



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

February 2, 2023

**DIVISION MEMORANDUM**

No. 55, s. 2023

**MID-YEAR PERFORMANCE REVIEW AND EVALUATION AND  
SCHOOL-BASED IN-SERVICE TRAINING (INSET) FOR  
TEACHERS SY 2022-2023**

**TO:** Asst. Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Public Schools District Supervisors  
All School Heads  
Administrative Officer V  
All Others Concerned  
This Division

1. Pursuant to *DepEd Order No. 034 s. 2022 re: School Calendar Activities for School Year 2022-2023*, the five-day mid-year break is scheduled on February 6-10, 2023. The break shall be spent for the conduct of Midyear Performance Review and Evaluation and the School-Based INSET. The first two days shall be spent in evaluating the school's progress in the implementation of the educational programs, projects, and activities, as well as in reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three days shall be devoted to the conduct of the school based INSET activities for the teachers' continued professional development and in preparation of their Instructional Materials.
2. Anent to this, all schools are requested to conduct evaluation of Mid-Year Performance based on the IPCRF/OPCRF of all personnel in school including the non-teaching, teaching, and teaching related on February 6-7, 2023.
3. The conduct of INSET on February 8-10, 2023, shall be based on the development needs of the teachers based on the Part IV of their IPCRF. Schools shall submit Training Proposals with training matrices to the division office HRDS-SGOD on or before February 6, 2023, reviewed by the PSDS and approved by the SDS.
4. All teachers are requested to accomplish the google form after the conduct of School-based INSET thru this Link: [bit.ly/SY2022-2023School-BasedINSET](https://bit.ly/SY2022-2023School-BasedINSET)
5. After the conduct of School-based INSET, each school is required to submit the Training Completion Report to the Public Schools District Supervisor/PICDs on or before February 17, 2023. The District Supervisor/PICD will submit the same documents to the Division office on or before February 22, 2023.



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Department of Education  
Division Office of Dapitan City

**RELEASED**

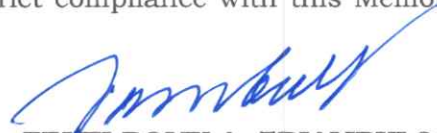
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6. Expenses relative to the conduct of the Mid-Year Performance Review and Evaluation and In-service Training (INSET) shall be charged against school MOOE subject to the existing accounting and auditing rules and regulations and provided that the activities are included in the 2021-2023 ESIP, 2023 AIP and 2023 APP.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent *FR*



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**TRAINING COMPLETION REPORT**

Title of Activity	
Location and Venue	
Modality (ex, online via google meet, etc, face-to-face, distance learning, etc.)	
Duration	
Date	
No. of Expected Participants	Male    Female    Total
No. of Participants Attended	Male    Female    Total
Reason of participants who did not attend	
List of Participants	
Working Committee	
Summary of Attendance	
Program Objectives	
Key Results Area	
Resource Materials	
M and E Analysis	
Issues encountered before, during and after the conduct.	
General Comments and Issues Encountered	
Recommendations/suggestions for improvement	
Financial Report: Source of Funds:	
Program Report Attachments (see attachments) Attachment 1 – Proposal, Memo, Final Matrix Attachment 2 – List of Participants, Attendance Sheets and Registration Sheet Attachment 3 – Pre-test and Post-Test Result Attachment 4 – QAME Forms 1&2/ Summary of Evaluation Results Attachment 5 – Training Completion Report Attachment 6 – Photo Documentation	

Prepared by:

Recommending Approval:

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

Approved:

\_\_\_\_\_  
Schools Division Superintendent



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