

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

October 7, 2024

DIVISION MEMORANDUM No. 76, s. 2024

CONDUCT OF MID-YEAR INSET FOR TEACHERS FOR SY 2024-2025

To

Assistant Schools Division Superintendents Chief Education Supervisors, CID and SGOD

Education Program Supervisors Public Schools District Supervisors

Public Elementary and Secondary School Heads

All Others Concerned

- 1. DepEd Order No. 009, s. 2024, titled "Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025," states that teachers will have three (3)-day School-Based In-Service Training (INSET) to support their professional growth in accordance with the guidelines issued by the NEAP on the conduct of INSET and the preparation of Instructional materials. In addition to this, there will be a two (2)-day Mid-Year Performance Review and Evaluation (MPRE) to assess the school's progress in implementing educational plans and review teachers' and staff's performance.
- 2. In view of this, this Office issues the timetable of activities, and suggested/ proposed topics to be discussed during the school-based training. It is highly encouraged that the sessions for the professional development of teachers be based on the Individual Development Plans agreed upon by the ratee and rater during the Performance Planning and Commitment, Phase-I of the Individual Performance Commitment Review (IPCRF).
- The following procedures will be followed:
 - a. All proposals for Learning and Development from Teachers, Non-Teaching Personnel and School Heads should be submitted to the District Personnel Development Committee (DiPDC).
 - b. After the review of DiPDC, this will be forwarded to the Division Personnel Development Committee (DPDC) through the Human Resource and Development Section (HRDS) for review and evaluation to ensure the quality and comprehensiveness of the documents.
 - c. The Division Personnel Development Committee (DPDC) will propose recommendations to the Schools Division Superintendent for approval.
- 4. The following are the requirements before the conduct of District or School MID-YEAR INSET. Please refer to the enclosures to this memorandum.

Enclosure A- Learning Needs Assessment Analysis (Summary Report)

Enclosure B- Activity Proposal

Enclosure C- Instructional Design with QA Slide Decks & Session Guides

Enclosure D- Training Activity Plan Enclosure E- List of Participants

Enclosure F- Timetable of Activities

Enclosure G- Proposed Topics

A signed School AIP/PPMP/WFP should be submitted by the proponent as an additional requirement.

- 4. Completion report shall include the following signed documents:
 - a.) Activity proposal
 - b) Program Schedule/ Training Matrix
 - c) Breakdown of Expenses











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TANGGAPANG PANSANGAY NG CATANDUANES

- d) Daily Attendance sheet
- e) Released Memorandum or Advisories
- f) Photo Documentation
- g) Daily Evaluation Result/ M & E Analysis
- h) Comparative results of pre and post test
- i) PD Compliance Monitoring Tool
- 5. Templates to be used before, during, and after the activity can be downloaded in the same link https://bit.ly/LDRequirements. Chiefs, Education Program Supervisors and HRDS and SMME are expected to monitor the conduct of the activity.
- 6. For information, guidance, and compliance of all concerned.

By Authority of the OIC- Schools Division Superintendent:

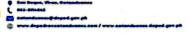
ATTY. NORLITO JR. P. AGUNDAY

Attorney III Legal Officer
Officer-In-Charge











Department of Education REGION V - BICOL SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure A of DM ____2024 - Learning Needs Assessment Analysis (Summary Report)

LEARNING NEEDS ANALYSIS

Below are human resource organizational development needs based on organization priorities and concerns. Tick () appropriate column.

Name of Employee	Competencies	Description	Seriousn ess	Urgent	Growth Potential	Recommendation / Proposed Intervention	Remarks
Nanet S. Sarmiento	Personnel Administration	As an Administrative Assistant, the employee is expected to be knowledgeable in human resource-related functions such as recruitment and selection of the applicants, updating personnel records and processing of compensation and benefits of personnel.	>	~	Once trained in human resource related functions she could deliver her functions and duties beyond expected.	Attend training on human resource management face to face	As soon as possible

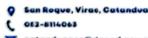
•	
Prepared by:	Noted by:
Proponent	Unit Head/Immediate Supervisor/Department Head
Recommending Approval:	Approved:
ASDS	CECILE C. FERRO, CESO VI ASDS, Officer-In-Charge, Office of the Schools Division Superintendent School Head/Functional Division Chief







Attachments: L&D Unit Plan, IPCRF-Individual Development Plan







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2024 Enclosure B in DM No.

ACTIVITY PROPOSAL

Title of the Activity	Type X_Regular Special	Duration: • Schedule: •
Terminal Objectives 1.	Lead implem	enting Unit / Office
Enabling Objectives 1.		
Target and Number of Beneficiaries/Participants:	Partner Organ	nization /Agencies:
TOTAL:		
Description/Components/Activities		
Budget:	Source of Fur	nds











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Terms and Conditions for the Supplier					
		3			
		2			
		1			
Prepared by:	Availability of Funds:	Approved:			
Proponent	Finance/Budget Officer	CECILE C. FERRO, CESO VI Assistant Schools Division			
Noted by:		Superintendent Officer-In-Charge			
		Office of the Schools Division Superintendent			
School Head/FD Chief					











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Enclosure Co	f DM No	2024

Date of Conduct:		Venu	e:		
Modules and Sessions	Objectives for the Participants	Key Concepts/Messages /Topics	Methodology / Activity / Procedure	Materials	Duration
				tes. Fact of	
				100	
epared by:		Noted	by:		
oponent		School	Head/Functional Division	n Chief	
ecommending Approva	<i>!:</i>	Approx	ped:		
sistant Schools Divisi	on Superintendent		E C. FERRO, CESO VI Officer-In-Charge, Office	of the Schools Division	Superintenden









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Enclosure D.of DM No. 2024 - Training Activity Plan

TRAINING ACTIVITY DIAM

Dat	e of Conduct:			Venue:			
Time	Module Objectives (At the end of the session, participants will be able to)	Session / Activity (Indicate the title of the session/activity)	Expected Outputs (What will be produced during the session/activity)	Topic/Content Highlights (List the topics, themes, etc. to be covered in the session/activity)	Teaching/Learning Methodology (Describe how the session/activity will be conducted to achieve learning objectives)	Nominated Learning Facilitator (Name of Resource Person)	Resources Needed (venue, materials, equipment etc.)
Prepared	ł by:			Noted by:			
ropone	ent			School Head	l/Functional Division Chief	ī	









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Enclosure E of DM No. .2024 - List of Participants

		LIST OF PARTICIPAN	TTS		
. Title of the Program	n/Course/Training:				
. Date of Conduct:		Venu	e:		
Name	Position	School/Office	Gender	Contact No.	Email Address
Prepared by:		Noted	by:		
Proponent School Head/Functional Division Chief		vision Chief			











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Ragawaran ng Edukasyon REHIYON V - BICOL TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure F in DM 2024

Timetable of Activities

Activities	School	District	Division
Submission of proposals to the District Personnel Development Committee	October 1-1	5, 2024	
Check, Review, Evaluate proposals, and presentation of the proponents to the District Development Committee (DiPDC)	October 3- 11, 2024	October 13- 14, 2024	October 15-25, 2024
Submit the Proposals to the Division Personnel Development Committee (DPDC) through the SGOD- HRDS			October 15-25, 2024
Approval of SDS			October 28- Nov 5, 2024
Implementation, Monitoring and Evaluation of the L and D activities			November 25-29, 2024
Submission of Completion Report			December 2-6, 2024









Ragawaran ng Edukasyon REHIYON V - BICOL TANGGAPANG PANSANGAY NG CATANDUANES

2024 Enclosure G in DM_

Date	Suggested Topics		
November 25-26, 2024	 Evaluation of school's progress in the implementation of the educational programs, projects, and activities. Review of performance of teachers and staff 		
November 27-29, 2024	 Child Protection and Safe Space Act Healthy Learning Institution Program National Math Program/ National Reading Program Induction Programs Implementation of MATATAG Curriculum Training for Teachers Teaching Non-Major Subjects Microsoft 365 Productivity Training Other Curriculum and Teaching-related Development Opportunities for Improvement (OFIs) from the School Consolidated IPCRF-Development Plans 		





