





Republic of the Philippines
Department of Education

DIVISION OF MISAMIS ORIENTAL

MEMORANDUM

No. 551, series 2018

TO : **Public Schools District Supervisors**
Secondary School Heads
Elementary School Heads
This Division

FROM :  **RANDOLPH B. TORTOLA** 
Schools Division Superintendent

SUBJECT : **CONDUCT OF MID YEAR IN-SERVICE TRAINING (INSET)**

DATE : September 21, 2018

1. To ensure continuous professional development for teachers, the **Midyear In-Service Training (INSET)** for Teachers will be conducted on **October 23, 24 and 25, 2018**. The conduct of the INSET will be by district, spearheaded by the Public Schools District Supervisors.
2. Teacher-participants will be grouped according to learning area and level (e.g. one group for English-Elementary, and another group for English-Secondary).
3. The afternoon of the last day of INSET (October 25, 2018, 1:00-5:00pm) is allotted for the midyear review of the RPMS- Individual Performance Commitment and Review Form (IPCRF).
4. Each District, through the District Supervisor, is required to submit their In-Service Training Design and Matrix (by subject area, and by level – Elementary, Junior HS, and Senior HS) to the Division Office (ATTN: SEPS-HRD) on **September 28, 2018**, subject for review and approval. The format is attached to this Division Memorandum (Enclosure 1)
5. In one (1) folder, the documents should be arranged in this order:
 - a. Training Design
 - b. Matrices – English (Elementary, Junior High School)
 - c. Matrices – Math (Elementary, Junior High School)
 - d. Matrices – Science (Elementary, Junior High School)
 - e. Matrices – AP (Elementary, Junior High School)
 - f. Matrices – ESP (Elementary, Junior High School)
 - g. Matrices – TLE (Elementary, Junior High School)
 - h. Matrices – Filipino (Elementary, Junior High School)



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- i. Matrices – MAPEH (Elementary, Junior High School)
 - j. Matrix - MTB-MLE (Elementary)
 - k. Matrix - Core Subjects (Senior High School)
 - l. Matrix - TVL (Senior High School)
6. The following are required topics for INSET based on the findings during the Division Monitoring, Evaluation and Adjustment Conference;
- a. Merging of related learning competencies
 - b. Subtasking of general learning competencies
 - c. Making of Worksheets and Modules
7. The rest of the INSET topics shall be determined and agreed by the School Heads and Supervisors following the teachers training needs.
8. Meals of participants which is Two Hundred Fifty Pesos (Php 250.00)/participant per day inclusive of lunch and two (2) snacks shall be charged to school downloaded MOOE/local funds subject to the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of this Memorandum is desired.

RBT/rom/ikm



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Enclosure No. 1 of Division Memorandum No. ____, s. 2018

TRAINING DESIGN

District: _____

TITLE :

DESCRIPTION :

PRE-REQUISITE :

DURATION : 3 days only

SCHEDULE : **October 23, 24 and 25, 2018**

VENUE :

MANAGEMENT LEVEL : District Level

DELIVERY MODE :

TARGET GROUP :

COST/BUDGET : **Meals** = **Php**
Training Materials = **Php**

RATIONALE :

OBJECTIVES :

- 1.
- 2.
- 3.

PARTICIPANTS :

| Elementary Level | Junior High School | Senior High School |
|-------------------------|---------------------------|---------------------------|
| <i>by Learning Area</i> | <i>by Learning Area</i> | <i>by Learning Area</i> |
| | | |
| TOTAL | | |

GRAND TOTAL:

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PROGRAM OUTPUTS :

PROGRAM CONTENT FOCUS :

EXPECTED OUTCOMES:

- 1.
- 2.
- 3.

BUDGETARY/MATERIAL REQUIREMENTS:

1) Meals: (No. of pax x Price of Meal)

2) Materials/Equipment:

| Quantity | Item/Description | Amount | Remarks |
|----------|------------------|--------|---------|
| | | | |
| | | | |
| | Total | | |

GRAND TOTAL

SOURCE OF FUND :

- 1) Meals -
- 2) Materials/Equipment -
- 3) Travel, Incidental and other related expenses of the participants -

Prepared by:

Reviewed by:

Public Schools District Supervisor

IRISH KARYLLE D. MONTE
SEPS- HRD

Recommending Approval:

RUDY O. MAGDUGO
Chief EPS, SGOD

ERLINDA G. DAEL
Chief EPS, CID

APPROVED:

RANDOLPH B. TORTOLA
Schools Division Superintendent

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Enclosure No. 2 of Division Memorandum No. ____, s. 2018

MIDYEAR IN-SERVICE TRAINING

TRAINING MATRIX (SUBJECT)

| Day ____ | Activity/ Topic | Person-in-Charge |
|--------------------------|--|------------------|
| Morning Session | | |
| 7:00-8:00 AM | Arrival and Registration | |
| 8:00-8:30 AM | Preliminaries: National Anthem Opening Prayer Welcome Message Presentation of Participants Inspirational Message Statement of Purpose/ Training Norms and Session Topics Energizer | |
| | TOPIC 1 | |
| | TOPIC 2 | |
| | TOPIC 3 | |
| 12:00-1:00 PM | Lunch Break | |
| Afternoon Session | | |
| | TOPIC 4 | |
| | TOPIC 5 | |
| | TOPIC 6 | |

**time allotment shall depend on topic*

Prepared by

Reviewed

Public Schools District Supervisor

Subject Area EPS

Approved

RUDY O. MAGDUGO
 Chief EPS, SGOD

ERLINDA G. DAEL
 Chief EPS, CID