



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

March 15, 2021

**DIVISION MEMORANDUM**  
**OSDS-SGOD - DM 000109 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 (INSET) 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).
5. 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



San Roque, Virac, Catanduanes  
(052) 811-40-63  
catanduanes@deped.gov.ph



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

**POST TRAINING EVALUATION**

**Dear Participants:**

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

Name: (Optional) \_\_\_\_\_ School: \_\_\_\_\_

1. 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 are lacking?

\_\_\_\_\_

6. Did you feel comfortable expressing your ideas to your trainers?

\_\_\_\_\_

7. Do you have any suggestions that would make this training better?

\_\_\_\_\_

8. Do you feel that your knowledge or skills have improved by the training?

\_\_\_\_\_

9. Name the things that you enjoyed most in the training?

\_\_\_\_\_

10. Would you consider follow ups/ further training? On what topic?

\_\_\_\_\_

Thank you.  
From SDO- SGOD HRD  
3/12/21



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

**LEARNING & DEVELOPMENT (L & D) COMPLETION REPORT**

**Part 1: SUMMARY ACCOMPLISHMENT** (to be accomplished by PMT Secretariat)

Title of the L & D Activity:

Target Actual

Date: \_\_\_\_\_

Venue: \_\_\_\_\_

**A. Program Management Team Key Members**

Task	Name	Position	Office/School
Proponent/s			
Program Manager			
Training Manager			
Logistics Officer			
Finance Officer			
Welfare Officer			
Secretariat			

**B. Trainers, Facilitators & Resource Persons**

Name	Position	Office/School

**C. Participants** ( attached filled out and signed Registration Form and Attendance Sheet )

Participants	Target	Gender		Total
		Male	Female	
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)				
<b>Total</b>				

**D. Cost of Activity / Training**

Expenses	Proposed		Actual	
	Amount	Fund Source	Amount	Fund Source
Food				
Training Materials & Hand-outs				
Other Expenses				
<b>Total</b>				

Prepared by:

\_\_\_\_\_  
 Program Manager / Training Proponent

Concurred by:

\_\_\_\_\_  
 Immediate Supervisor / Section Chief



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

**COMPLETION REPORT**

<b>PROJECT TITLE</b>	
Location and Venue	
Date	
Participants	
No. of Target participants	
No. of Actual Participants	
Facilitators	
Summary of Attendance	
Executive Summary	
<b>Program Design/ Matrix/Schedule</b>	
Key Results	
Resource materials	
LAC Analysis	
General Comments & Issues Encountered	
Recommendations	
Financial Support	
Documentations	

Prepared by:

\_\_\_\_\_

Noted:

\_\_\_\_\_

Approved:

\_\_\_\_\_  
Public Schools District Supervisor



Republic of the Philippines  
**Department of Education**

REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES

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

Date: \_\_\_\_\_

District	INDICATORS														Remarks								
	Thermal Scanning		Alcohol / Disinfection		Hand Washing Area		Foot Bath/s		Social Distancing Observed		Venue of 50% Capacity		IATF Letter of Approval to Facilitate			Well Ventilation		Health Declaration Form		COVID19/ Health Signage/s			
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N		Y	N	Y	N	Y	N		

- none compliant of 5 or more indicators
- compliant of 4 or 5 indicators
- compliant to 5 or more indicators

**High Risked**  
**Moderate Risked**  
**Low Risked**

Noted by: \_\_\_\_\_

\_\_\_\_\_  
 School Head's Name and Signature