



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

Arch. Gabriel M. Reyes Street, Kalibo, Aklan



10 October 2017

DIVISION MEMORANDUM

No. 259, s. 2017

SY 2017-2018 IN-SERVICE TRAINING (INSET)

**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. 25, s. 2017 entitled School Calendar for School Year 2017-2018, the In-Service Training (INSET) will be on 23-27 October 2017 and additional day on 30 October 2017 for the preparation of Instructional Materials (IMs).

2. Par. 9 states, "at the end of the Second Quarter, a semestral break for learners shall be observed to evaluate individual teachers and their collective performance, as well as to conduct the In-Service Training (INSET) activities for their continuing professional development. An additional day for Instructional Materials (IMs) preparation shall be observed."

3. It is understood that the School Plan for Professional Development (SPPD) has been considered to properly address teachers' needs assessment as reflected in their Individual Plan for Professional Development (IPPD) in which some concerns are also addressed through Learning Action Cell (LAC) sessions.

4. Training matrix must be submitted to this Office on or before 20 October 2017, attention: Dr. Lellorie F. Sindigan (SGOD-HRD Section), for review and approval. (Refer to attached enclosure for the format). Field trips, benchmarkings and immersions are not allowed.

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 furnish this Office, attention: SEPS Rita M. Rey (SGOD-M & E Section), on or before 10 November 2017, for proper analysis, feedback mechanism, and appropriate intervention.

6. Expenses incurred related hereto shall be charged but not limited to local/HRD and other sources of funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of and compliance with this memorandum is strongly desired.

"May katawhayan ag kalipayan sa among mga eskuelahan."

FOR THE SCHOOLS DIVISION SUPERINTENDENT:



JOSE NIRO R. NILLASCA

Education Program Supervisor

In-Charge, Office of the

Assistant Schools Division Superintendent

Inclosure/s: as stated

Reference: DepEd Order No. 25, s. 2017

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

to be indicated in the Perpetual Index

under the following subjects:

CALENDAR SCHOOL

CELEBRATIONS AND FESTIVALS

CLASSES

POLICY SCHOOLS

/mtt

"May katawhayan ag kalipayan sa among mga escuelahan."

List of Personnel who will monitor the SY 2017-2018 INSET

District	Name of Personnel
1. Altavas	EPS Mary Cherry Lynn M. Dalipe, EdD
2. Balete	PSDS on-detail Nerissa M. Repaz
3. Banga	EPS Johann C. Cawaling
4. Batan	EPS Marivic I. Tolentino
5. Buruanga	EPSt II Roland F. Democrito
6. Ibojay East	SEPS Lellanie F. Sindigan, PhD
7. Ibojay West	SEPS Mar Ben Gregory G. Parel, UAP
8. Kalibo I	EPS Ruby Agnes B. Estrada
9. Kalibo II	EPSt II Dayrest F. Rogar
10. Leza	EPSt II June R. Patricio
11. Ubacao	EPS Ariel Z. Zubiaga
12. Madalag	EPS Kyzil D. Ubar, PhD
13. Makata	EPS Edselyn T. Biray, PhD
14. Malay	EPSt II Ma. Ninia L. Lao
15. Mallao	EPS Ma. Carazon 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, CESSs 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.

Enclosure No. 2 to Division Memorandum No. 257, s. 2017

Monitoring Tool for District INSET
October 2017

District: _____

PSDS/PID/HTID: _____

Date: _____

No. of participants: _____

Public

M F I

Public Schools

Teaching

Non-teaching

Private Schools

Teaching

Non-teaching

Activity	Present	Absent	MoV	Remarks
1. Training Design/Matrix				
2. Alignment of INSET with SPPD/MPPD (District)				
3. Instructional Supervisory Plan (District)				
4. Pool of trainers/experts/scholars and their respective qualifications				
5. Report on School LAC				
6. Quality Assurance Monitoring and Evaluation (QAME) of INSET				
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
In-charge, Office of the ASDS



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Matrix of INSET (23-27 October 2017)

Time/Day	Day 1 (23 Oct)	Day 2 (24 Oct)	Day 3 (25 Oct)	Day 4 (26 Oct)	Day 5 (27 Oct)	Remarks
7:30 – 8:00 A. M.	Opening Program Statement of Purpose	MoL	MoL	MoL	MoL	
8:00 – 10:00 A. M.	RPMs					
10:00 – 12:00 NN	SDO personnel					
12:00 – 1:00 P. M.	L	U	N	C	H	
1:00 – 3:00 P. M.	Research using BERF					
3:00 – 4:30 P. M.	SDO personnel					
4:30 – 5:00 P. M.	Open Forum FGD				Agreements Next Steps Closing Program	30 October 2017 Preparation of IMS
Officer of the Day						
Monitor						

Prepared:

Contents Noted:

Recommending Approval:

Approved:

PSDS/PID/HTID

Dr. LEILANIE F. SINDINGAN
SEPS, HRD

JOSE NIRO R. NILLASCA
EPS, In-charge ASDS Office

Dr. ERNESTO F. SERVILLON Jr., MNSA, CESO VI
OIC-Schools Division Superintendent