



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



October 19, 2018

DIVISION MEMORANDUM

No. 722, s. 2018

FIVE-DAY MID-YEAR IN-SERVICE TRAINING (INSET) FOR TEACHERS

**To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors/Elem.& Sec. School Heads
Elementary/Secondary Public School Teachers
Teachers and All Others Concerned**

1. In its continued efforts of upgrading the competencies of teachers, this Office will conduct the Mid-Year In-Service Training (INSET) for all public elementary, junior, and senior high school teachers in all districts on October 22 – 26, 2018.

2. The Public Schools District Supervisors (PSDS) are directed to take the lead in organizing this professional undertaking. They are directed to submit the following to the SGOD HRD (Attention: Dr. Margarita A. Nierra)

2.1 Pre-training date District Instructional Design which includes budget proposal and training matrix per group to be reviewed by Dr. Margarita A. Nierra.

2.2 Post training Date (October 31, 2018) – Training completion Report to be submitted are as follows (Kindly used long bond paper size in all documents):

2.2.1. Training Terminal Report

2.2.2. Approved Instructional Design

2.2.3. Actual Program of Activities

2.2.4. Opening and Closing Program

2.2.5. Attendance Sheet (Name & PRC License No.)


2.2.6. Attendance/List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)

2.2.7. Summary of Evaluation of Speakers in tabular form

2.2.8. Pictures in a minimum of 4 pictures in a page (collage form)

2.3 The said completion report should be submitted in long white plastic folder.

3. Districts (Barili II, Dalaguete II and Samboan) with approved CPD Credit Units by the Professional Regulation Commission (PRC) shall strictly followed the format given to them for the Completion Report as well as the procedure in the conduct of the said training.
4. Meals which include lunch (80.00), two 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. Wide dissemination of and strict compliance of this Memorandum is desired.


RHEA MARA. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent
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