December 6, 2020

DIVISION MEMORANDUM
No. 280 , s. 2020

END-OF-FIRST QUARTER SY 2020-2021 IN-SERVICE TRAINING

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public and Private Elementary, Secondary
   and Integrated Schools
All Others Concerned

1.   With the implementation of the Basic Education Learning Continuity Plan per DepEd Order No. 12, s. 2020 (Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency), DepEd has been closely monitoring the delivery of basic education services in the public schools since the start of classes on October 5, 2020. Some key challenges were noted hence as the 1st Quarter of the school year comes to an end there is a need to recalibrate some strategies in order to address them. Relative to this, certain activities are recommended as contained in Memorandum OUCI-2020-307 titled Suggested Measures to Foster "Academic Ease" During the COVID-19 Pandemic. Among such activities is the conduct of In-Service Training (INSET).

2.   Anent this, DepEd-Aklan will hold an In-Service Training on December 14-19, 2020. The activity shall be both division-led and school-based in order to appropriately respond to the varying needs of teachers in different schools. Enclosure 1 provides the Matrix to this INSET. While the Matrix provides flexibility in the identification of topics at the school level, it is advised that such should be based on the suggestions given in Memorandum OUCI-2020-307. Participation of private schools to this activity is optional.

3.   The training modality shall be virtual/on line for the division-led part. The schools may however adopt a Learning Action Cell (LAC) approach. In the event that the school-based INSET shall involve face-to-face sessions, the field is reminded to 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).

4.   To quality assure the conduct of this INSET activity, a team was comprised to conduct daily observation, monitoring and evaluation using a Monitoring and Evaluation Tool. Please refer to Enclosure No. 2 (List of Personnel Who Will Monitor the End-of-First Quarter SY 2020-2021 In-Service Training) and Enclosure No. 3 (INSET Monitoring Checklist/Tool), respectively. Together with the District End-of-First Quarter SY 2020-2021 INSET Report to be accomplished by each district, the accomplished M & E Tools must be submitted to this office, attention: SEPS June R. Patricio (SGOD-School Management Monitoring and Evaluation Section, on or before December 23, 2020 for proper analysis, feedback and intervention.

5.   Expenses incurred relative to this activity shall be chargeable against school MOOE/local funds subject to the usual accounting and auditing rules and regulations.

6.   Immediate and wide dissemination of this Memorandum is desired.

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

References: As stated
Allotment: 1-(R.O. s. 1994)
To be indicated in the Perpetual Index
under the following subjects:

CALENDAR   POLICY   PUPILS STUDENTS   TEACHERS   PROGRAM

LLP/rfd

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

MATRIX
END-OF-FIRST QUARTER SY 2020-2021 IN-SERVICE TRAINING

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
	Dec-14	Dec-15	Dec-16	Dec-17	Dec-18	Dec-19
8:00 AM - 9:00 AM	**Opening Program**	***Management of Learning (MOL)**	SUGGESTED TOPICS FOR SCHOOL-BASED INSET ***Management of Learning (MOL)** ***Revisiting and Adjustment of School Basic Education Learning Continuity Plan (to include initial plans for possible limited face to face interaction with learners IF allowed)**			
9:00 AM - 10:00 AM	**Understanding MELCs** **Speaker: c/o CID**	**Homeroom Guidance Program** **Speaker:** **EPS Ma Corazon R. Panaligan**	***Development, Quality Assurance and Contextualization of SLMs & Activity Sheets** ***Development of Assessment Tools for Quarter 2 (K-3, 4-6, JHS/SHS (per Subject/Specialization)**			
10:00 AM - 12:00 NN						
12:00 NN - 1:00 PM	**LUNCH BREAK**					

1:00 PM - 5:00 PM	**Quality Assurance of Learning Materials** **Speaker:** **PDO II Mahnnie Q. Tolentino**	**Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan (DepEd Order No. 31 s, 2020** **Speaker:** **EPS Mary Cherry Lynn M. Dalipe**	SUGGESTED TOPICS FOR SCHOOL-BASED INSET ***Management of Learning (MOL)** ***Revisiting and Adjustment of School Basic Education Learning Continuity Plan (to include initial plans for possible limited face to face interaction with learners IF allowed)** ***Development, Quality Assurance and Contextualization of SLMs & Activity Sheets** ***Development of Assessment Tools for Quarter 2 (K-3, 4-6, JHS/SHS (per Subject/Specialization)** ***Closing Program** (Note: Schools may vary their topics from the suggested topics based on the Learning and Development needs of teachers. The modality may likewise vary depending on factors such as number of teachers, availability of session hall/room with sufficient space, AWA of school personnel, COVID situation in the locality, etc.)
Expected Output/s	*Note: Day 1 and Day 2 are Virtual Division-led INSET activities.*		**Adjusted BE LCP* **Developed, Quality Assured and Contextualized SLMs/Activity Sheets/Assessment Tools for Quarter 2 (K-3, 4-6, JHS/SHS (per Subject/Specialization)* ** Expected desired outputs in the different sessions*

Prepared by:

LEILA L. PAMATI-AN
Senior Education Program Specialist –

Noted:

Dr. DOBIE P. PAROHINOG
Chief Education Supervisor-CID

MICHAEL T. RAPIZ
Chief Education Supervisor-SGOD

Recommending Approval:

JOSE NIRO R. NILLASCA
OIC, Office of the Assistant Schools
Division Superintendent

APPROVED:

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

Enclosure No. 2 to Division Memorandum No. __280__ s, 2020

List of Personnel Who Will Monitor the END-OF-FIRST QUARTER SY 2020-2021 INSET

	District	Name of Personnel
1.	Altavas	EPS Mary Cherry Lynn M. Dalipe
2.	Balete	SEPS Raffy F. Paller
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
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
13.	Makato	EPS Edselyn T. Biray
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

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

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 was clear and logical			
Training Sites	**Evident**	**Not Evident**	**Remarks**
1. Adequately lit			
2. Well-ventilated			
3. Adequate soundproofing			
4. Comfortable temperature			

	Evident	Not Evident	Remarks
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 its 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			
QAME 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