



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V(Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

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October 21, 2019 **RELEASED**

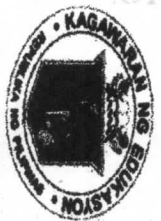
DepEd, Division of Catanduanes
RECORDS SECTION
Date: OCT 21 2019
Time: 4:50 PM
Initial/Signature: [Signature]

MEMORANDUM

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All others concerned

1. This is to reiterate the provisions in Item No. 3 of DepEd Order No. 025, s. 2018 and No. 9 of its Implementation Guidelines: *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 Trainings (INSET) activities and to prepare IM's for their continuing professional development.* The guidelines shall allow the RO's and the schools division offices to provide support to the schools particularly in the areas of instruction and progress monitoring and evaluation.
3. In compliance to this, Education Program Supervisors and Public Schools District Supervisors are advised to monitor the conduct of the District/School INSET on **October 21-25, 2019**. Pleased find attached schedule, area of assignment and the monitoring tool to be used.
3. All Public Schools District Supervisors and Education Program Supervisors shall submit their Monitoring Report to the CID Chief and to the ASDS. Likewise, school heads are required to submit the INSET Accomplishment Report to the office of the ASDS.
5. For information, guidance and compliance.

DANILO E. DESPI
Schools Division Superintendent



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**SCHEDULE OF IN-SERVICE TRAININGS
(INSET)
October 21-25, 2019
(Semestral Break)**

NO.	DISTRICT	LEVEL	DATE	VENUE
1	Bagamanoc North	Elementary (District)	Oct. 21-22, 2019	Bugao CES
2	Bagamanoc South	Secondary Elementary (District)	Oct. 21-22, 2019	School-Based Bagamanoc CES
3	Baras North	Secondary (school-based)	Oct. 21-22, 2019	Respective Schools
4	Baras South	Elementary (District)	Oct. 21-22	Elem: Agban CES
5	Bato East	Secondary (School-Based)	Oct. 21-22	Agban NHS
6	Bato West	Elementary (School/Cluster)	Oct. 21-22, 2019	Baras CES Cluster schools
7	Bato Central	Secondary	Oct. 21-22, 2019	Baras RDHS
8	Bato East	Elementary (School-Based)	Oct. 21-22, 2019	Respective Schools
9	Bato West	Secondary (Municipal)	Oct. 23-25, 2019	Bato CES

6	Bato West	Oct. 21-25, 2019	Secondary (School-based)	Oct. 21-25, 2019	Respective Schools
			Elementary (School-based)	Oct. 21-22, 2019	Respective Schools
			(Municipal)	Oct. 23-25, 2019	Bato CES
			Secondary (school-based)	Oct. 21-25, 2019	Respective Schools
7	Caramoran North	Oct. 21-22, 2019	Elementary (District)	Oct. 21-22, 2019	Caramoran CES
			Secondary	Oct. 21-22, 2019	Tubli NHS
8	Caramoran South	Oct. 24-25, 2019	Elementary (District)	Oct. 24-25, 2019	Datag CES
9	Gigmoto	Oct. 24-25, 2019	Secondary	Oct. 24-25, 2019	School-Based
			Elementary & Secondary	Oct. 21-25	School-Based
10	Pandan East & West	Oct. 23-25, 2019	Elementary	Oct. 23-25, 2019	Cluster-based
			Secondary		School-based
11	Panganiban	Oct. 24-25, 2019	Elementary (District Level)	Oct. 24-25, 2019	Panganiban CES
12	San Andres East & West	Oct. 24-25, 2019	Secondary	Oct. 24-25, 2019	School-based
			Elementary (Municipal)	Oct. 21-22, 2019	Lictin IS
13	San Miguel North & South	Oct. 21-22, 2019	Secondary	Oct. 21-22, 2019	School-based
			Elementary K to Gr. 3	Oct. 1-22, 2019	Buhl ES
			Gr. IV-VI		Sn Miguel CES
			Secondary (School-based)	Oct. 21-25, 2019	Respective Schools
14	Viga East & West	Oct. 24-25, 2019	Elementary (Municipal)	Oct. 24-25, 2019	Viga CES

15	Virac North	Secondary (School-based) Elementary (school-based)	Cluster 1 Cluster 2 Secondary (District) School-based	Oct. 21-25, 2019	Respective Schools
16	Virac South	Elementary (School-based)	District Secondary (District) School-based	Oct. 21-22, 2019	Respective Schools
				Oct. 23-25, 2019	Respective schools
				Oct. 21-22, 2019	Respective Schools
				Oct. 24-25, 2019	Virac CES
				Oct. 21-22, 2019	Palta NHS
				Oct. 23-25, 2019	Respective Schools

Respectfully submitted:

for
JOSEFA V. ZAPE
Chief Education Supervisor, CID

APPROVED:

DANILO E. DESPI
Schools Division Superintendent

23 (HUB 23D laugim n2	2105 SS-LS 150	Virac North	Cluster 1 Cluster 2 Secondary (District) School-based	Oct. 21-25, 2019	Respective Schools
23 (HUB 23D laugim n2	2105 SS-LS 150	Virac South	Elementary (School-based)	Oct. 21-22, 2019	Respective Schools
23 (HUB 23D laugim n2	2105 SS-LS 150	Virac North	Cluster 1 Cluster 2 Secondary (District) School-based	Oct. 23-25, 2019	Respective schools
23 (HUB 23D laugim n2	2105 SS-LS 150	Virac South	Elementary (School-based)	Oct. 21-22, 2019	Respective Schools
23 (HUB 23D laugim n2	2105 SS-LS 150	Virac North	Cluster 1 Cluster 2 Secondary (District) School-based	Oct. 24-25, 2019	Virac CES
23 (HUB 23D laugim n2	2105 SS-LS 150	Virac South	Elementary (School-based)	Oct. 21-22, 2019	Palta NHS
23 (HUB 23D laugim n2	2105 SS-LS 150	Virac North	Cluster 1 Cluster 2 Secondary (District) School-based	Oct. 23-25, 2019	Respective schools
23 (HUB 23D laugim n2	2105 SS-LS 150	Virac South	Elementary (School-based)	Oct. 21-22, 2019	Respective Schools



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TRAINING EVALUATION

Title of Training: SLAC/DsLAC/MLAC District/Zone/School: _____
 Subject: _____ Grade Level: _____
 Trainer's Name: _____ Date: _____
 Training Venue: _____ Accommodation: _____

Direction: Please asses the effectiveness of the training according to the indicators below. Put a check (✓) under the appropriate column.

Legend: SD = "Strongly Disagree"
 D = "Disagree"
 A = "Agree"

Session/s: _____

	SD	D	A	SA
1. Sessions started on time				
2. Sessions ended on time				
3. Topic as relevant to our work				
4. Objectives of the sessions were achieved				
5. Activities were congruent to the objectives				
6. Activities were appropriate for adult learners				
7. Participants were engaged in the activities				
8. Learning materials were relevant				
9. Learning materials were adequate				
10. Learning materials were given on time				
11. Time allotment was adequate				

The facilitator

	SD	D	A	SA
1. Exhibited mastery of the topic				
2. Expressed ideas clearly				
3. Asked stimulating questions				
4. Processed questions and responses to deepen learning				
5. Was sensitive to the participants mood				
6. Maintained positive learning environment				
7. Observed appropriate attire				

Training Management Team:

	SD	D	A	SA
1. Available when needed				
2. Courteous				
3. Efficient				
4. Responsive to the participants needs				

Please provide your honest response to the following:

Comments/Suggestions for improvement of the session:

What is your significant learning from the session?

What part of the session do you think needs more clarification?

Are there any topics/activities you would like to be included in the training?

What will you do differently in your work, because of your learning?

What changes would you suggest to improve similar trainings in the future?

TRAINING NEEDS:

SCHOOL DIVISION OFFICE OF CAGAYAN

DEPARTMENT OF EDUCATION
Region VIII (Bisaya)

TRAINING EVALUATION

Title of Training: SIAC/DLAC/MIAC
 Subject: _____
 Trainer's Name: _____
 Date: _____
 Grade Level: _____

Directions: Please assess the effectiveness of the training according to the indicators below. Put a check (✓) under the appropriate column.
 Legend: 5D = "Strongly Disagree", D = "Disagree", A = "Agree", 5A = "Strongly Agree"

	5D	D	A	5A
1. Sessions started on time				
2. Sessions ended on time				
3. Topic as relevant to our work				
4. Objectives of the session were achieved				
5. Activities were congruent to the objectives				
6. Activities were appropriate for adult learners				
7. Participants were engaged in the activities				
8. Learning materials were relevant				
9. Learning materials were adequate				
10. Learning materials were given on time				
11. Time allotment was adequate				

The facilitator:

	5D	D	A	5A
1. Exhibited mastery of the topic				
2. Presented well during				
3. Asked stimulating questions				
4. Processed questions and responses to session learning				
5. Was sensitive to the participants' mood				
6. Maintained positive learning environment				
7. Observed appropriate attire				

Training Management Team:

	5D	D	A	5A
1. Available when needed				
2. Courteous				
3. Efficient				
4. Responsive to the participants' needs				

Please provide your honest response to the following:

Comments/suggestions for improvement of the session: