



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

January 22, 2024

DIVISION MEMORANDUM
 No. **035**, s. 2024

**MONITORING OF THE CONDUCT OF THE IN-SERVICE TRAINING
 FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024**

To: OIC, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisor, CID
 OIC, Office of the Chief Education Supervisor, SGOD
 Public Schools District Supervisors
 Heads of Public Elementary, Secondary and Integrated Schools
 All Others Concerned

1. In reference to DM-OUHROD-2024-0037 dated January 11, 2024 titled **“Guidelines on the Conduct of the In-Service Training for Teachers (INSET) for School Year 2023-2024”**, this Office shall monitor the conduct of this activity on January 24-26 and 29-30, 2024.
2. This activity aims to:
 - a. monitor the conduct of INSET;
 - b. gather feedback; and
 - c. provide technical assistance.
3. The composition of the Division Monitoring Officials and the schedule of the monitoring activities are as follows:

Chairperson: Luz U. Banson EdD, CESE
 OIC, Office of the Assistant Schools
 Division Superintendent

Vice-Chairpersons: Dr. Segundina F. Dollete
 Chief Education Supervisor
 Curriculum Implementation Division

Dr. Edna B. Azcarraga
 OIC, Office of the Chief Education Supervisor
 School Governance and Operations Division

Members:

Team A	Team B
Luz U. Banson Salvador Dale Artates Sephora M. Roldan Alan Vincent B. Altamia Glenda Marie B. Botin Candelaria Talabucon Jerry Mosquite Mary Grace Atinon	Dr. Segundina F. Dollete Ronie C. Reteracion Elenia P. Baranda Andres D. Quiachon Engr. Marlon Clarito Dr. Immaculada J. Amores Dr. Marggie Obligacion Ronald D. Dile



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Schedule of M&E Activities

Date	District	Team
January 24, 2024	Cuartero	Team A
	Dao	
	Dumalag	Team B
	Dumarao	
January 25, 2024	Ivisan	Team A
	Sapian	Team B
	Maayon	
	Pontevedra	
January 26, 2024	Panay	Team A
	Panitan	Team B
	Pilar	
	President Roxas	
January 29, 2024	Jamindan	Team A
	Mambusao East	Team B
	Mambusao West	
	Sigma	Team A
	Capiz NHS	Team B
January 30, 2024	Tapaz East	Team A
	Tapaz West	Team B

4. School heads are requested to accomplish the attached monitoring tool in advance, to be validated by the monitoring personnel during their onsite visit.
5. Immediate dissemination of and compliance with this Memorandum are desired.


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

Enclosure: As Stated
Reference: Memorandum DM-OUHROD-2024-0037
To be indicated in the Perpetual Index
under the following subjects:

TRAINING PROGRAMS
TEACHERS
SCHOOLS



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**MONITORING TOOL ON THE CONDUCT OF THE IN-SERVICE TRAINING FOR TEACHERS (INSET)
FOR SCHOOL YEAR 2023-2024**

School: _____ District: _____
Date: _____ Duration of INSET: _____
No. of Teachers Attending: Male _____ Female _____ Total _____
Topic/s: _____

Is the topic/Are the topics aligned with the prescribed School-Based INSET topics? _____

Presence of:	Observed	Not Observed	Remarks/MOVs
1. Approved INSET Program Design			
2. Trainers'/Speakers' Qualification			
3. Training Materials			
4. Budget and Source			
5. Conduct of Sessions in 4As			
6. Utilization of Session Guides			
7. Quality of Delivery			
8. Issuance of School Memorandum			
9. Internal M&E Team			

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

How often?

Describe promising practices on the Trainings conducted

Date to conduct POST EVALUATION CONFERENCE: _____

Monitored by:

Conforme:

Date: _____