



DIVISION MEMORANDUM
 No. 275 s. 2018

RELEASED

DepEd, Division of Catanduanes
 RECORDS SECTION
 Date OCT 16 2018
 Time: 4:35 P.M.
 Signature: [Signature]

To : **Chief, CID and SGOD**
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
All Program Implementers
Public Elementary & Secondary School Heads
All Others Concerned

From : *[Signature]*
SOCORRO V. DELA ROSA, CESO VI
 Schools Division Superintendent

Subject : **PLAN OF ACTIVITIES ON SEMESTRAL BREAK 2018**

Date : **October 16, 2018**

1. Corollary to DepEd Order no. 25 s. 2018, re: School Calendar for School Year 2018 paragraph 9 states that *“at the end of the Second Quarter, a semestral break for learners shall be observed to evaluate individual teachers and their collective performance, to conduct the In-Service Training (INSET) activities, and to prepare their Instructional Materials (IMs) for their continuing professional development”*.
2. In connection with this, all schools/districts in the elementary and secondary are expected to conduct In- Service Trainings. All SDO Program Implementers are instructed NOT to conduct/ hold trainings/ conferences, activities in the division from October 22-26, 2018 to avoid overlapping of activities.
3. To maximize the weeklong INSET, Elementary School Heads and PSDSs are advised to engage three (3) days to District INSET activities while the remaining two (2) days shall be in school for the Mid- Year Performance Review and Evaluation of teachers' IPCRF. While secondary schools shall have their In- School INSET if they don't have prior schedule of activities in the district.
4. Public Schools District Supervisors, Elementary and Secondary School Heads are required to submit INSET Training Proposal attached with Training Activity Plan and submit to SGOD-HRD unit on or before October 18, 2018 (Please see attached templates).
5. All Education Program Supervisors, Program Implementers, SEPS and EPs II in HRD & SMM& E are expected to monitor the said IN-SET.
6. A completion report of INSET shall be submitted to the SGOD c/o Human Resource Development Unit on or before October 31, 2018 following the attached enclosures.
7. For information, guidance and compliance.

<Title of Training Program>

Performance/Terminal Objective:

Enabling Objectives:

Target Participants:

Time	Module Objectives At the end of the session, participants will be able to:	Session/Activity <small>(Indicate the title of the session/activity)</small>	Expected Outputs <small>(What will be produced during the session/activity)</small>	Topic/Content Highlights <small>(List the topics, themes, etc. to be covered in the session/activity)</small>	Teaching/Learning Methodology <small>(Describe how the session/activity will be conducted to achieve learning objectives)</small>	Nominated Facilitator/s <small>(Resource Persons/ Learning Team)</small>	Resources Needed <small>(Notes, materials, equipment, etc.)</small>
Day 1: AM Session							



TRAINING PROPOSAL

TITLE:

RATIONALE:

OBJECTIVES:

EXPECTED OUTPUT:

TARGET PARTICIPANTS:

Date:

Venue:

SOURCE OF FUNDS:

A. REGISTRATION FEE

B. SUPPLIES AND MATERIALS

OFFICE SUPPLIES	Unit Price	Total Amount
TOTAL		

EQUIPMENT'S NEEDED:

C. LEARNING SERVICE PROVIDERS:

Name	Positions
TECHNICAL SUPPORT	
Name	Position

Program Manager:

Asst. Prog. Mgrs.:

Prepared by:

Noted:

Availability of Fund:

Recommending Approval:

MA. LUISA T. DELA ROSA
 Assistant Schools Division Superintendent

Approved:

SOCORRO V. DELA ROSA, CE50 VI
 Schools Division Superintendent



COMPLETION REPORT

I. Title of Training/Conference /Seminar/ Workshop/ Orientation / Re- Orientation / Retooling/
Convention/ Congress/Benchmarking /Meeting

II. Date/s Conducted:

III. Venue/s:

IV. Name of Trainers/ Resource Speakers? Facilitators and Their Qualification / Profile:

V. Target Participants and Total Number of Participants:

VI. Actual Number of Participants:

VII. Executive Summary:

- a. Introduction
- b. Summary of Activities from Day 0 up to the last Day
- c. Issues and concerns Encountered and Action Taken
- d. Suggestion/s and recommendation/s

VIII. Attachments:

- a. Approved Proposal
- b. Budget Proposal
- c. Memorandum
- d. Program
- e. Training Matrix/ Design
- f. Attendance Sheets
- g. Photo Documents Properly Labeled
- h. Sample participants' outputs
- i. Filled End of Program Evaluation Forms
- j. Qualitative feedback

Prepared by:

Signature Over Printed Name & Designation

Noted:

Signature Over Printed Name of School Head

Signature Over printed Name of Public-Schools District Supervisor

Submitted by:

Signature Over Printed Name of Proponent/s and Designation