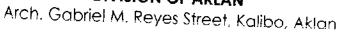


Republic of the Philippines Department of Education Region VI – Western Visayas

DIVISION OF AKLAN





19 October 2018

DIVISION MEMORANDUM No. 3-0 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.

- 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:

Juguan -PATROCENIÀ 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 <u>Perpetual Index</u>

under the following subjects;

CALENDAR, SCHOOL POLICY SCHOOLS CELEBRATIONS AND FESTIVALS CLASSES

DPP/mtr

Enclosure No. ____ to Division Memorandum No. _3\$/_, 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	21 3 Mary Cherry Lynn Mr. Dailpe, EaD			
3. Banga	EPS Johann C. Cawaling			
4. Batan	EPS Marivic I. Tolentino EPSt II Roland F. Democrito			
5. Buruanga				
6. Ibajay East	SEPS Mar Bien Gregory G. Parel, UAP			
7. Ibajay West	- That old Olegory G. Farer, UAP			
8. Kalibo I	EPS Ruby Agnes B. Estrada			
9. Kalibo II	Cronoby rights b. Estidad			
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:		PSDS/PID/HTID: No. of participants:						
Public:		Public Schools		M	F	T		
		Teaching	J:				\dashv	
		Nontog	ahin ar	ļ	-			
		Non-tead	zning.					
		Private Schools						
		Teaching						
		Non-teac	hing				_	
Activity	Observed	Not Observed	Мо	٧	Rei	Remarks		
1. Training Design/Matrix				······································				
2. Alignment of INSET with PPST-SAT (District)								
3. Instructional								
Supervisory Plan (District)								
4. Pool of					1		_	
trainers/experts/scholars								
and their respective								
qualifications						<u>.</u>		
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 practic	es in the cond	uct of the session/t	raining					
							_	
			A	.w		,	_	
Other professional develop	oment activities	s conducted						

EPS JOSE NIRO R. NILLASCA

Noted:

Name of Monitor and Date

Officer-In-Charge
Office of the Assistant Schools Division Superintendent