



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

January 28, 2022

DIVISION MEMORANDUM

No. 19, s. 2022

**CONDUCT OF VIRTUAL MID-YEAR SCHOOL-BASED IN-SERVICE TRAINING
(INSET) FOR TEACHERS**

To: Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division
Chief, Curriculum and Implementation Division
Education Program Supervisors
Public Schools district Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to DepEd Order No. 029, s. 2021 re “School Calendar and Activities for School Year 2021-2022”, this Office reiterates Paragraph No. 22 of Enclosure 1 which states,

“The first two days of the five-day mid-year break may be spent to evaluate the school’s progress attained in the implementation of the educational programs, projects, and activities (PPAs), as well as to review the performance of teacher and the school staff in order to address concerns through collaborative effort. The last three days may be devoted for the conduct of the School-based In-Service Training (INSET) activities for the teachers’ continued professional development and the preparation of their Instructional Materials (IMs).”

2. In this connection, all schools are advised to conduct the Mid-Year School-Based In-Service Training on **January 31 and February 2-4, 2022** in accordance to DO 29, s.2021.
3. The activities and suggested topics are as follows:

Date	Activities
January 31 & February 2, 2022	Evaluation of School Progress on the implementation of PPAs and Teachers’ and Staff Performance
February 3 & 4, 2022	Learning and Development (L&D) Intervention and Preparation of Instructional Materials <i>Suggested Topics:</i> <ul style="list-style-type: none">• Teaching Strategies in the Delivery and Implementation of the Curriculum for Different Distance learning Delivery Modalities




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	<ul style="list-style-type: none"> • Preparation of Integrative Assessment/Performance tasks, Materials and Tools in the Different Learning Areas • Development and contextualization of Strategic Intervention Materials and Learning Resources in ELLN and PRIMALS
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4. The INSET proposals shall be submitted to this Office through the Human Resource Development Unit. The Public Schools District Supervisors are directed to review and quality assure the proposals and monitor the conduct of the activity and give technical assistance. Education Program Supervisors and other Program Managers may also be invited as resource speakers during the INSET
5. The forms to be utilized for the proposal can be accessed through bit.ly/LNDFORMS.
6. Inter-agency Task Force (ATF) Protocols must always be observed during the conduct of the mid-year activity.
6. All expenses incurred during the conduct of the mid-year activity for teachers may be charged to school's MOOE subject to the usual accounting and auditing rules and regulations.
7. For information, guidance and compliance.

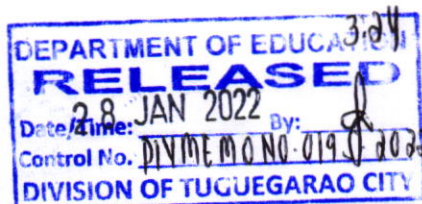

REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Encls:
 Reference: DepEd Order No. 29 s. 2021

To be indicated in the Perpetual Index
 under the following subjects:

TRAINING

SGOD//CID/HRD



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