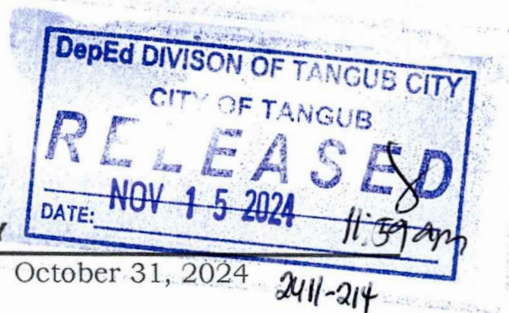




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



October 31, 2024 2411-214

DIVISION MEMORANDUM
 No. 009, s. 2024

CONDUCT OF MID-YEAR IN-SERVICE TRAINING (INSET) FOR SY 2024-2025

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Education Program Supervisors
 Public School District In-Charges
 Public Elementary and Secondary School Heads
 Public Elementary and Secondary School Teachers
 All Others Concerned
 This Division

1. With reference to DepEd Order No. 009, s. 2024 titled “**Implementing Guidelines on the Calendar of Activities for the School Year 2024-2025**”, this Office informs the field for the **Conduct of Mid-Year In-Service Training (INSET) for SY 2024-2025 on November 25-29, 2024** to address and resolve areas need identified by the teachers or school leaders to continuously improve their competencies.
2. This Office reiterates Item No. 26 of Enclosure No. 1 of said Department Order. The following must be adhered to:
 “...A three (3) -day School-based In-Service Training (INSET) shall provide teachers with opportunities for ongoing professional growth in with the guidelines issued by the National Educator’s Academy of the Philippines (NEAP) on the conduct of INSET and the preparation of instructional materials. The remaining two (2) days shall be dedicated to the Midyear Performance Review and Evaluation (MPRE), aimed at assessing the school’s progress in implementing educational programs, projects, and activities, as well as collaboratively reviewing teachers’ and staff performance.”
3. Furthermore, all school-based INSET activities shall include topics that address the training and development needs of teachers anchored on Schools’ Professional Needs, the results of the consolidated Individual Performance Commitment and Review Form (IPCRF) Individual Development Plans (IDPs) and the school’s consolidated results of the electronic Self-Assessment Tool (e-SAT).
4. Training and other allowable expenses are charged to school MOOE subject to the usual accounting and auditing rules and regulations.
5. All schools shall submit training proposal for approval to this Office on or before **November 15, 2024** through the Human Resource Development Section.



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6. Education Program Supervisors and Public Schools District In-Charges shall review, and quality assure the training proposals vis-à-vis the School Professional Development Plan.
7. Immediate and widest dissemination of this Memorandum is desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

INSET TRAINING SCHEDULE

RE: DO No. 009, s. 2024

sgod/rbgr/10-31-2024



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Enclosure No. 1 to Division Memorandum No. NA s. 2024

School Letter Head

Training Design Template

TITLE :

RATIONALE :

DURATION :

SCHEDULE :

VENUE :

MANAGEMENT LEVEL:

OBJECTIVES : Covers all topics

TARGET PARTICIPANTS :

Male = Female =

SOURCE OF FUNDS:

BUDGET ALLOCATION:

ACTIVITY REQUIREMENTS:

Prepared by:

Reviewed by:

 Name of the school head

 Name of EPS / DIC

Recommending Approval:

ERLINDA G. DAEL, PhD, CESE
 Assistant Schools Division Superintendent

Approved:

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Schools Division Superintendent



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Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY

Enclosure No. 2 to Division Memorandum No. 709 s. 2024

School Letter Head
Activity Matrix

Date	Time	Topics/ Activities	Facilitators
Nov. 25, 2024			
Nov. 26, 2024			
Nov. 27, 2024			

Prepared by:

Reviewed by:

Name of the school head

Name of EPS / DIC

Recommending Approval:

ERLINDA G. DAEL, PhD, CESE
 Assistant Schools Division Superintendent

Approved:

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Schools Division Superintendent



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