



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

October 7, 2024

DIVISION MEMORANDUM
No. 56, s. 2024

CONDUCT OF MID-YEAR INSET FOR TEACHERS FOR SY 2024-2025

To : Assistant Schools Division Superintendents
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. DepEd Order No. 009, s. 2024, titled "Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025," states that teachers will have three (3)-day School-Based In-Service Training (INSET) to support their professional growth in accordance with the guidelines issued by the NEAP on the conduct of INSET and the preparation of Instructional materials. In addition to this, there will be a two (2)-day Mid-Year Performance Review and Evaluation (MPRE) to assess the school's progress in implementing educational plans and review teachers' and staff's performance.

2. In view of this, this Office issues the timetable of activities, and suggested/ proposed topics to be discussed during the school-based training. It is highly encouraged that the sessions for the professional development of teachers be based on the Individual Development Plans agreed upon by the ratee and rater during the Performance Planning and Commitment, Phase-I of the Individual Performance Commitment Review (IPCRF).

3. The following procedures will be followed:

- a. All proposals for Learning and Development from Teachers, Non- Teaching Personnel and School Heads should be submitted to the **District Personnel Development Committee (DiPDC)**.
- b. After the review of DiPDC, this will be forwarded to the Division Personnel Development Committee (DPDC) through the Human Resource and Development Section (HRDS) for review and evaluation to ensure the quality and comprehensiveness of the documents.
- c. The Division Personnel Development Committee (DPDC) will propose recommendations to the Schools Division Superintendent for approval.

4. The following are the requirements before the conduct of District or School MID-YEAR INSET. Please refer to the enclosures to this memorandum.

- | | |
|--------------|---|
| Enclosure A- | Learning Needs Assessment Analysis (Summary Report) |
| Enclosure B- | Activity Proposal |
| Enclosure C- | Instructional Design with QA Slide Decks & Session Guides |
| Enclosure D- | Training Activity Plan |
| Enclosure E- | List of Participants |
| Enclosure F- | Timetable of Activities |
| Enclosure G- | Proposed Topics |

A signed School AIP/PPMP/WFP should be submitted by the proponent as an additional requirement.

4. Completion report shall include the following signed documents:


- a.) Activity proposal
- b) Program Schedule/ Training Matrix
- c) Breakdown of Expenses



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- d) Daily Attendance sheet
 - e) Released Memorandum or Advisories
 - f) Photo Documentation
 - g) Daily Evaluation Result/ M & E Analysis
 - h) Comparative results of pre and post test
 - i) PD Compliance Monitoring Tool
5. Templates to be used before, during, and after the activity can be downloaded in the same link <https://bit.ly/LDRrequirements>. Chiefs, Education Program Supervisors and HRDS and SMME are expected to monitor the conduct of the activity.
6. For information, guidance, and compliance of all concerned.

By Authority of the OIC- Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
Attorney III / Legal Officer
Officer-In-Charge



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Enclosure A of DM ____2024 - Learning Needs Assessment Analysis (Summary Report)

LEARNING NEEDS ANALYSIS

I. Below are human resource organizational development needs based on organization priorities and concerns. Tick (✓) appropriate column.

| Name of Employee | Competencies | Description | Seriousness | Urgent | Growth Potential | Recommendation / Proposed Intervention | Remarks |
|--------------------|--------------------------|--|-------------|--------|--|---|---------------------|
| Nanet S. Sarmiento | Personnel Administration | As an Administrative Assistant, the employee is expected to be knowledgeable in human resource-related functions such as recruitment and selection of the applicants, updating personnel records and processing of compensation and benefits of personnel. | ✓ | ✓ | Once trained in human resource related functions she could deliver her functions and duties beyond expected. | Attend training on human resource management face to face | As soon as possible |

Attachments: L&D Unit Plan, IPCRF-Individual Development Plan

Prepared by:

 Proponent

Noted by:

 Unit Head/Immediate Supervisor/Department Head

Recommending Approval:

 ASDS

Approved:

CECILE C. FERRO, CESO VI
 ASDS, Officer-In-Charge, Office of the Schools Division Superintendent
 School Head/Functional Division Chief



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Enclosure B in DM No. _____ 2024

ACTIVITY PROPOSAL

| | | |
|--|--|--|
| Title of the Activity | Type <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special | Duration: • Schedule: • |
| Terminal Objectives 1. Enabling Objectives 1. | Lead implementing Unit / Office | |
| Target and Number of Beneficiaries/Participants: TOTAL: | Partner Organization / Agencies: | |
| Description/Components/Activities | | |
| Budget: | Source of Funds | |



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Terms and Conditions for the Supplier

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| | | |
|--|--|--|
| <i>Prepared by:</i> Proponent <i>Noted by:</i> School Head/FD Chief | <i>Availability of Funds:</i> Finance/Budget Officer | <i>Approved:</i> CECILE C. FERRO, CESO VI Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent |
|--|--|--|



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Enclosure C of DM No. _____ 2024

INSTRUCTIONAL DESIGN

I. Title of the Program/Course/Training: _____

II. Date of Conduct: _____ **Venue:** _____

| Modules and Sessions | Objectives for the Participants | Key Concepts/Messages /Topics | Methodology / Activity / Procedure | Materials | Duration |
|----------------------|---------------------------------|-------------------------------|------------------------------------|-----------|----------|
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Prepared by:

Proponent

Recommending Approval:

 Assistant Schools Division Superintendent

Noted by:

School Head/Functional Division Chief

Approved:

CECILE C. FERRO, CESO VI
 ASDS, Officer-In-Charge, Office of the Schools Division Superintendent



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Enclosure D.of DM No. ___2024 – Training Activity Plan

TRAINING ACTIVITY PLAN

I. Title of the Program/Course/Training: _____
II. Date of Conduct: _____ **Venue:** _____

| Time | Module Objectives <i>(At the end of the session, participants will be able to)</i> | Session / Activity <i>(Indicate the title of the session/activity)</i> | Expected Outputs <i>(What will be produced during the session/activity)</i> | Topic/Content Highlights <i>(List the topics, themes, etc. to be covered in the session/activity)</i> | Teaching/Learning Methodology <i>(Describe how the session/activity will be conducted to achieve learning objectives)</i> | Nominated Learning Facilitator <i>(Name of Resource Person)</i> | Resources Needed <i>(venue, materials, equipment etc.)</i> |
|-------------|--|--|---|---|---|---|--|
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Prepared by:

Noted by:

Proponent

School Head/Functional Division Chief



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Enclosure E of DM No. _____, 2024 – List of Participants

LIST OF PARTICIPANTS

- I. Title of the Program/Course/Training: _____
- II. Date of Conduct: _____ Venue: _____

| Name | Position | School/Office | Gender | Contact No. | Email Address |
|------|----------|---------------|--------|-------------|---------------|
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Prepared by:

Noted by:

Proponent

School Head/Functional Division Chief



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Enclosure F in DM ___ 2024

Timetable of Activities

| Activities | School | District | Division |
|---|--------------------|---------------------|-------------------------|
| Submission of proposals to the District Personnel Development Committee | October 1-15, 2024 | | |
| Check, Review, Evaluate proposals, and presentation of the proponents to the District Development Committee (DiPDC) | October 3-11, 2024 | October 13-14, 2024 | October 15-25, 2024 |
| Submit the Proposals to the Division Personnel Development Committee (DPDC) through the SGOD- HRDS | | | October 15-25, 2024 |
| Approval of SDS | | | October 28- Nov 5, 2024 |
| Implementation, Monitoring and Evaluation of the L and D activities | | | November 25-29, 2024 |
| Submission of Completion Report | | | December 2-6, 2024 |



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Enclosure G in DM ___ 2024

| Date | Suggested Topics |
|----------------------|--|
| November 25-26, 2024 | <ul style="list-style-type: none">• Evaluation of school's progress in the implementation of the educational programs, projects, and activities.• Review of performance of teachers and staff |
| November 27-29, 2024 | <ul style="list-style-type: none">• Child Protection and Safe Space Act• Healthy Learning Institution Program• National Math Program/ National Reading Program• Induction Programs• Implementation of MATATAG Curriculum• Training for Teachers Teaching Non-Major Subjects• Microsoft 365 Productivity Training• Other Curriculum and Teaching-related Development Opportunities for Improvement (OFIs) from the School Consolidated IPCRF-Development Plans |



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