



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

January 15, 2024

DIVISION MEMORANDUM

No. 009, s. 2024

CONDUCT OF THE MID-YEAR PERFORMANCE REVIEW AND IN-SERVICE TRAINING (INSET) FOR SCHOOL YEAR 2023-2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Education Program Specialists
Public Schools District Supervisors/ OIC PSDSs
Elementary and Secondary School Heads
District Learning and Development Coordinators
All Others Concerned

1. Relative to DepEd Order No. 22 s. 2023 entitled School Calendar and Activities for School Year 2022-2023, the Mid-year Performance Review and Evaluation and School-Based In-Service Training (INSET) shall be conducted on **January 24-26 and January 29-30, 2024.**
2. The first two (2) days shall be spent evaluating the school's progress in implementing the educational programs, projects, and activities, as well as reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three (3) days shall be devoted to the conduct of school-based INSET activities for the teachers and preparation of instructional materials.
3. Proponents are advised to submit proposal, school consolidated individual professional development plans, activity matrix and other learning and development documents for approval of the Schools Division Superintendent on or before **January 19, 2024.**
4. Program completion report of the Mid-Year break activities shall be submitted by the PSDS/OIC PSDS/School Head on or before **February 12, 2024.**



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5. Education Program Supervisors and other identified SDO personnel monitors for INSET, District Supervisors/OIC-PSDSs, and district L & D coordinators shall attend a conference on **January 17, 2024, 1:00 in the afternoon** at Bulwagan ng Karunungan, SDO Sorsogon, Balogo, Sorsogon City.
6. Expenses relative to the conduct of this activity shall be charged against local funds/school MOOE subject to the usual accounting rules and regulations
7. For questions and clarifications, please contact Dr. Florencio P. Bermundo, Chief SGOD.
8. Widest dissemination of and compliance with this Memorandum are enjoined.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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MID-YEAR PERFORMANCE REVIEW AND IN-SERVICE TRAINING (INSET)
FOR SCHOOL YEAR 2023-2024

DIVISION MONITORING TEAM

DISTRICT	ASSIGNED MONITORING TEAM
1st Congressional District	Team 1
Donsol East	Sharon Vito Owen Castillo Maricel Dineros Alvin Rosare Salvador Belen Nicanor Bailon
Donsol West I	
Donsol West II	
Pilar I	
Pilar II	
Pilar III	
Castilla East	
Castilla West	
Castilla South	
Casiguran	
Magallanes North	
Magallanes South	
2nd Congressional District	
Juban	Gilbert Apostol Michelle Guadamor Rodel Pancho Jerry Firmanes Remus Zuñiga Johny Jao So
Irosin I	
Irosin II	
Bulan I	
Bulan II	
Bulan III	
Bulan IV	
Matnog I	
Matnog II	
Sta. Magdalena	
Bulusan	
Barcelona	
Gubat North	
Gubat South	
Pto. Diaz	



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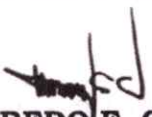
Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0037

FOR : **Regional Directors**
Schools Division Superintendents
Chiefs, Human Resource Development Division
Chiefs, School Governance and Operations Division
School Heads
All Others Concerned

FROM :  **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **GUIDELINES ON THE CONDUCT OF THE IN-SERVICE TRAINING FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024**

DATE : 11 January 2024

- In the continuous pursuit of excellence in providing quality professional development programs for teachers and school leaders, the National Educators Academy of the Philippines (NEAP) hereby issues the following guidelines in the conduct of the In-Service Training for Teachers (INSET) on 24-26 and 29-30 January 2024 as stipulated in DepEd Order No. 22, s. 2023 titled *Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024*.
- INSET refers to a modality of professional development intervention organized either at the school (school-based INSET) or division/district level (cluster-based INSET) to address and resolve areas of need identified by the teachers or school leaders to continuously improve their competencies. INSET classes are participatory and should be offered to small groups to maximize impact on teacher and school leader quality.
- As such, SDO-based INSET topics shall focus on programs of the NEAP Central Office such as the following:
 - Higher Order Thinking Skills - Professional Learning Packages (HOTS-PLP) for English, Mathematics, and Science; and
 - Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy.



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Effectivity	03.23.23	Page	1 of 2



- For further queries, please contact **Dr. Marife T. Morcilla**, NEAP Professional Development Division Chief, and **Mr. Dustin Troy R. Joson**, Senior Education Program Specialist, through email neap.pdd@deped.gov.ph or telephone number (02) 8715-9919.
- For information and strict compliance.

Copy furnished:
Atty. Michael Wesley T. Poa
Undersecretary and Chief of Staff

Gina O. Gonong
Undersecretary for Curriculum and Teaching
[NEAP-PDD/Joson]

Atty. Revsee A. Escobedo
Undersecretary for Operations

Nolasco A. Mempin
Undersecretary for Administration



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On the other hand, school-based INSET shall focus on the teachers' learning and development needs and on sharing information on the following policies and priority programs:

- a. Training for Teachers Teaching Non-Major Subjects (e.g., Filipino, MAPEH, etc.);
 - b. Microsoft 365 Productivity Online Training through DepEd Philippines;
 - c. National Learning Camp;
 - d. National Reading Program;
 - e. National Mathematics Program;
 - f. Catch-up Fridays;
 - g. Early Language Literacy and Numeracy (ELLN);
 - h. Policy Guidelines on the Implementation of the Comprehensive Sexuality Education (DepEd Order No. 31, s. 2018);
 - i. Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education (DepEd Order No. 31, s. 2022);
 - j. DepEd Child Protection Policy (DepEd Order No. 40, s. 2012); and
 - k. Safe Spaces Act (Republic Act No. 11313).
4. Pursuant to DepEd Order No. 30, s. 2021 otherwise known as the *Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders*, expenses incurred relative to the conduct of SDO-organized INSET shall be chargeable against the INSET Funds subject to the usual government accounting and auditing rules and regulations.
5. Meanwhile, the Maintenance and Other Operating Expenses (MOOE) can be utilized for the conduct of the school-based INSET in accordance with DepEd Order No. 13, s. 2016 otherwise known as the *Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, Including Other Funds Managed by Schools*, subject to the usual government accounting and auditing rules and regulations.
6. To ensure that all teachers have been provided the necessary learning and development needs interventions, an INSET report must be submitted through this link <https://sites.google.com/deped.gov.ph/inset2024/>. The SGOD HRDS SEPS and SMME SEPS shall be responsible for reporting and encoding the needed data on or before 09 February 2024. The NEAP-R/HRDD shall ensure the correctness and accuracy of the INSET reports.
7. For further queries, please contact **Dr. Marife T. Morcilla**, NEAP Professional Development Division Chief, and **Mr. Dustin Troy R. Joson**, Senior Education Program Specialist, through email neap.pdd@deped.gov.ph or telephone number (02) 8715-9919.
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