



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF SORSOGON



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October 14, 2019

Division Memorandum
No. 210 s. 2019

DIVISION IN-SERVICE TRAINING FOR SCHOOL YEAR 2019-2020

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary Schools Heads
All Others Concerned

1. In consonance with Dep Ed Order No. 007, s.2019 entitled School Calendar for SY 2019-2020, this office will conduct the 2019 Division In-Service Training (INSET) Program for Teachers simultaneously by district and cluster on October 21- 23, 2019.
2. This activity aims to:
 - a. Provide activities in support of the continuing professional development of teachers;
 - b. Provide opportunities for teachers to enhance their competencies and skills;
 - c. Deepen passion and commitment in teaching
3. Enclosed are the following:
 - Enclosure No. 1 Training Matrix
 - Enclosure No. 2 Training Venues and Focal Person
 - Enclosure No. 3 Format of Accomplishment Report
 - Enclosure No. 4 Training Evaluation Tools
4. A Division Orientation-Workshop for all facilitators shall be held on October 18, 2019 at Casiguran Central School, Casiguran, Sorsogon.
5. All Education Program Supervisors and Public Schools District Supervisors shall monitor the conduct of the 2019 In-service training in their respective monitoring area.
6. Accomplishment report shall be submitted by district /cluster on or before November 8, 2019 to Human Resource Development Section of School Governance and Operations Division.
7. All expenses relative to the conduct of this In-service Training are chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this Memorandum is desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Capitol Compound, Sorsogon City



Enclosure No. 1 to Division Memorandum No. 210 s. 2019

Training Matrix for 2019 Division INSET
October 21-23, 2019

Date and Time	Topics/ Activities
Day 1 (October 21, 2019)	
8:00-9:30	Registration
8:30-9:30	Opening Program
9:30-9:45	Snacks
9:45-10:45	Self as Foundation of Leadership
10:45-11:45	Core Competencies of Classroom Management
11:45-12:00	Clearing House
12:00-1:30	Lunch Break
1:30-2:30	The Joys of a Teacher
2:30-3:30	Integrity at Work
3:30-3:45	Snacks
3:45-4:30	Clearing House
4:30-5:00	Home Sweet Home
Day 2 (October 22, 2019)	
8:00-9:00	Management of Learning
9:00-9:15	Snacks
9:15-10:30	Classroom Management and Effectiveness
10:30-12:00	The 21 st Century Teacher
12:00-1:30	Lunch Break
1:30-2:30	The Mindful Teacher
2:30-3:30	Be Happy
3:30-3:45	Snacks
3:45-4:30	Change Leadership
4:30-5:00	Clearing House
Day 3 (October 23, 2019)	
8:00-9:00	Management of Learning
9:00-9:15	Snacks
9:15-10:45	Spirituality, Personal Leadership and Social Responsibility
10:45-12:00	Synthesis/ Closure