



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City



October 12, 2017

Division Memorandum
No. 180s. 2017

**MONITORING OF THE CONDUCT OF FIVE-DAY IN-SERVICE TRAINING
FOR TEACHERS FOR SCHOOL YEAR 2017-2018**

To : Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors/ Officers In-Charge of the District
HRD Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Elementary and Secondary School Teachers

1. Pursuant to DepEd Order No. 25, s. 2017 entitled "School Calendar for School Year 2017-2018", the conduct of In-Service Training (INSET) for professional development of teachers is scheduled on October 23-27, 2017.
2. This is to ensure that the Professional Growth and Development of DepEd teaching personnel are addressed and time is maximized while the pupils and students are having their semestral break.
3. It is suggested that the results of the division online Philippine Professional Standards for Teachers (PPST) survey shall be primarily considered in the conduct of the In-Service Training.
4. Training Design should be submitted to the Human Resource Development (HRD) section on or before October 19, 2017.
5. Attached are the list of the composition of the Division Monitoring Teams assigned to the different districts/schools and the monitoring tool to be used to validate the INSET (Enclosures 1 & 2).
6. Immediate and wide dissemination of this memorandum is desired.

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

Enclosure No. 1

District/School	Monitoring Team
Cuartero	Sephora Roldan, Lallaine G. Fundal,
Dao	Ronie Reteracion, Judith Tu, Jerry Mosquite
Dumalag	Heidelyn Geromiano, Ed.D., Angel Payo , Jr., Ph.D., Ruth Gervero, Ph.D.
Dumarao	Ruth Gervero, Ph.D., Jepnie Jan Barrido, Jonifer Alejandra
Ivisan	Shirley de Juan, Warlito Potato, Immaculada Amores, Ph.D., Jerry Mosquite
Jamindan	Merlie Rubio, Ed.D., Wilhelmina Ucag
Maayon	Marlon Destreza, Ed.D., Andres Quaichon, Zaldy Caalam
Mambusao East	Elenia Baranda, Ma. Theresa Villagracia, Ph.D.
Mambusao West	Elenia Baranda, Martin Fabraquel, Ed.D., Immaculada Amores, Ph.D.
Panay	Concepcion dela Cruz, Celso Flamiano, Mary Grace Atinon
Panitan	Andres Quiachon, Linda Villasis, Ph.D., Ronald Dile
Pilar	Alan Vincent Altamia, Celso Flamiano
Pontevedra	Concepcion dela Cruz, Reynaldo Azcarraga, Ph.D., Mary Grace Atinon, Edna Azcarraga, Ph.D.
Pres. Roxas	Alan Vincent Altamia, Eddie Arcenas
Sapian	Shirley de Juan, Rosemarie Basas
Sigma	Ronie Reteracion, Eva Fabraquel, Ed.D.
Tapaz East	Heidelyn Geromiano, Ed.D., Ruth Gervero, Ph.D., Jepnie Jan Barrido, Ph.D., Angel Payo , Jr., Ph.D.
Tapaz West	Heidelyn Geromiano, Ed.D., Ruth Gervero, Ph.D.,Jepnie Jan Barrido, Vicente Lumaque
Capiz NHS	Sephora Roldan, Marggie Obligacion,Ph.D. Ronald Dile, Edna Azcarraga, Ph.D.

MONITORING TOOL FOR THE INSET IN DISTRICT/SCHOOL

School/District: _____

Date: _____ Duration of INSET: _____

No. of Teachers Attending: Male: ___ Female ___ Total _____

No.	Activity	Observed	Not Observed	Remarks/MOVs
1	INSET Program Design			
2	Training Thrust			
3	Alignment of INSET with PPST			
4	Training Matrix/Activities			
5	Trainers'/ Speakers' Qualification			
6	Training Materials			
7	Budget & Source			
8	Conduct of Sessions in 4As			
9	Utilization of Session Guides			
10	Quality of Delivery			
11	PSDS'/SH's Plan for Instructional Supervision			
12	Presence of Teacher's Training Passbook			

Aside from the INSET (F3), what other Professional Development activities does the school/district conduct?

How often?

Describe promising practices on the trainings conducted

Monitored by: _____

Date : _____

Noted:

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