



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 • (034) 471-2454



April 26, 2019

DIVISION MEMORANDUM

No. 76, s. 2019

TO: Chiefs, CID & SGOD
Education Program Supervisors and Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

FROM:  **MA. JORLIME M. ORTILLO, CESO VI**
Schools Division Superintendent

SUBJECT: **CONDUCT OF SCHOOL IN-SERVICE TRAININGS (INSET) 2019**

To provide professional development activities and enhance teachers's knowledge, skills and attitudes to improve instructional competencies and classroom management skills, the School In-Service Training (INSET) is required for all schools in the Division of Kabankalan City. To ensure efficiency and standard implementation of the Training Program, the following policies must be strictly observed:

1. In-Service Training must be conducted during the months of May and October every school year. Summer INSET in May and Mid-Year INSET in October.
2. Training Design and Matrix must be submitted to the HRD Unit a week prior to conduct of the said training for checking and verification purposes. **For this year's Summer INSET, Training Design is due on or before May 9, 2019.**
3. INSET activities must be for 5-days. Suggested activities are: 2 days for district approved activities and 3 days of actual face to face lecture/workshop. School Heads must consolidate the Development Needs of their Teachers and develop topics to address these relevant felt needs of teachers based on the RPMS-PPST.
4. School Heads are to submit a Training Completion Report supported with pictures to the HRD Unit a week after the conduct of the said activity.
5. Teacher's Training Passbook is a must for all in-service trainings.
6. **NO APPROVED TRAINING DESIGN, NO IN-SERVICE TRAINING** can be conducted.
7. Failure to conduct INSET shall be dealt with administratively.

For your information and compliance.



Annex A. Approved format of Training Design for SDO Kabankalan City:

- I. Title:
Target Beneficiaries:
Duration:
Delivery Mode:
Amount Allocated:
Source of Fund:
- II. Rationale:
- III. Objectives:
- IV. Budgetary Requirements:
Food:
Supplies:
TOTAL:

Prepared by: SCHOOL HEAD and the Training Team

Noted: PSDS

Recommending Approval: ASDS

Approved: SDS

Annex B. Training Completion Report

Program Title	
Facilitators/Topics	
Training Date and Schedule	
Total Participants:	Male Female
Executive Summary of Program Objectives	



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M&E Analysis: Please check (✓) the appropriate column to indicate your level of agreement for each of the statements				
	Strongly Agree	Agree	Disagree	Strongly Disagree
Administration of the INSET Training				
Materials for conducting the Training Program were organized and prepared in advance				
The objectives of the training were clearly explained by the facilitators.				
Clear instructions were provided on the activities undertaken in each session				
Clarification was provided by the School Head/Facilitator when necessary				
The facilitators were dressed appropriately, confident and explained the session/topics well.				
The sessions were logically sequenced, and the participants were engaged and orderly.				
Efficiency and effectiveness of each learning sessions were observed.				
General Comments				
Recommendations for improvement				

Pls. attach picture/documents:

Submitted by:

School Head