



Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong



DIVISION MEMORANDUM

SGOD No. 76, s. 2019

TO: **Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Education Program Supervisors
Principals – in – Charge
All Elementary and Secondary School Heads
This Division**

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

SUBJECT: **SUGGESTED LEARNING AND DEVELOPMENT ACTIVITIES FOR
THE FIVE – DAY IN – SERVICE TRAINING (INSET)**

DATE: October 10, 2019

1. Based on DepEd Order No. 007, s. 2019 entitled School Calendar for School Year 2019 – 2020, Paragraph 13 of its Enclosure states that at the end of the Second Quarter, a semestral break for learners will be observed to evaluate individual teachers and their collective performance, as well as to conduct School – Based In – Service Training (INSET) activities for their continuing professional development and for the preparation of their instructional materials (IMs). The five – day break for learners is on **October 21 – 25, 2019**.
2. Premise considered, the learning and development activities of the teachers shall be based on the twelve (12) priority indicators of the Philippine Professional Standards for Teachers (PPST) and shall be centered on the development needs of teachers as a result of the individual performance review.
3. Relative thereto, hereunder are the suggested activities:
 - 3.1. Demonstration teaching of the Master Teachers on the application of content knowledge and pedagogy;
 - 3.2. Presentation of completed action research;
 - 3.3. Contextualization/Preparation of instructional materials;
 - 3.4. Workshop on the formulation of formative/summative assessment tools that meet curriculum goals; and
 - 3.5. Review of the individual performance of the teachers.

4. Requests for technical assistance relative to the above – mentioned suggested activities should reach the Office of the Chief of the Curriculum Implementation Division on or before **October 15, 2019** for appropriate action.

5. Moreover, the matrix of activities shall be submitted to the SGOD – Human Resource Section (SGOD – HRDS), Attention: SEPS Ernie P. Pama for the reference and guidance of the monitoring teams following the hereunder format:

| Date and Time | Topic/Activity | Focal Person/ In - Charge |
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6. Expenses to be incurred during the 5 – day INSET may be charged against local funds subject to the usual accounting and auditing rules and regulations,

7. Immediate dissemination of this Memorandum is enjoined.