



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

January 9, 2023

DIVISION MEMORANDUM
No. 009 s. 2023

**CONDUCT OF MID-YEAR PERFORMANCE REVIEW AND EVALUATION
CUM SCHOOL-BASED INSET FOR SY 2022-2023**

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors/OIC of the Districts
Heads of Public Elementary, Secondary and
Integrated Schools

1. In compliance with Paragraph 40 of Enclosure No. 1 to DO 34, s. 2022, re: **Implementing Guidelines on the School Calendar and Activities for the SY 2022- 2023**, this office hereby reiterates the conduct of the Mid-Year Performance Review and Evaluation cum School-Based INSET for the teachers and school staff from February 6 to 10, 2023.
2. The five-day mid-year break shall be spent for the conduct of the Mid-Year Performance Review and Evaluation (MPRE) and School-Based INSET. The first two days shall be spent in evaluating the school's progress in the implementation of the educational programs, projects, and activities, as well as in reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three days shall be devoted to the conduct of the school-based INSET activities for the teachers' continued professional development and preparation of their instructional materials.
3. The MPRE and School-Based INSET should be held within the school premises following the allotted days and time. Team Building Activities outside of the school premises are discouraged.
4. In the conduct of the above Professional Development or Learning and Development Activity, please be reminded of the following:
 - a. At least five (5) days before the conduct of the MPRE & INSET, the process owner should submit the following:
 - ✓ Learning and Development Needs Assessment Result (LDNA) of teaching and non-teaching personnel of the school;
 - ✓ Professional Development Program Design (formerly TCD) with approval sheet;
 - ✓ Complete copies of all the session guides to be used;
 - ✓ Photos of sample learning materials and training aids to be used;



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- ✓ End of the Program Evaluation Link / Sample Printed End of Program Evaluation Sheet;
 - ✓ School Memo regarding the conduct of school-based INSET;
 - ✓ Approved Budget (chargeable against School MOOE); and
 - ✓ List of Target Participants
- b. Further, five (5) days after the conduct of the school-based INSET, the process owner should submit a Program Completion Report that contains the following:
- ✓ Copy of Approved Professional Development Program Design;
 - ✓ Accomplished Attendance Sheets;
 - ✓ Sample Certificates of Participation and Recognition;
 - ✓ Budget Utilization Report / Breakdown of Expenses;
 - ✓ Photo Documentation; and
 - ✓ Printed End of the Program Evaluation Results
5. Expenses relative to the conduct of the MPRE and School-Based INSET for SY 2022-2023 are chargeable against the Division INSET Fund (for the SDO monitoring officials) and School MOOE for the schools subject to the usual accounting and auditing rules and regulations.
6. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of learning and development program on account of age, school, gender, civil status, disability, religion and other similar factors, and personal circumstances that run counter to the principles of equal opportunity.
7. It is expected that in the conduct of this activity, all involved must adhere to minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
8. Immediate dissemination of and compliance with this Memorandum are desired.

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

