



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

January 26, 2021

DIVISION MEMORANDUM
No. 25 s. 2021

**CONDUCT OF SCHOOL YEAR 2020-2021 MID-YEAR IN-SERVICE TRAINING
(INSET)**

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary
and Integrated Schools
All Others Concerned


1. Pursuant to Department Order No. 030, s. 2020 titled, "Amendment to DO No. 007, s. 2020 (School Calendar and Activities for School Year 2020 – 2021)", a Mid-Year In-Service Training is scheduled for the enhancement of teachers' professional skills on February 8-13, 2021.
2. The first three days of the INSET shall be division-led and shall be done virtually through FB live at DepEd Tayo Aklan. The remaining three days shall be school-based.
3. It is expected that School Heads shall lead the enhancement of teachers' skills training anchored on the identified training and development needs, the results of the Electronic Self-Assessment Tool (eSAT) of the teachers and the priority indicators for School Year 2020-2021.
4. Enclosed is the suggested activity/training matrix for the schedule and topics to be followed in the conduct of the In-Service Training.
5. The certificate of Attendance/Participation will be given upon completion and submission of the Activity Completion Report (ACR) with the attachments required. Kindly submit to the Human Resource Development Section c/o Leila L. Pamati-an, SEPS-HRDS, SGOD, Schools Division of Aklan, one week after the training.
6. It is understood that in the conduct of this activity there shall be no discrimination on the provision of Learning and Development interventions on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
7. The participants of this activity shall strictly adhere to the health protocols (Refer to D.O. No. 14, s. 2020 – Guidelines on the Required Health Standards in Basic Education Offices and Schools).
8. Expenses incurred for this activity shall be chargeable against school MOOE/local funds subject to the usual government accounting and auditing rules and regulations.





Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

9. Personnel from the Schools Division Office will monitor the conduct of the INSET virtually for feedback and appropriate intervention using available online platforms. The List of Monitoring Personnel is found in Enclosure No. 6.
10. Immediate dissemination of and compliance with this Memorandum is desired.


MIGUEL MAC/D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosures:

- Enclosure No. 1 – Suggested INSET Matrix
- Enclosure No. 2 – Activity Completion Report (ACR)
- Enclosure No. 3 – Attendance Sheet Form
- Enclosure No. 4 – Feedback Sheet
- Enclosure No. 5 – In-Service Training (INSET) Monitoring Checklist/Tool
- Enclosure No. 6 – List of Monitoring Personnel

Reference: DepEd Order No. 030 s, 2020

To be indicated in the Perpetual Index under the following subjects
POLICY TRAINING PROGRAM WORKSHOP

/LLP



Enclosure No. 02 to Division Memorandum No. 23, s. 2021

Department of Education
Region VI - Western Visayas
DIVISION OF AKLAN
Poblacion, Numancia, Aklan

SCHOOL YEAR 2020-2021 MID-YEAR INSERVICE TRAINING MATRIX

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:00	Division-led Registration and Opening Program	Division-led MOL	Division-led MOL	School-based MOL	School-based MOL	School-based MOL
9:00	Cyber Safety in Time of Pandemic Roland F. Democrito (9:00 - 10:30)	Action Research Defined (BERF) Raffy F. Paller, PhD (8:00 - 10:00)	Updates - "Guidelines on the Implementation of the Results-based Performance Management System for SY 2020-2021 Leonerico E. Barredo, PhD (8:30 - 12:00)	SUGGESTED TOPICS Domain 1 - Content & Pedagogy Domain 2 - Learning Environment - Special Topics: a) Child Protection Policy (CPP) b) Anti-bullying Policy Domain 3 - Diversity of Learners - Special Topics a) Socio-emotional learning b) Children at-risks & in conflict with the law c) Reproductive health & early pregnancy d) Increasing adversity quotient e) Mental health in the school setting Domain 4 - Curriculum and Planning		
10:00						
11:00	Data Privacy Act Floradel P. Jamero (10:30 - 12:00)	Climate Change Mitigation Charlie Ureta 10:00 - 12:00				
12:00						
12:00-1:00	L U N C H B R E A K					
1:00	Digital Citizenship Floradel P. Jamero (1:00 - 2:30)	Revisiting DM No. 14 Raymund D. Solis, RN, MN, LPT	Enhance Capability to Effectively Manage Finances Raffy F. Paller, PhD.	SUGGESTED TOPICS Domain 5 - Assessment and Reporting Domain 6 - Community Linkages and Professional Engagement Domain 7 - Personal Growth & Professional Development Special Topics: a) DepEd Core Behavioral Competencies b) Communities of Practice		
2:00	School Forms Milgie C. Villareal 2:30 - 4:00	Harmful Effect of Prolonged Sitting & Benefit of Exercise Rhoby M. Fernandez, MD Medical Officer III 1:00 - 4:30	SEPS - Planning & Research			
3:00	Reflections & Preparation on the next day activity	Reflections & Preparation on the next day activity	Reflections & Preparation on the next day activity	Reflections & Preparation on the next day activity		
4:00						
5:00	Reflections & Preparation on the next day activity	Reflections & Preparation on the next day activity	Reflections & Preparation on the next day activity	Reflections & Preparation on the next day activity		

PREPARED BY:

SCHOOL HEAD

APPROVED:

PUBLIC SCHOOLS DISTRICT SUPERVISOR



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
DIVISION OF AKLAN

ACTIVITY COMPLETION REPORT (ACR)

ACTIVITY TITLE				
FACILITATORS/ RESOURCE SPEAKERS				
LOCATION AND VENUE				
DATE				
DURATION				
NO. OF PARTICIPANTS	MALE		FEMALE	
	Attach list of participants /attendance sheet			
EXECUTIVE SUMMARY	(Include highlights of the activity e.g. learning and relevant positive behaviour change of the participants)			
PROGRAM OBJECTIVES				
PROGRAM SCHEDULE/ MATRIX/DESIGN				
DELIVERY MODE				
KEY RESULTS/ COMPETENCY ADDRESSED	(List down participants' competencies/skills developed/ addressed by this activity)			
RESOURCE MATERIALS				
M & E RESULT	(Consolidated significant responses of participants taken from the Feedback Sheet)			

RECOMMENDATIONS	(If any, for future reference)
FINANCIAL REPORT	Training Materials, administrative cost (If applicable)
PROGRAM REPORT ATTACHMENTS Attachment 1: Attendance Sheet Attachment 2: M & E Result Attachment 3: Breakdown of expenditures Attachment 4: Photo Documentation with caption	

PREPARED BY: TEACHER OR SCHOOL HEAD

REVIEWED BY: PUBLIC SCHOOLS DISTRICT SUPERVISOR



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

Enclosure No 13 to Division Memorandum No. 25 s, 2021

(Activity title)

(Date and Venue)

ATTENDANCE SHEET

Name	Sex	Designation	AM			PM		
			IN	OUT	SIGNATURE	IN	OUT	SIGNATURE

Certified correct:

(SH or PSDS)





Republic of the Philippines
 Department of Education
 REGION VI – WESTERN VISAYAS
 SCHOOLS DIVISION OF AKLAN

Enclosure No 04 to Division Memorandum No. 25 s, 2021

FEEDBACK SHEET For Teacher Participants for School-Based QAME	
Name:	Date:
Position:	School/Office:

Thank you for participating in the training. We will therefore appreciate your honest suggestions and comments to enable us to continually improve our programs. In rating every item, please use this

LEGEND: Strongly Agree Agree Disagree Strongly Disagree

A. SESSION AND FACILITATOR RATING				
	Strongly Agree	Agree	Disagree	Strongly Disagree
1. Session started on time.				
2. Session ended on time.				
3. Topic was relevant to our work.				
4. Objectives of the session were achieved.				
5. Activities were congruent to objectives.				
6. Activities were appropriate for adult learners.				
7. Participants were engaged in activities.				
8. Learning materials were relevant.				
9. Learning materials were adequate.				
10. Learning materials were given on time.				
11. Time allotment for the topic was adequate.				
12. Facilitator exhibited mastery of the topic.				
13. Facilitator expressed ideas clearly.				
14. Facilitator asked stimulating questions.				
15. Facilitator processed questions and responses to deepen learning.				
16. Facilitator was sensitive to the participants' mood.				
17. Facilitator maintained positive learning environment.				
18. Facilitator observed proper attire.				
B. TRAINING VENUE				
19. Adequately lit.				
20. Well ventilated				
21. Adequate soundproofing				
22. With sufficient space				
23. Clean				
24. Equipment were serviceable				
25. Clean comfort rooms				
C. PROGRAM MANAGEMENT TEAM				
26. Available when needed				
27. Courteous				
28. Efficient				
29. Responsive to needs of participants				
D. OVERALL PROGRAM IMPACT				
1. If there was one major insight you gained from this training/ workshop, what is it?				
2. What do you like best about the training/ workshop? What do you like least?				
3. Other comments and suggestions				





Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 SCHOOLS DIVISION OF AKLAN

Enclosure No 05 to Division Memorandum No. 25 s, 2021

IN-SERVICE TRAINING (INSET) MONITORING CHECKLIST/TOOL

SCHOOL: _____ DISTRICT: _____

VENUE: _____

DATE OF THE TRAINING: _____ DATE MONITORED: _____

Number of Participants: Male _____ Female _____ Total _____

Instruction: Describe the activities in terms of the following by checking the appropriate box.

Presence of the following:	Evident	Not Evident	Remarks
1. Matrix			
2. Program			
3. LAC Report			
4. List of Program Management Team			
5. List of Resource Persons/Learning Facilitators			
6. List of QAME Monitors/Associates			
7. QAME tool			
Program Planning / Management Preparation	Evident	Not Evident	Remarks
1. Started on time			
2. Ended on time			
3. Delivered as planned			
4. Attendance is systematically monitored			
Attainment of Objectives	Evident	Not Evident	Remarks
1. Program objectives were clearly presented			
2. Program objectives were logically arranged			
3. Program objectives were attained			
Program Content and Delivery	Evident	Not Evident	Remarks
1. Program contents were appropriate to viewers' role and responsibilities			
2. Program contents were based on authoritative and reliable sources			
3. New learning was clearly presented			
4. Learning methodologies were appropriate to participants			
5. Delivery of contents were clear and logical			
Training Sites	Evident	Not Evident	Remarks
1. Adequately lit			
2. Well-ventilated			
3. Adequate sound proofing			
4. Comfortable temperature			

5. With Sufficient space			
6. Clean			
7. Clean comfort rooms			
8. Equipment were serviceable			
9. Medical care was available (e.g. common medicines, first aid)			
10. Adherence to health and safety protocols			
Participants	Evident	Not Evident	Remarks
1. Skills gained during the activity could be incorporated into own practices			
2. Contribution of all participants, both male and female, were encouraged			
3. Demonstrated clear understanding of the content delivered			
4. Demonstrated clear understanding of the content delivered			
5. Used appropriate equipment for the activity			
Trainer / Facilitator	Evident	Not Evident	Remarks
1. Demonstrated mastery of the subject matter			
2. Established positive learning environment			
3. Observed time allotment			
Internet Connection (if applicable)	Evident	Not Evident	Remarks
1. is readily available to participants			
2. is strong and reliable			
3. Bandwidth is adequate for video and audio streaming			
Program Management Team	Evident	Not Evident	Remarks
1. available when needed			
2. courteous			
3. responsive to needs of participants			
GAME SYSTEM	Evident	Not Evident	Remarks
1. A quality assurance and monitoring and evaluation system was in place			
2. Data gathered was used to inform management			
COMMENDABLE POINTS/BEST PRACTICES/INNOVATIONS/INITIATIVES:			
ISSUES/CONCERNS:			
SUGGESTIONS/RECOMMENDATIONS:			

Prepared by:

Date:

Monitor



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

Enclosure No 04 to Division Memorandum No. 25 s, 2021

List of Monitoring Personnel

	District	Name of Personnel
1.	Altavas	EPS Mary Cherry Lynn M. Dalipe, EdD
2.	Balete	SEPS Raffy F. Paller PhD
3.	Banga	EPS Johann C. Cawaling
4.	Batan	EPS Marivic I. Tolentino
5.	Buruanga	EPSt II Roland F. Democrito
6.	Ibajay East	EPSt II Apple Gay M. Oquendo
7.	Ibajay West	SEPS Mar Bien Gregory G. Parel, UAP
8.	Kalibo I	EPSt II Ma. Theresa L. Lao
9.	Kalibo II	EPSt II Hajji S. Tropa
10.	Lezo	SEPS June R. Patricio
11.	Libacao	EPS Ariel Z. Zubiaga
12.	Madalag	EPS Kyzil D. Lipar, PhD
13.	Makato	EPS Edselyn T. Biray, PhD
14.	Malay	EPSt John C. Marciales
15.	Malinao	EPS Ma Corazon R. Panaligan
16.	Nabas	EPS Rebecca I. Ibarreta
17.	New Washington	EPS Marth S. Tropa
18.	Numancia	SEPS Leila L. Pamati-an
19.	Tangalan	EPS Ruby Agnes B. Estrada, PhD

