



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

MEMORANDUM

OSDS-SGOD-01/04/2024/CPG

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
School Heads
All Other Concerned

From: 
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Date: January 4, 2024

Subject: **SY 2023-2024 MID-YEAR BREAK (Midyear Performance Review and Evaluation and School-Based In-Service Training)**

1. Pursuant to DepEd Order No.022 s.2023, titled "Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024," the five-day midyear break shall be spent for the conduct of the Mid-Year Performance Review and Evaluation and the School-Based In-Service Training of teachers.
2. In line with this, the 5-day mid-year break which is scheduled on **January 24-26, 2024** and **January 29-30, 2024**, the first two (2) days shall be spent evaluating the school's progress in implementing the educational programs, projects and activities as well as reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three (3) days shall be devoted to the conduct of school-based INSET activities for the teachers and preparation of instructional materials.
3. Furthermore, all school heads or the designated coordinators shall prepare the L & D Plan or Activity Proposal for the mid-year break reflecting the topics/activities from Day 1 to Day 5, for **approval by this Office a week before the start of the mid-year break.**
4. For information and guidance.



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