



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

DIVISION MEMORANDUM

No. 05, S. 2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ OIC-PSDS's
Elementary and Secondary School Heads
All Others Concerned

From: *for: [signature]*
JOSE L. DONCILLO, CESO V
Schools Division Superintendent

Re: **SCHOOL BASED IN-SERVICE TRAINING (INSET) PROGRAM FOR SY 2021-2022**

Date: January 12, 2022

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1. Per DepEd Order No. 029, s. 2021 re: School Calendar and Activities for School Year 2021-2022, the schedule for the 5-Day Mid-year In-Service Training (INSET) shall be on January 31, 2022, and February 2-5, 2022.
 2. The five-day In-Service Training shall be conducted to evaluate the school's progress attained in the implementation of the educational programs, projects and activities, as well as to review the performance of teachers and the school staff in order to address concerns through collaborative effort, and for the teachers continued professional development and the preparation of their instructional materials.
 3. The first three days shall be spent to discuss topics relevant to the needs of the teachers to improve school performance. The morning of the fourth day (February 4, 2022, Friday) shall be utilized for the wellness program with the "Galaw Pilipinas", and in the afternoon for the



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



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meeting/planning conference per school. Teachers shall no longer report to school on February 5, 2022.

4. Secondary schools, central and big non central schools shall have their school-based INSET, while small elementary schools shall be having their cluster INSET. Clustering of small schools shall be taken care of the PSDSs/ OIC-PSDSs.
5. Elementary and secondary school heads are required to prepare a project proposal with the training matrix for this purpose to be noted by the PSDSs/ OIC-PSDSs. Said project proposal shall be submitted to Mrs. Bernadette R. Bedis, EPS II-HRD, then the ASDS as the recommending approval and to be approved by the SDS. Submission of the accomplishment report is also necessary from the school heads.
6. The Education Program Supervisors/ Division Coordinators, PSDSs/ OIC-PSDSs, Division SM, M&E team and other SDO personnel shall monitor the conduct of the in-service training program.
7. Meals and other incidental expenses to be incurred during the INSET shall be charged to school MOOE, while travel expenses of the monitoring team shall be charged to the SDO funds subject to the usual accounting and auditing rules and regulation.
8. Immediate dissemination and strict compliance of this Division Memorandum is desired.



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