



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

January 23, 2023

DIVISION MEMORANDUM

No. 0016, s. 2023

CONDUCT OF 2023 MID-YEAR BREAK IN-SERVICE TRAINING (INSET)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals-In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 34, s. 2022 titled School Calendar and Activities for School Year 2022-2023, the mid-year break is scheduled on **February 6-10, 2023** where in the first two days of the five-day mid-year break may be spent for the mid-year performance review and evaluation of school-based personnel as well as the evaluation of the school's progress attained in the implementation of the programs, projects, and activities (PPAs), while the last three days may be devoted for the conduct of the **School-based In-Service Training (INSET)** activities for the teachers' continuing professional development and the preparation of their instructional materials.
2. School-based INSET shall include topics and skills that should address the training and development needs of teachers as contained in the Part IV: Development Needs of the IPCRF; analysis of the consolidated IPCRF per school as revealed in the performance appraisal conducted and on the results of the latest E-SAT which show the priority domains and capability skills as perceived by the teachers. These activities must be aligned to the School Annual Implementation Plan and the School Annual L&D or Professional Development Plan.
3. Also, schools are enjoined to include in the matrix of activities for INSET the topics delivered in the Division Capability Building programs/activities especially those concerning literacy and numeracy.
4. Districts with small schools and few number of teachers can cluster or group schools for the conduct of school-based INSET.
5. To ensure that the conduct of the school INSET is aligned to the wider NEAP Professional Development Framework that seeks alignment of training programs to the professional standards for teachers and in anticipation of the issuance of the



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omnibus guidelines in the implementation of the school-based Learning and Development System, Subsystems, and Processes, schools and districts shall submit their program designs using the updated templates (adapted from NEAP Program Recognition Application Form R1) that can be downloaded here: <https://tinyurl.com/2023INSETTemplates>.

6. In view thereof, all schools are expected to submit to this office, through the Human Resource Development Section, their respective **In-Service Training (INSET) Program Designs** on or before **January 27, 2023** (see attached process flow).
7. Expenses incurred relative to the conduct of the school INSET such as meals and other expenses shall be charged against the School MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.


LANI H. CERVANTES, CESO VI
Schools Division Superintendent 

RELEASED

1/23-23 1:30



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PROCESS FLOW

A. Phase I: Preparation

ACTIVITY/TASK	CONCERNED PERSONNEL	DURATION / SCHEDULE
<ul style="list-style-type: none">• Drafts the training program design with all the technical requirements• Submits the proposal to the school head and the PSDS/PIC in two (2) copies	Proponent/ Focal Person/s, preferably, Master Teacher or Head Teacher (for schools with MT or HT) <i>Needed:</i> 1. Draft of the INSET Program Design with references	January 20-27, 2023
<ul style="list-style-type: none">• Checks alignment of the training program design with the SIP priorities, professional standards for teachers, Individual/Group/School Professional Development Plan• Submits the program design to the District Head for review	School Head	
<ul style="list-style-type: none">• Reviews the training program design and technical requirements• Informs and coordinates with the District Adopter/ EPS-in-Charge the content of the training program design for monitoring purposes and provision of technical assistance• Consults the budgetary requirements, especially the allowable expenses, with the School/District Bookkeeper/ ADAS II/ ADAS III• Returns to the concerned school head/proponent if the program design needs enhancement• Signs the program design and gives it to the District	District Supervisor with the help of the District HRD Focal Person and the School/District Bookkeeper/ ADAS II/ ADAS III	



Administrative Officer II for compilation		
<ul style="list-style-type: none"> • Ensure completeness of entries in the program design • Compiles the program designs of all schools within the district for submission to the Division Office • Submits the program design of all schools within the district to the Division office 	District HRD Focal Person/ District Administrative Officer II	

B. Phase II: Submission and Approval of the Program Design

TASK	CONCERNED OFFICIAL	DURATION
<ul style="list-style-type: none"> • Lets the receiving personnel/staff sign the receiving copy of the program design with time and date • Retrieves the receiving copy to serve as reference 	District Administrative Officer II	January 23-27, 2023
<ul style="list-style-type: none"> • Receives the program design • Forwards the program design to the HRD Section 	Records Section	January 23-February 3, 2023
<ul style="list-style-type: none"> • Reviews the program design • Checks and records the program design to the Division L&D Database • Assesses the coherence of the learning activities with the findings in the needs assessment, if there is any • Coordinates with and provides technical assistance if necessary to the proponent • Forwards program design to the SGOD Chief for further review 	HRD Section	
<ul style="list-style-type: none"> • Reviews the program design • Seeks the assistance/comments/recommendation of the concerned SEPS/EPS on certain policies affecting the proposal • Coordinates through the SEPS/EPS with the proponent if there is a need for clarifications • Provides technical assistance if there is a need to improve or adjust the program design as to the content, schedule and the flow • Endorses the program design to the ASDS office if the program design is in order 	SGOD Chief	

<ul style="list-style-type: none"> Verifies the comments/recommendations of the Chief Recommends the proposal for the approval of the SDS 	ASDS	
<ul style="list-style-type: none"> Approves/signs the proposal Directs the OSDS Secretary to forward the approved program design to the Records Section for recording of the approved program design 	SDS	
<ul style="list-style-type: none"> Returns the approved program design to the District Administrative Officer II 	Records Section	

C. Phase III: Implementation of the INSET

TASK	CONCERNED OFFICIAL	DURATION
<ul style="list-style-type: none"> Implements the plan Ensures the attendance sheet is completely signed by the expected participants Captures significant events through photos and other means of verification Maintains coordination with the involved persons/speakers/committee members Conducts evaluation of the activity Monitors compliance of each committee with their tasks Prepares accomplishment report upon closing of the activity 	Proponent/ Focal Person/s	Based on schedule
<ul style="list-style-type: none"> Monitors the progress of the implementation of INSET Provides Technical Assistance as needed 	Immediate Head of the Proponent/School Head District Head	Based on schedule

D. Phase IV: Reporting of Accomplishment

TASK	CONCERNED OFFICIAL	DURATION
<ul style="list-style-type: none"> Accomplishes the Activity Completion Report (ACR) and compiles as MOV of the activity (see attached template) 	Proponent/ Focal Person/s	Within 15 days after the completion of the activity
<ul style="list-style-type: none"> Reviews the ACR and signs it Uploads the ACR to the designated Drive 	Immediate Head of the Proponent/School Head and School PDC/District PDC	



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IN-SERVICE TRAINING (INSET) PROGRAM DESIGN

I. General Program Information

1.1 Title:

Make a title that will capture all the topics and focus of the INSET; avoid the title like "2023 INSET"

1.2 Rationale

300-350 minimum words

Outline the reasons for conducting the training. You should consider the need this activity addresses for teachers and include an overview of how relevant and reliable research relates to the content and/or delivery of the program. Include citations in your overview. Also, provide references to the sources outlined.

1.3 Program Description

100-150 minimum words

*Provide a brief description of the INSET. State the Terminal Objective/s and Enabling Objective/s of the program by referring to what participants will gain in terms of their professional knowledge, professional practice and/or professional engagement. **Objectives** should follow the SMART principle.*

***Terminal Objective** is defined as what the participants will achieve upon successful completion of a program or course.*

STEM STATEMENT/S:



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By the end of this In-Service Training, participants will be able to:

Enabling Objectives are the specific objectives that support the Terminal Objective/s

1.4 Professional Development Priorities

State the DepEd Professional Development Priorities this program/training covers as per PPST (DO 42, s. 2017) and/or other emerging needs of the Department

1.5 Indicative Date of the Implementation

From Start Date to End Date

1.6 Delivery Platform

Identify delivery platform here, e.g., face-to-face, blended, online, etc.

1.7 Target Participants

Please specify your participants based on their career stage, subject area, grade level, etc.

II. Instructional Design

Indicate all the topics to be discusses/delivered in the INSET

Title:							
	Duration	Topic	Session Objectives	Methodology	Assessment Strategies	Outputs	Resource Person/ Learning Facilitator
1	<i>State its duration of the topic, e.g. 90 minutes</i>	<i>Describe its topic (focus, content and key learning points or what teachers will be</i>	<i>Describe its session objectives. (30-50 words)</i>	<i>Explain, in detail, the professional development activities including the learning resources that teachers will</i>	<i>Explain how the learning outcomes will be assessed; if possible attach</i>	<i>Describe teachers' outputs to achieve learning</i>	<i>Identify the Resource Person/ Learning Facilitator responsible for this session. You</i>

		<i>learning about). (May be a listing of main topics or key messages)</i>		<i>engage in, clearly describing how the presenter will facilitate each session and how the participants will engage with the content and meet the domain/s, strand/s and indicator/s in the selected Professional Standards. (100-150 words)</i>	<i>an assessment tool. (50-75 words)</i>	<i>outcomes. (50-75 words)</i>	<i>can invite resource persons from different schools or districts, from the Division Office, or outside DepEd. Make sure that the Resource Person/LF has expertise or is knowledgeable of the topic to be delivered.</i>
1	(Sample) 60 minutes	(Sample) Overview of the Philippine Professional Standards for Teachers (PPST); Domain 3, Strand 3.4	(Sample) Develop deeper understanding of Domain 3, Strand 3.4 in the PPST Recognize the importance of understanding Domain 3, Strand 3.4 as a crucial component in achieving better learning outcomes	(Sample) Using the interactive discussion method, the teachers shall be able to: recall and share their teaching practices reflect and learn from the teaching practices shared by their co-teachers develop deeper understanding of Domain 3, Strand 3.4 in the PPST Recognize the importance of understanding Domain 3, Strand 3.4 as a crucial component in achieving better learning outcomes	(Sample) A couple of brainstorming activities will be used to prepare the participants in sharing their teaching practices. Likewise, Quick Question Time will be used as well to engage them in collaborative learning and monitor their own understanding	(Sample) Reflective thoughts of one's teaching practices in relation to Domain 3, Strand 3.4	(Sample) Juan Dela Cruz (Master Teacher II, English Teacher)

III. Indicative Schedule of Activities

Below is the sample - Suggested

Time	Day 1	Day 2	Day 3
8:00-8:30 AM	<i>Preliminaries Opening Program *Lupang Hinirang *Interfaith Prayer *Division Hymn *Welcome Remarks *Statement of Purpose *Acknowledgment of Participants *Norms and Schedule of Activities *Energizer *INSET proper</i>	<i>*Preliminaries *Nationalistic Song *Short Prayer *Management of Learning *Energizer *Checking of Attendance *INSET Proper</i>	<i>*Preliminaries *Nationalistic Song *Short Prayer *Management of Learning *Energizer *Checking of Attendance *INSET Proper</i>
9:00-11:45 AM	<i>Topics (cite the topics and resource speakers/ learning facilitators here)</i>	<i>Topics (cite the topics and resource speakers/ learning facilitators here)</i>	<i>Topics (cite the topics and resource speakers/ learning facilitators here)</i>
LUNCH BREAK			
1:00- 4/5:00 PM	<i>Topics (cite the topics and resource speakers/ learning facilitators here)</i>	<i>Topics (cite the topics and resource speakers/ learning facilitators here)</i>	<i>Closing Activities Distribution of Certificates Ways Forward</i>

IV. Budgetary Requirements

All expenses relative to this training shall be charged against the School MOOE subject to the usual accounting and auditing rules and regulations.

Particulars	Unit	Quantity	Unit Price	Total
<i>Meals</i>	<i>pax</i>			
<i>Training Materials</i>	<i>pc</i>			
TOTAL				
Source of Fund	School MOOE			

V. Program Management Team

NAME	DESIGNATION
(School Head)	Activity Manager
(Proponent/s, MTs/HTs)	Onsite Managers
(MTs/HTs)	Co-onsite Manager
(SMEA Coordinator)	QAME Manager
(Proponent)	Contact Persons

Prepared by:

(NAME OF PROPONENT)

(NAME OF SCHOOL HEAD)

(Position)

(Position)

Checked by:

(NAME OF DISTRICT HEAD)

(Position/Designation)

Reviewed by:

PETER R. BOBLES

Senior Education Program Specialist

Endorsed by:

NOE M. HERMOSILLA

SGOD Chief

Recommending Approval:

CRISTA JOY ABOGADIE-TORBILA, PhD, CESE

Assistant Schools Division Superintendent

Approved:

LANI H. CERVANTES, CESO VI

Schools Division Superintendent