



Republic of the Philippines
Department of Education
Region VI – Western Visayas
Schools Division of Capiz

February 4, 2021

Division Memorandum
No. 027 s. 2021

**MONITORING OF THE CONDUCT OF
FEBRUARY MID-YEAR IN-SERVICE TRAINING**

To : Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Human Resource Development Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Elementary and Secondary School Teachers
All Others Concerned

1. Pursuant to **DepEd Order No. 30, s. 2020** dated **October 2, 2020** entitled **“School Calendar and Activities for School Year 2020-2021”**, the conduct of Mid-Year In-Service Training (INSET) for professional development of teachers is scheduled on **February 8-13, 2021**.
2. 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.
3. Professional Development Program (Training Course Design) should be submitted for approval to the School Governance and Operations Division-Human Resource Development (SGOD-HRD) section on or before February 10, 2021.
4. Attached is a copy of the monitoring tool to be used to validate the INSET (Enclosures 1).
5. Immediate and wide dissemination of this **Memorandum** is desired.


SALVADOR O. OCHAVO, JR., EdD, CESO V
Schools Division Superintendent 

Enclosure No. 1

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	Alignment of INSET with PPST			
3	Training Matrix/Activities			
4	Trainers'/ Speakers' Qualification			
5	Training Materials			
6	Budget & Source			
7	Conduct of Sessions in 4As			
8	Utilization of Session Guides			
9	Quality of Delivery			
10	PSDS/SH Plan for Instructional Supervision			
11	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:


SALVADOR O. OCHAVO, JR., EdD, CESO V
Schools Division Superintendent