



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



October 19, 2017

DIVISION MEMORANDUM

No. 692, s. 2017

MIDYEAR INSET MONITORING AND TA PROVISION

**To: Assistant Superintendents
Chiefs, CID & SGOD
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. Attached is Regional Memorandum No. 0752, s. 2017, entitled, "**Midyear INSET Monitoring and TA Provision.**"
2. The Division Field Technical Assistance Core Teams (DFACTs) shall spearhead the monitoring and provision of technical assistance to the District/School Program Management Teams to ensure the smooth conduct of the Midyear In-Service Training for Teachers (INSET) that will take place on October 23-27, 2017.
3. DFACTs are instructed to prepare the Division Activity Completion Report with photos and other supporting documents to be forwarded to the Regional Office on November 7, 2017.
4. Relative to this, District Supervisors/OICs are required to submit to this Office (Attention: Dr. Mary Ann P. Flores, CID Chief) the compilation of the School/Cluster Based INSET Activity Completion Reports with photos and other supporting documents on or before November 6, 2017. Please refer to the Enclosures for the Activity Completion Report templates (F3-M&E Form 3 and Form 6).
5. Traveling and other related expenses incurred in monitoring the conduct of the School/Cluster Based INSET shall be chargeable against **Division Funds**, subject to the usual accounting and auditing rules and regulations.
6. This Memorandum also serves as Authority to Travel of the SGOD and CID Chiefs, Education Program Supervisors, SEPS, EPS II and other members of the DFACTs.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

F3-M&E Form 3: End of the F3 Program Assessment

(To be accomplished by each participant at the end of the training)

Respondent Type: Trainee Trainer Program Manager

Name (Optional): _____ Sex: Male Female

Program Title: _____ Date: _____

Please assess the effectiveness of the entire F3 component of the program according to the indicators below. Please refer to the following rating scale:

4-Strongly Agree (SA); 3-Agree (A); 2-Disagree (D); 1-Strongly Disagree (SD)

	After the conduct of the F3 component of the program, I believe that ...		Rating			
			1 SD	2 D	3 A	4 SA
A. Program Planning, Management and Preparation	1	the training program was delivered as planned				
	2	the training program was managed efficiently				
	3	the training program was well-structured				
B. Attainment of Objectives	4	the program objectives were clearly presented				
	5	the session objectives were logically arranged				
	6	the program and session objectives were attained				
C. Delivery of Program Content	7	program content was appropriate to trainees' roles and responsibilities				
	8	content delivered was based on authoritative and reliable sources				
	9	new learning was clearly presented				
	10	the session activities were effective in generating learning				
	11	adult learning methodologies were used effectively				
D. Trainees' Learning	12	management of learning was effectively structured e.g. portfolio, synthesis of previous learning, etc.				
	13	trainees were encouraged to consider how ideas and skills gained during the training could be incorporated into their own practices				
	14	contribution of all trainees, both male and female, were encouraged				
	15	trainees demonstrated a clear understanding of the content delivered				

E. Trainers' Conduct of Sessions	16	the trainers' competencies were evident in the conduct of the sessions				
	17	teamwork among the trainers and staff was manifested				
	18	trainers established a positive learning environment				
	19	training activities moved quickly enough to maintain trainees' interest				
F. Provision of Support Materials	20	training materials were clear and useful				
	21	powerpoint presentations supported the flow of the sessions				
	22	the resources provided were appropriate to trainees' needs				
G. Program Management Team	23	Program Management Team members were courteous				
	24	Program Management Team was efficient				
	25	Program Management Team was responsive to the needs of trainees				
H. Venue and Accommodation	26	the venue was well lighted and ventilated				
	27	the venue was comfortable with sufficient space for program activities				
	28	the venue had sanitary and hygienic conditions				
	29	meals were nutritious and sufficient in quantity and quality.				
	30	the accommodation was comfortable with sanitary and hygienic conditions				
I. Overall	31	I have the knowledge and skills to apply the new learning				
	32	I have the confidence to implement the JEL contract				

Please provide your honest response to each of the following questions:

What do you consider your most significant learning from the program?
What changes would you suggest to improve similar programs in the future?
Briefly describe what you have learned and how it will help you with your work.
What further recommendations do you have?

F3-M&E Form 6: F3 Program Completion Report Template (Activity Completion Report)
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Program Title: *(Add title of program)*

Facilitator(s): *(Add names of the Facilitators/trainers and their positions)*

Location and venue: *(Write the city and the actual venue e.g. Cebu, EcoTech)*

Duration: *(Include duration of the F3 phase)*

Date: *(include dates for F3)*

No of Participants:	Males <i>(Add No.)</i>	Female <i>(Add No.)</i>	Total <i>(Add Total)</i>
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Attendance List *(Include as Attachment 1)*

Program Objectives *At the end of the program the participants will have*

- *(Add objectives from the program design/resource package)*
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-

Program Schedule *(Include as Attachment 2)*

Key Results

- *(Identify the key results from the conduct of the program taking in to consideration the F3 phase)*
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Resources Materials *(Identify the resources required to conduct the program e.g. Title of the Resource Package, Operations Manual)*

M&E Analysis

After reviewing the F3-M&E results from the program write a narrative analyzing the results. This should include

- *Strengths and areas for improvement*
- *F3-M&E Results*

**General
Comments and
Issues
Encountered**

In this section make any general comments about the program and identify any issues encountered in relation to:

- *its delivery (during the F3 phase)*
 - *trainers/facilitators*
 - *participants*
 - *content of program*
 - *delivery strategies*
 - *training materials*
 -
- *its management (during the F3 phase)*
 - *prior to delivery*
 - *during the F3 phase*

Recommendations

In this section discuss any recommendations you may have to improve future programs. Include suggestions for refining the Resource Package

Activity Completion Report Attachments:

Attachment 1: Photocopy of Approved Training Design

***Attachment 2: Program Schedule of Activities
(Training Matrix with Opening and Closing Programs)***

Attachment 3: Photocopy of Attendance Sheets

Attachment 4: M&E Results (End of the F3 Program Assessment Results)

Attachment 5: Session Guides

Attachment 6: Division, District and School Memoranda Announcing the Conduct of the INSET

Attachment 7: Pictorials

n. Flores



REPUBLICA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
 REGION VII, CENTRAL VISAYAS
 Sudlon, Lahug, Cebu City



OCT 18 2017

REGIONAL MEMORANDUM

No. 0752, s. 2017

MIDYEAR INSET MONITORING AND TA PROVISION

TO : OIC-Assistant Regional Director
 Schools Division Superintendents/OICs
 Regional Chiefs

1. This has reference to the conduct of Midyear In-Service Training for Teachers (INSET) that will take place on October 23-27, 2017 at the venues to be identified by the Schools Division Offices (SDOs).
2. It is in this account that the Regional Field Technical Assistance Teams (RFTATs) shall be deployed to the six (6) schools divisions of Negros Oriental Province to monitor and provide technical assistance on the conduct of the said INSET on Oct. 25-27, 2017. Refer to the RFTAT assignment in Enclosure A.
3. The Division Technical Assistance Core Teams (DFACTs) of the 13 Schools Divisions of the provinces of Cebu, Bohol, and Siquijor shall spearhead the monitoring and provision of technical assistance to the Program Management Teams ensuring the smooth conduct of the said INSET.
4. The Schools Division Superintendents are hereby instructed to adhere to the NEAP training standards. They are likewise directed to properly use the HRDD funds downloaded for the purpose intended.
- * 5. The leaders of both RFTATs and DFACTs are instructed to submit to this Office the Activity Completion Report (ACR) with photos and other supporting documents on November 7, 2017.
6. Travelling expenses, per diem, training materials, and other incidental expenses incurred by the RFTATs shall be chargeable against Region Funds while travelling expenses, per diem, and expenses incidental incurred by the DFACTs relative to the conduct of the activity shall be chargeable against Division Funds subject to usual accounting and auditing rules and regulations.
7. For your proper guidance and strict compliance.
8. This Memorandum serves as **TRAVEL ORDER**.

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D., CESO V
 Director III
 Officer-in-Charge

JAJ/STJ/iba

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
 Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
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" EFA 2015: Harapatan ng Lahat, Pananagutan ng Lahat "

Enclosure to Regional Memorandum No. _____s, 2017

**RFTAT Assignment during the Midyear INSET Monitoring and Provision
of TA to 6 Divisions of Negros Oriental Province**

- RFTAT 1 - Dumaguete City
- RFTAT 2 - Bayawan City
- RFTAT 3 - Tanjay City
- RFTAT 4 - Neg Oriental
- RFTAT 5 - Guihulngan
- RFTAT 6 - Bais City