | | | | |
| A. Program Management Team Key Memb | ers | | | | |
| | ame | | Positio | n | Office/School |
| Proponent/s | *************************************** | | | | |
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| Training Manager | | | | | The state of the s |
| Logistics Officer | | 000-00-00-00-00-00-00-00-00-00-00-00-00 | | | |
| Finance Officer | | | | | A Comment of a section of the sectio |
| Welfare Officer | | | The state of the s | othi mos | |
| Secretariat | Spanish of the Association and the Association | | | | |
| 3. Trainers, Facilitators & Resource Person | 5 | | | | |
| Name | | | Position | | ffice/Schoo |
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| Participants 1. Teachers I – III 2. Master Teachers 3. School-Based Non-Teaching Personnel 4. School Heads / Head Teachers | | | Ge | ender | Tota |
| Participants 1. Teachers I – III 2. Master Teachers 3. School-Based Non-Teaching Personnel 4. School Heads / Head Teachers 7. External Stakeholders, Learners & Others | | | Ge | ender | Tota |
| Participants 1. Teachers I – III 2. Master Teachers 3. School-Based Non-Teaching Personnel 4. School Heads / Head Teachers | | | Ge | ender | Tota |
| Participants 1. Teachers I – III 2. Master Teachers 3. School-Based Non-Teaching Personnel 4. School Heads / Head Teachers 7. External Stakeholders, Learners & Others (Parents, LGU, Non-SDO, etc) | | | Ge | ender | Tota |
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| Participants 1. Teachers I – III 2. Master Teachers 3. School-Based Non-Teaching Personnel 4. School Heads / Head Teachers 7. External Stakeholders, Learners & Others (Parents, LGU, Non-SDO, etc) 2. Cost of Activity / Training Expenses Food | Total | Target | Male | Female | Tota |

Immediate Supervisor / Section Chief



COMPLETION REPORT

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| Date | | | | | | | |
| Participants | | | | | | | |
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| Recommendations | | | | | | | |
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| loted: | | | | | | | |

Approved:

Public Schools District Supervisor



Aepublic of the Philippines

Department of Education

SCHOOLS DIVISION OFFICE OF CATANDUANES

DIVISION MONITORING TOOL as to Compliance for the Minimum Health Protocols INSET SY 2020-2021

Date:

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- none compliant of 5 or more indicators

- compliant of 4 or 5 indicators

- compliant to 5 or more indicators

in and Signature

School Head's Name and Signature

Noted by:

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LL-40-63 anes@deped.gov.ph