



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY

January 10, 2024

DIVISION MEMORANDUM

No. 14, s.2024

**CONDUCT OF THE MID-YEAR IN-SERVICE TRAINING (INSET)
OF TEACHERS FOR SY 2023-2024**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD, CID)
Education Program Supervisors
Public Schools District Supervisors
School Heads (Public Elementary and Secondary)
All Others Concerned

1. Pursuant to DepEd Order No. 022, s. 2023 titled Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024, there shall be an annual five-day mid-year break that shall be spent for the conduct of the Mid-year Performance Review and Evaluation and the School-Based In-service Training (INSET) of Teachers on **January 24-26, and 29-30, 2024.**
2. The first three (3) days shall be devoted to the conduct of school-based INSET activities for the teachers and preparation of instructional materials. The last two (2) days shall be spent on 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.
3. Schools are expected to submit their INSET Training Proposal for approval of the Schools Division Superintendent thru the School Governance and Operations Division (SGOD) on or before **January 17, 2024.**
4. Enclosed is the Training Proposal Template for your perusal.
5. School Governance and Operations Division Monitoring Team, Education Program Supervisors and Public Schools District Supervisors shall monitor the above-mentioned activity.
6. School Heads shall accomplish the School INSET Report that can be accessed through this link: <http://tinyurl.com/bderde3p> and submit the hard copy thru the School Governance and Operations Division (SGOD) on **February 5, 2024.**

SGOD-HRD_LST/Division Memo
01/10/2024



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City
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7. For further inquiries and clarifications, you may contact SEPS Ermah Sheila L. Roble at **0969-388-1544** of the HRD Section.

6. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

LOURMA I. POCULAN, CESO VI
Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

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