



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

**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

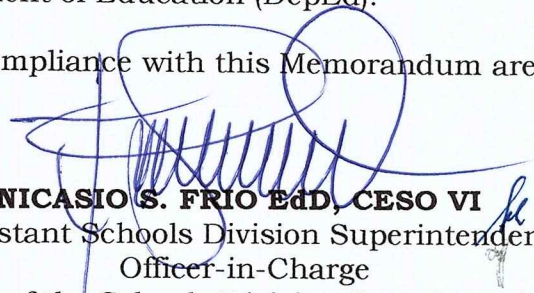
NO. 039, s. 2023

IFED 0.2 2023

**CONDUCT OF 2023 MID-YEAR IN-SERVICE TRAINING (INSET)**

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

1. Per DepEd Order No. 034, s. 2022 titled School Calendar and Activities for the School Year 2022-2023, February 6-10, 2023 is scheduled as Mid-Year Break (Enclosure No. 2).
2. Paragraph 40 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. The first two days shall be spent evaluating the school's progress in the implementation of the educational programs, projects, and activities, as well as in reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three days shall be devoted to the conduct of school-based INSET activities for teachers' continued professional development and the preparation of their instructional materials."
3. School Heads are advised to anchor their INSET topics to their School Plan for Professional Development (SPPD).
4. Participation to this activity especially of senior citizens, pregnant women, and immunocompromised personnel, must strictly comply with the minimum public health standards and policies set by the Department of Health (DOH), Inter-Agency task Force for the Management of Emerging Infectious Diseases (IATF-MEID), Local Government Unit (LGU), and Department of Education (DepEd).
5. Widest dissemination of and compliance with this Memorandum are desired.

  
**NICASIO S. FRIO EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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