



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

November 22, 2024

**DIVISION MEMORANDUM**

No. 752, s. 2024

**MONITORING OF THE IN-SERVICE TRAINING (INSET)  
FOR TEACHERS FOR SCHOOL YEAR 2024-2025**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC, Office of the Chief Education Supervisor, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Public & Private 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 2024-2025”**, this Office shall conduct monitoring activities of the said activity from November 25 to November 29, 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 ASDS

Vice-Chairpersons: Dr. Segundina F. Dollete  
CES, CID  
Dr. Edna B. Azcarraga  
OIC, Office of the CES, SGOD



Address: Banica, Roxas City  
Contact Number: (036) 6518 456/0968-869-5867  
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Team A	Team B
Luz U. Banson EdD, CESE	Edna B. Azcarraga, PhD
Segundina F. Dollete, EdD	Ronie C. Reteracion
Salvador Dale Artates	Elenia P. Baranda
Sephora M. Roldan, PhD	Andres D. Quiachon
Alan Vincent B. Altamia	Rolando Jamora, PhD
Ruth Gervero, PhD	Jason Edwin Duenas, PhD
Glenda Marie B. Botin	Engr. Marlon Clarito
Candelaria Talabucon	Immaculada J. Amores, PhD
Jerry Mosquite	Marggie Obligacion, PhD
Mary Grace Atinon	Ronald D. Dile

Note: *PSDSs shall monitor the conduct of INSET in their respective districts.*

Schedule of M&E Activities

Date	District	Team
November 25, 2024	Cuartero	Team A
	Dao	
	Dumalag	Team B
	Dumarao	
November 26, 2024	Ivisan	Team A
	Sapian	
	Maayon	Team B
	Pontevedra	
November 27, 2024	Panay	Team A
	Panitan	
	Pilar	Team B
	President Roxas	



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November 28, 2024	Jamindan	Team A
	Mambusao East	
	Mambusao West	Team B
	Sigma	
November 29, 2024	Capiz NHS	Team A
	Tapaz East	Team B
	Tapaz West	

4. School heads are required to accomplish the attached monitoring tool in advance, to be validated by the monitoring personnel during their onsite visit.
5. Materials, food, and transportation expenses incurred relative to the conduct of this activity are chargeable against the Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

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



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**ON-SITE MONITORING AND EVALUATION FORM**  
(To be accomplished by individual monitors)

Name of School: \_\_\_\_\_

School Head: \_\_\_\_\_

District: \_\_\_\_\_

**A. NEAP Professional Development Programs Attended by Teachers and School Heads**

No.	PD Program(s)	Year Level	PRC Acct. No.	CPD Units	No. of Teachers	Venue (Place of Attendance)	Schedule (Day & Time)	Duration
1								
2								
3								
4								
5								



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**B. School/District Initiated PD Programs**

Title/Topic	Speaker	Duration (Date & Time)	No. of Participants

**C. Budget/Fund allotment**

Amount: \_\_\_\_\_ Source of Fund: \_\_\_\_\_

Comments, Observations & Suggestions:

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Prepared by:

Conforme:

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