



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

Office of the Schools Division Superintendent

January 17, 2024

DIVISION MEMORANDUM

No. 38, s. 2024

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

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 Memorandum DM-OUHROD-2024-0037, **Re: Guidelines on the Conduct of In-Service Training For Teachers (INSET) for School Year 2023-2024.** This division will conduct In-service Training for Teachers on January 24-26, and January 29-30, 2024.
2. The SDO-based INSET shall be held on January 29-30, 2024 which will focus on the NEAP Central Office such as the following:
 - a. Higher Order Thinking Skills- Professional Learning Packages (HOTS-PLT) for English, Mathematics, and Science; and
 - b. Instructional Leadership Training (ILT): Strengthening Learning Condition for Early Literacy cum Upskilling and Reskilling of School Heads and Supervisors on Clinical Supervision.
3. On the other hand, school-based INSET shall be held on January 24-26, 2024 which will focus on the teachers' learning and development needs and on sharing information on the following policies and priority program:
 - a. Training for Teachers Training 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 Philippines Basic Education (DepEd Order No. 31, s. 2022);
 - j. DepEd Child Protection Policy (DepEd Order No. 40, s. 2012); and
 - k. Safe Space Act (Republic Act No. 11313).



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4. In this regard, the CID is requested to submit the following documents for the SDO-based INSET:
 - a. Training Activity Proposal
 - b. Program Implementation Plan (PIP)
 - c. Training Matrix
 - d. Profile of the Speakers
5. On the other hand, all school heads are requested to submit the following documents to the SGOD Attn: SEPS Michelle V. Torres, duly recommended by the PSDSs/PICDs:
 - a. Training Activity Proposal
 - b. Training Matrix
 - c. Profile of the Speakers
6. The deadline for the submission is on or before January 22, 2024.
7. After the conduct of the INSET, the CID and schools are hereby required to submit Training Completion Report. The deadline for the submission is on or before February 2, 2024.
8. Please download the Training Activity Proposal, Program Implementation Plan, Profile of the Speakers and Training Completion Report thru this link:
<https://bit.ly/INSETmaterialsSDOSchools>
9. For queries or clarifications, you may contact HRDS-SEPS Michelle V. Torres of the SGOD-HRDS at telephone no. 09982945472 or email at michelle.torres@deped.gov.ph.
10. For your information and compliance.

DANNY B. CORDOVA, EDD., CESO VI
Schools Division Superintendent



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SCHOOL LETTER HEAD

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	
No. of Participants Attended	
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	<p><i>Analysis should include:</i></p> <ul style="list-style-type: none"> • <i>Results from the participants' evaluation of the program</i> • <i>Results from the participants' learning of the program</i> • <i>Results from the facilitators review of the program</i> • <i>Results from the program managers review of the program</i> <p><i>Strengths and areas for improvement should be identified in this section</i></p>
Issues encountered before, during and after the conduct	
General Comments and Issues Encountered	
Recommendations/suggestions for improvement	
Financial Report:	
Program Report Attachments (see attachments) Attachment 1 - Final Matrix Attachment 2 - List of Participants, Attendance Sheets and Registration Sheet (insert here) Attachment 3 - Pre-test and Post-Test Result Attachment 4 - QAME Forms Attachment 5 - Training Completion Report	

Prepared by:

Recommending Approval:

Approved:

SCHOOL LETTER HEAD FOOTER

SCHOOL LETTERHEAD

TRAINING PROPOSAL

- I. Title: **School-Based In-Service Training for Teachers**
- II. Date: **January 24-26, 29-30, 2024**
- III. Venue:
- IV. Participants:
- V. Budget:
- VI. Source of Funds: **School MOOE Allocation**
- VII. Delivery Platform: **Face-to-Face Sessions**
- VIII. Rationale: *(Cite the reasons for conducting this training. You should consider the need this training addresses for teachers.*
- IX. Program Description *(Provide a brief description of the program.)*
By the end of this Program, participants will be able to:
- A. Terminal Objective/s *(what the participants will achieve upon successful completion of a program or course)*
- B. Enabling Objectives *(specific objectives that support the Terminal Objective/s)*
✓ Objectives should follow the SMART principle
- X. Matrix of Activities

TIME	TOPICS*	RESOURCE SPEAKER/ IN-CHARGE

**topics shall focus on the teachers' learning and development needs and on sharing 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) 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 (DO No. 31, s. 2022), j) DepEd Child Protection policy (DO No. 40, s. 2012), k) Safe Spaces Act (RA No. 11313), l) Midyear Performance Review and m) Program Implementation Review*

XI. Financial Requirements

QUANTITY	UNIT OF ISSUE	PARTICULARS	UNIT PRICE	TOTAL PRICE
			Total	

Prepared by:

Recommending Approval:

Approved:

School Head

PSDS/PICD

SHERLITO E. SAGAPSAPAN
CES (SGOD)