



Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong
Tel/Fax No. (064) 200-6316



DIVISION MEMORANDUM

SGOD No. 6, s. 2019

TO: **OIC - Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Heads
This Division**

FROM: **LEONARDO M. BALALA, CESE** *llb.*
Schools Division Superintendent

SUBJECT: **DISSEMINATION OF THE SCHEDULE OF IN – SERVICE TRAININGS
FOR TEACHERS (INSET) AND OTHER SEMINAR – WORKSHOPS
FOR CALENDAR YEAR 2019**

DATE: March 28, 2019

1. As a result of the strategic planning of the Operational Units (OU), Office of the Schools Division Superintendent (OSDS), Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD) of this Division and in order to harmonize all training activities in the schools, and albeit the National Budget for the year 2019 is still for approval, this is to disseminate to the field the hereunder schedule of INSET and other seminar – workshops for the Calendar year 2019 for the information and guidance of all concerned:

School Governance and Operations Division (SGOD)		
1. Division Research Congress	Elementary and Secondary School Heads, Teacher Presenters and Master Teachers	October 11-12, 2019
2. DEDP Plan Adjustment	CID, SGOD and OSDS Personnel	Sept 11-13, 2019
3. Division Monitoring and Evaluation and Plan Adjustments	CID, SGOD, Cluster Heads and Secondary School Heads	Q1-April 12, Q2-July 10, Q3-Oct 1, Q4-Dec 16

Sultan Muhamad Dipatuan Kudarat & History of Tacurong City		
9. Capability Building Program for Teachers on Current Trends in Teaching Mathematics	37 Mathematics Teachers	May 16-17,2019
10. Division Screening, Selection and Orientation of Learning Resource Evaluators	33 LREs, 7 school heads	April 10 -12, and 15 – 17, 2019
11. Refinement of Marungko Materials on Teaching Beginning Reading	40 teacher - writers and evaluators	May 15 – 17, 2019

2. It shall be noted that in – service trainings for teachers as programmed by the Curriculum Implementation Division (CID) are scheduled during summer (April – May) as an intervention and mitigating measure of the interruption/disruption of classes thereby adhering to and compliance to time – on – task policy.
3. A separate memorandum relative to identification of participants, objectives of the training, venue and other requisites shall be prepared by each program holder.
4. All training activities as listed shall be borne by the Schools Division Office through the Human Resource Training and Development (HRTD) Fund subject to the usual accounting and auditing rules and regulations.
5. Widest dissemination of this Memorandum is enjoined.