



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 002, s. 2024

JAN 04 2024

CONDUCT OF 2024 MID-YEAR IN-SERVICE TRAINING (INSET)

To: OIC-Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. As per Enclosure No. 2 to DepEd Order No. 022, s. 2023 titled Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024, the Mid-Year Break is scheduled on January 24-26 & January 29-30, 2024.
2. Paragraph 22 of the same DepEd Order states that, "The five-day mid-year break shall be spent for the conduct of Mid-Year Performance Review and Evaluation (MPRE) and the School-Based INSET. For SY 2023-2024, the five-day mid-year break shall be from January 24-26 and January 29-30, 2024. The first two (2) days shall be spent evaluating the school's progress in implementing the educational programs, projects, and activities, as well as reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three (3) days shall be devoted to the conduct of school-based INSET activities for teachers and preparation of instructional materials."
3. School Heads are advised to anchor their INSET topics on the Philippines Professional Standards for Teachers (PPST) Domains or Stands where teachers need to develop based on their SY 2022-2023 IPCRF Ratings.
4. Each school shall submit one (1) copy of its INSET Design on or before 17 January 2024 to the HRD Section c/o Eulyne D. Lucerna.
5. Expenses incidental to the conduct of INSET activities are chargeable against the School MOOE subject to the usual accounting and auditing rules and regulations.
6. Wide and immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

