



April 18, 2018

DIVISION MEMORANDUM
 No. 265, s. 2018

SUMMER IN-SERVICE TRAINING (INSET) FOR TEACHERS

To: Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 CID and SGOD Personnel
 Section Heads
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads

1. In its continued efforts of upgrading the competencies of teachers, this Office will conduct the Summer In-Service Training (INSET) for all public elementary, junior, and senior high school teachers in the different districts on May 16-19, 2018
2. The Public Schools District Supervisors (PSDS) are directed to take the lead in organizing this professional undertaking. They are enjoined to submit the following to the SGOD HRD:
 - a. Pre-Training date- District Training Design which includes budget proposal and training matrix per group to be reviewed and approved by the following:

Area	Reviewed by	Approved by
North	Dr. Margarita Nierra	Dr. Novie Mangubat
South	Mr. Willie Adonai	Dr. Mary Ann Flores

- b. Post Training Date (May 25, 2018) - Training Accomplishment Report which covers training terminal report using the attached format, approved training design, opening and closing programs, attendance, and maximum of 4 pictures
3. Each District shall be given a compact disc containing the compilation of training materials which can be secured from Dr. Margarita Nierra and Mr. Willie Adonai at the SGOD Office starting April 23, 2018.
4. Meals which include lunch (P80.00), two (2) snacks (P70.00), training materials, and transportation expenses of participants whose residences are located at least 15 kilometers away from the training venues shall be charged to the School MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

For:

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

By:

ESTER A. TUTALAN, Ed. D.
 Assistant Schools Division Superintendent
 Officer-in Charge



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



ACTIVITY TERMINAL REPORT

Date/s					
Venue					
Participants: Please attach Attendance Sheet	Target Participants	Actual Participants	Guests:	Facilitators:	Cost:
Short description of participants and any other useful information:					
Title of Activity					
Activity Description					
Objectives					
Enhance the knowledge , skills and attitudes by :					
Highlights (i.e., well-performing school heads, unexpected visit/presence of a VIP, etc.)					
Outputs/Outcomes					
Issues Raised					
Based from comments/discussions/sharing:					
Decisions/Agreements/Next Steps					
Materials distributed (whenever appropriate)					
Other Notes					
Quotes					
Other Attachments :					
Refer to attached approved training design, attendance sheets, opening & closing program and pictures					

Prepared and submitted by:

 Public Schools District Supervisor