



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. Gabriel M. Reyes Street, Kalibo, Aklan



19 October 2018

DIVISION MEMORANDUM

No. 37, s. 2018

OBSERVING SEMESTRAL-BREAK IN-SERVICE TRAINING (INSET) FOR SY 2018-2019



**To: Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/
Principals/Head Teacher In-Charge of the District
School Heads of Public and Private Elementary, Secondary and Integrated
Schools
Division Office Unit/Section Heads
Others Concerned**

1. Pursuant to DepED Order No. 025, s. 2018 entitled School Calendar for School Year 2018-2019, Semestral-Break In-Service Training (INSET) will be on 22-26 October 2018.
2. Par. 9, Inclosure No. 1 states, "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 Training (INSET) activities, and to prepare their Instructional Materials (IMs) for their continuing professional development."
3. It is understood that the Individual Development Plan (IDP) using the Self-Assessment Tool (SAT/e-SAT) under the Philippine Professional Standards for Teachers (PPST) has been considered to properly address teachers' needs assessment, of which some concerns are also addressed through Learning Action Cell (LACI) sessions.
4. Training matrix must be submitted to this Office on or before 17 October 2018, attention: EPSI II Roland F. Democrito (SGOD-Human Resource Development Section), for review.
5. To quality-assure the conduct of INSET, a monitoring and evaluation personnel will ensure through their daily observation and use of M & E tools (please refer to attached enclosure for the tool and name of personnel), which together with the District end of INSET, report must be furnished this Office, attention: SEPS Rita M. Rey (SGOD-School Management Monitoring and Evaluation Section), on or before 02 November 2018, for proper analysis, feedback, and appropriate intervention.

6. Expenses incurred related hereto such as snacks, supplies and materials, and training venue shall be charged but not limited to local/HRTD and other sources of funds. Lunch and transportation expenses of participants shall be charged to school MOOE. All expenses are subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

For the Schools Division Superintendent:


PATROCENIA Y. MAMBURAM
Administrative Office V 
Administrative Services
In-charge of the Division

inclosure/s: as stated

Reference: DepEd Order No. 25, s. 2018

Allotment: 1-2 (R.O. 12-94)

To be indicated in the Perpetual Index

under the following subjects;

CALENDAR, SCHOOL POLICY CELEBRATIONS AND FESTIVALS CLASSES
SCHOOLS

DPP/mtr

Enclosure No. 1 to Division Memorandum No. 357, s. 2018

List of Personnel who will monitor the SY 2018-2019 INSET

District	Name of Personnel
1. Altavas	EPS Mary Cherry Lynn M. Dalipe, EdD
2. Balete	
3. Banga	EPS Johann C. Cawaling EPS Marivic I. Tolentino
4. Batan	
5. Buruanga	EPSt II Roland F. Democrito
6. Ibabay East	SEPS Mar Bien Gregory G. Parel, UAP
7. Ibabay West	
8. Kaliibo I	EPS Ruby Agnes B. Estrada
9. Kaliibo II	
10. Lezo	EPSt 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 II Ma. Theresa L. Lao
15. Malinao	EPS Ma. Corazon R. Panaligan
16. Nabas	EPS Rebecca R. Ibaretta
17. New Washington	EPS Marth S. Tropa
18. Numancia	SEPS Rita M. Rey
19. Tangalan	SEPS Edna R. Ayon

Note:

1. The SDS, ASDS, CESS may be invited to speak/lecture and monitor in any of the Districts.

2. The Division Office Unit/Section Heads and other personnel may be invited to speak/lecture on appropriate topic/s.

2. If the specific monitor is invited to speak/lecture in another district, s/he may do so provided that the district where s/he is assigned shall be his/her responsibility in the preparation of M & E reports.

**Monitoring Tool for District INSET
October 2018**

District: _____
Date: _____
Public: _____

PSDS/PID/HTID: _____
No. of participants: _____

Public Schools	M	F	T
Teaching:			
Non-teaching:			
Private Schools			
Teaching			
Non-teaching			

Activity	Observed	Not Observed	MoV	Remarks
1. Training Design/Matrix				
2. Alignment of INSET with PPST-SAT (District)				
3. Instructional Supervisory Plan (District)				
4. Pool of Trainers/experts/scholars and their respective qualifications				
5. Report of school for LAC Session				
6. Quality-Assurance Monitoring and Evaluation (QAME) of INSET *Daily Reflections *Program Evaluation				
7. Use of 4As				
8. Training Passbook				

Describe promising practices in the conduct of the session/training

Other professional development activities conducted

Name of Monitor and Date

Noted:

EPS JOSE NIRO R. NILLASCA

Officer-In-Charge

Office of the Assistant Schools Division Superintendent