



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

January 18, 2023

DIVISION MEMORANDUM

No. 033, s. 20 23

MID-YEAR IN-SERVICE TRAINING (INSET) FOR TEACHERS SY 2022-2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 34, s. 2022 titled "School Calendar and Activities for the School Year 2022-2023", this Office reiterates Enclosure No. 1, Part V Paragraph 40 of the Order, which states,

The five-day mid-year break shall be spent for the conduct of the Midyear Performance Review and Evaluation and the School-Based INSET. 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 teachers 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 view of the aforementioned issuance, all school-based INSETs to be conducted on **February 6-10, 2023** may include topics that address the training and development needs of teachers as contained in the school's OPCR Part IV Development Needs and the result of the latest consolidated Electronic Self-Assessment Tool (e-SAT) which show the priority domains and capability skills as perceived by the teachers.
3. Also, schools are enjoined to include in the matrix of activities the topics undertaken in the Division Capability Building Programs, Division/District LAC Sessions and other Learning and Development Intervention conducted by this Office.
4. All schools are expected to submit to this Office their proposals on or before **January 25, 2023** through the School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) copy furnished the Curriculum Implementation Division.
5. The forms to be utilized for the proposal can be accessed through bit.ly/LNDFORMS.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
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6. Education Program Supervisors and Public Schools District Supervisors shall review and quality assure the proposals, closely monitor the conduct of the activity and ensure that the Daily Program Evaluation (bit.ly/MIDYEARINSET2023EVAL) be accomplished by all teachers.
7. Further, all school heads shall submit to this Office the accomplishment report with complete enclosures not later than **February 17, 2023** through the SGOD-HRDS.
8. Expenses relative to the conduct of the activity shall be charged against Schools' MOOE, subject to the usual accounting and auditing rules and procedures.
9. Wide dissemination and compliance to this Memorandum is earnestly desired.

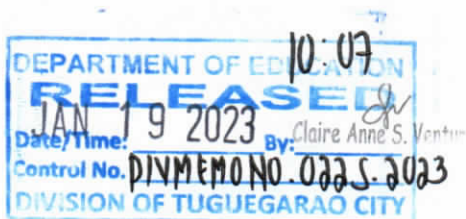

REYNANTE Z. CALIGUIRAN
Schools Division Superintendent

Reference: DO No. 34, s.2022

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

IN-SERVICE TRAINING TEACHERS

SGOD/GMD/HRD



SGOD- 01- 41



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