



Republic of the Philippines  
**Department of Education**

Region V

**SCHOOLS DIVISION OFFICE OF CAMARINES SUR**  
Freedom Sports Complex, San Jose, Pili, Camarines Sur

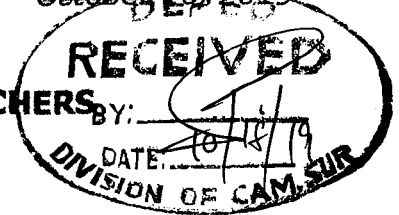


**DIVISION MEMORANDUM**

No. 382 s. 2019

October 16, 2019

**2019 IN-SERVICE TRAINING FOR TEACHERS**



**To:** Asst. Schools Division Superintendents  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary Schools

1. In connection with the conduct of the In-Service Training (INSET) for teachers on October 21-25, 2019 pursuant to DepEd Order No. 007 s. 2019, entitled School Calendar for School Year 2019-2020, this office is issuing the uniform INSET Matrix for all elementary and secondary schools, as hereto attached.
2. It is emphasized that the INSET shall be data and needs-based, thus the content of the matrix.
3. The Public Schools District Supervisors shall ensure that the schools are given the summary of the COT conducted with the School Heads and other observed needs during their instructional supervision as a basis for the sessions.
4. The post-INSET report shall use the enclosed template.
5. Expenses relative to the conduct of the INSET shall be charged from the school MOOE /local funds subject to the usual accounting and auditing rules and regulations.
6. For compliance of all concerned.

**LOIDA M. NIDEA, Ed.D, CESO V**  
Schools Division Superintendent

# INSET 2019 TRAINING MATRIX

TIME/DAY	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
7:30 – 8:00			Registration		
8:00 – 8:30	Opening Program				
8:30 – 9:00	Getting to Know You/Levelling of Expectations			Proposal Preparation for:	Choice topic
9:00 – 10:00	Revisiting the Self-Assessment Test (SAT) Result (Individual and Summary)	<i>Session on content and pedagogy appropriate to the needs of teachers as revealed in the review of SAT and COT</i>	Sharing of Teaching Strategies per Learning Area <i>(for big schools break-out sessions per learning area)</i>	Adopting CI/AR projects to address Failing Grades, PARDO/SARDO/AR or	
10:00 – 11:00	Presentation of the consolidated findings of COT (c/o PSDS)			Own Proposal	
11:00 – 12:00	Review of PPST key indicators		SMEA		
1:00 – 2:00	Review of RPMS vis-à-vis PPST/IPR		School Monitoring, Evaluation, and adjustment for Professional Development Plan and the following key performance indicators:		Schedules for IPR Preparation/Year-End Review
2:00 – 3:30		<i>(Refer to the Module in the PPST which has the lowest/challenging assessment result for sessions)</i>	<ul style="list-style-type: none"> <li>o Reading</li> <li>o Failure</li> <li>o PARDO/SARDO</li> </ul>	Choice Topic	Team-building
3:30 – 5:00	Drawing insights from COT findings vis-a-vis				Closing Program
	<i>Session on content and pedagogy appropriate to the needs of teachers as revealed in the review of SAT and COT</i>		as reflected in the PIA (to be spearheaded by School Head/Head Teacher/Department Head)		

**Suggested “Choice Topics” : Financial Literacy, ICT, Child Protection Policy, Research**



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**TRAINING COMPLETION REPORT**

<b>I. Title of the Activity</b>	:	
<b>Date</b>	:	
<b>Venue</b>	:	

**II. Activity Description:**

**III. Objectives:**

**IV: Enhance the knowledge, skills and attitude by:**

**III. Target vs. Accomplishment**

	Day 1	Day 2	Day 3	Day 4	Day 5	Total
No. of Expected participants						
No. of Actual participants						
Percentage of Attendance	%	%	%	%	%	%

**Expenses:**

<b>Particulars</b>	<b>Proposed</b>	<b>Actual (Per contract)</b>
Food and Venue		
Training Materials		
Total		

Budget	
Expenses	
Savings	

**IV. Implementation**

<b>Areas of Concern</b>	<b>Concerns, Challenges, Issues, Problems and Gaps (CCIPG)</b>	<b>Cause of Occurrence</b>	<b>Proposed Resolutions/ Corrective Action/s</b>	<b>Time Frame to Resolve/ Address</b>	<b>Proposed Preventive Measure/s or Recommendations</b>

**V. Analysis of Accomplishment**

- Best Practices / Value-Added Contributions
- Facilitating Factors / Reasons for Achieving Value-Added Contributions
- Hindering Factors.
- Lessons learned

**VI. Decision/Agreements/Next Steps/**

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## SCHOOLS DIVISION OFFICE OF CAMARINES SUR

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- Opening/Closing Program
- Attendance Sheets
- List of Resource Speakers/Lecturers with Bio Profile
- Summary of Evaluation of Speakers in tabular form
- Pictures (minimum of 4 pictures in one page, collage form)

Prepared by:

School Head

Noted:

Public Schools District Supervisor