



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X



DIVISION OF MISAMIS ORIENTAL

Cagayan de Oro City

Tel Nos.: (088) 856-4454 / (08822) 72-46-15

Fax No.: (088) 856-4524 / e-mail: decsmisor@norminet.org.ph

October 6, 2016

Division Memorandum

No. 444s, 2016

SIMULTANEOUS CONDUCT OF THE IN-SERVICE TRAINING (INSET) October 2016

To
Education Program Supervisors
Public Schools District Supervisors
School Heads
Teachers
This Division

1. This Office shall conduct a District-wide In-Service Training (INSET) to all Teachers and School Heads on October 24 – 26, 2016.
2. To ensure active participation and active learning to happen during the said training, Public School District Supervisors are directed to group the teacher-participants to only 50 or less pax per group/room to wit:
 - Kindergarten to Grade 3 Teachers
 - Grade 4 to Grade 6 Teachers
 - All Secondary Teachers
3. The Public School District Supervisors shall recommend a Speaker per topic. The speakers shall be one who is knowledgeable and trained of the topic assigned. The Speakers shall download the prepared powerpoint presentations from MisOr Website Downloadables>> Presentations & Powerpoint.
4. PSDS shall create a district training matrix (in carousel style) based on the list of topics attached in this Memo.
5. Food and other related expenses shall be charged against School Downloaded Funds subject to usual accounting and auditing rules and regulations.
6. PSDS are directed to submit a hard copy of the accomplishment report to SGOD c/o Human Resource Development Section.
7. Immediate dissemination of this memorandum is highly desired.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

CLL/mdb



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Topics

No.	Topics	Grade Level	Room Number	Speaker
1	DRRM	All	PSDS shall assign 1 room per 50pax based on the suggested grouping by level	Speakers shall present the topics assigned in a carousel way
2 ✓	Financial Literacy among Teachers	All		
3	Professional Code of Conduct and Ethics of Teachers	All		
4	Understanding the 21 st Century Learners	All		
5	D. O. No. 8, s. 2015 Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program (for Senior High School)	All		
6	DO 36 s., 2016 Policy Guidelines on Awards and Recognition for the K to 12 Education Program	All		
7	Early Language Literacy and Numeracy ELLN (a re-echo)	Kindergarten to Grade 3 Teachers		
8	Stress Management (a re-echo)	All		
9	Gender and Development (GAD)	All (Shall be done on the 3 rd day)		

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent