MEMORANDUM

TO: Assistant Schools Division Superintendent
    CID and SGOD Chiefs
    Education Program Supervisors
    Public Schools District Supervisors
    Elementary and Secondary School Heads
    All others concerned

1. This is to reiterate the provisions in Item No. 3 of DepEd Order No. 025, s. 2018 and No. 9 of its Implementation Guidelines: At the end of the Second Quarter, a semestral break for learners shall be observed to evaluate individual teachers and their collective performance, to conduct the In-Service Trainings (INSET) activities and to prepare JM's for their continuing professional development. The guidelines shall allow the RO’s and the schools division offices to provide support to the schools particularly in the areas of instruction and progress monitoring and evaluation.

3. In compliance to this, Education Program Supervisors and Public Schools District Supervisors are advised to monitor the conduct of the District/School INSET on October 21-25, 2019. Pleased find attached schedule, area of assignment and the monitoring tool to be used.

3. All Public Schools District Supervisors and Education Program Supervisors shall submit their Monitoring Report to the CID Chief and to the ASDS. Likewise, school heads are required to submit the INSET Accomplishment Report to the office of the ASDS.

5. For information, guidance and compliance.

[Signature]

Schools Division Superintendent
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**Semesteral Break**

**OCTOBER 21-25, 2019**

**INSET**

**SCHEDULE OF IN-SERVICE TRAININGS**

**REGION V (Davao) DEPARTMENT OF EDUCATION**

**PHILIPPINE REPUBLIC**

**SCHOOLS DIVISION OFFICE OF CAGAYAN DE ORO**

**Republic of the Philippines**

**UNIVERSITY OF THE PHILIPPINES DILUMBAGUAN**

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Respectfully submitted: [Signature]

Chief Education Supervisor, CID

[Signature]

APPROVED: [Signature]

Division Superintendent, CID

[Signature]
**TRAINING EVALUATION**

Title of Training: SLAC/DS/LAC/MLAC  

Subject:  

Trainer's Name:  

Training Venue:  

District/Zone/School:  
Grade Level:  
Date:  
Accommodation:  

Direction: Please assess the effectiveness of the training according to the indicators below. Put a check (/) under the appropriate column.  

Legend:  
- SD = "Strongly Disagree"  
- D = "Disagree"  
- A = "Agree"  

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<tr>
<th>Session/s:</th>
<th>SD</th>
<th>D</th>
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<th>SA</th>
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<td>1. Sessions started on time</td>
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<td>2. Sessions ended on time</td>
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<td>3. Topic as relevant to our work</td>
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<td>4. Objectives of the sessions were achieved</td>
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<td>5. Activities were congruent to the objectives</td>
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<td>6. Activities were appropriate for adult learners</td>
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<td>7. Participants were engaged in the activities</td>
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<td>8. Learning materials were relevant</td>
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<td>9. Learning materials were adequate</td>
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<td>10. Learning materials were given on time</td>
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<td>11. Time allotment was adequate</td>
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**The Facilitator**  

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<td>1. Exhibited mastery of the topic</td>
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<td>2. Expressed ideas clearly</td>
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<td>3. Asked stimulating questions</td>
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<td>4. Processed questions and responses to deepen learning</td>
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<td>5. Was sensitive to the participants' mood</td>
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<td>6. Maintained positive learning environment</td>
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<td>7. Observed appropriate attire</td>
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**Training Management Team:**  

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<th>SD</th>
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<tbody>
<tr>
<td>1. Available when needed</td>
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<td>2. Courteous</td>
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<td>3. Efficient</td>
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<tr>
<td>4. Responsive to the participants' needs</td>
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Please provide your honest response to the following:  

**Comments/Suggestions for improvement of the session:**
<table>
<thead>
<tr>
<th>What is your significant learning from the session?</th>
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<tbody>
<tr>
<td>What part of the session do you think needs more clarification?</td>
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<tr>
<td>Are there any topics/activities you would like to be included in the training?</td>
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<tr>
<td>What will you do differently in your work, because of your learning?</td>
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<tr>
<td>What changes would you suggest to improve similar trainings in the future?</td>
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**TRAINING NEEDS:**

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**Learning Management Team:**

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Please describe your learning objectives in the following:

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**Commendations for Improvement of the Session:**

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**Documentation for Future Reference:**

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**Additional Remarks:**

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**Feedback:**

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**Conclusion:**

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**Additional Information:**

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**Follow-up Actions:**

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**Recommended Next Steps:**

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**Conclusion:**

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**Follow-up Actions:**

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**Conclusion:**

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**Follow-up Actions:**

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**Recommended Next Steps:**

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