



May 6, 2019

DIVISION MEMORANDUM

No. 254, s. 2019

FIVE-DAY SUMMER IN-SERVICE TRAINING (INSET) FOR TEACHERS 2019

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

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 all districts on May 27 -31 , 2019.

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/Mr. Louie Monteroso)

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 (June 7, 2019) – Training completion Report to be submitted are as follows (Kindly used long bond paper size in all documents - this will be submitted to PRC):

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. Filled up 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)

2.2.9. Sample filled-up Evaluation Form



Republic of the Philippines
 Department of Education
 Region VII - Central Visayas
 Division Office - Cebu Province
 Provincial Education Office, Lungsod ng Cebu City



May 8, 2019

DIVISION MEMORANDUM

No. 2019-007, s. 2019

FIVE-DAY SUMMER IN-SERVICE TRAINING (INSET) FOR TEACHERS 2019

To: Assistant Schools Division Superintendant
 Division Office
 Education Program Supervisor/Coordinators
 Public Schools District Supervisors (Elem. & Sec. School Heads)
 Elementary/Secondary Public School Teachers
 and All Other Concerned

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 all districts on May 27-31, 2019.

2. The Public Schools District Supervisors (PSDS) are directed to take the lead in organizing the professional undertaking. They are directed to submit the following to the RDO HRD (Attention: Dr. Margarita A. Naranjo/Ms. Lourdes Munoz):

2.1 Pre-training data Output Instructional Design which includes budget proposal and training matrix per group to be reviewed by Dr. Margarita A. Naranjo.

2.2 Post-training data (June 7, 2019) – Training completion Report to be submitted as follows (kindly use four bond paper size in all documents - US will be submitted to PRC).

- 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 Filled-in Attendance Sheet (Name & PRC license No.)
- 2.2.6 Attendance list of teachers, Resource Specialist, 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 (college format)
- 2.2.9 Sample filled-up Evaluation form

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

3. Districts 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. This Memorandum serves as **Authority to Travel** of the participants, speakers and the members of the training team.

5. 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.

6. Wide dissemination of and strict compliance of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent
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Educating for a Strong Republic

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1.3 The said completion report shall be submitted in a form with the plastic folder.

1.4 Districts with approved CFC Credit Units by the Professional Regulation Commission (PRC) shall strictly follow the format given to them for the completion report as well as the procedure in the conduct of the said training.

1.5 This Memorandum serves as Authority to Travel of the participants, speaker and the members of the training team.

1.6 Meals which include lunch (80.00), two snacks (9.70 0.00), training materials and transportation expenses of a participant whose residence is located at least 10 kilometers away from the training venue shall be charged to the School MOOE subject to the usual accounting and auditing rules and regulations.

1.7 While on mission and that compliance of this Memorandum is desired.


RHEA MAE A. ARGUETA, Ed.D., CESO III
School Division Superintendent

Director for a Service Region

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