

### Republic of the Philippines

## Department of Education

Region XII Schools Division Office of Tacurong City

January 24, 2023

#### **DIVISION MEMORANDUM**

SGOD No. \_\_\_\_\_\_\_\_, s. 2023

### CONDUCT OF MIDYEAR PERFORMANCE REVIEW AND EVALUATION AND SCHOOL – BASED IN – SERVICE TRAINING

To: Assistant Schools Division Superintendent Chiefs, CID and SGOD Education Program Supervisors Cluster Heads Elementary and Secondary School Heads This Division

- 1. This has reference to DepEd Order No. 034, s. 2022 titled School Calendar and Activities for School Year 2022 2023.
- 2. As provided, the conduct of the Midyear Performance Review and School Based In Service Training shall be on February 6 10, 2023. The first two days shall be spent in evaluating the school's progress in the implementation of the educational programs, projects, and activities, as well as in reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three days shall be devoted to the conduct of the school based INSET activities for the teachers' continued professional development and the preparation of instructional materials.
- 3. In the evaluation of the school's progress in the implementation of the educational PPAs, school Program Holders are enjoined to track the physical target against the actual accomplishment. On the other hand, all Raters (School Heads and Master Teachers) shall also review the performance of the teachers/non teaching staff for the first semester and identify areas needing technical assistance or support.
- 4. In the conduct of school based INSET activities, all proponents through the supervision of the School Heads are required to prepare the L & D resource package (Matrix of Activities, Session Guides/Slide Decks) based on developmental needs which shall be submitted to this Office for approval of the undersigned. Subsequently, the matrix shall be used as reference during the conduct of monitoring activities of the Division Office personnel.



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The list of monitoring teams per cluster shall be issued through a separate memorandum.

- 5. In furtherance, request for technical assistance of any of the Division Office personnel shall also be submitted to the Office of the Assistant Schools Division Superintendent on or before January 27, 2023, for the guidance and scheduling of the requested personnel.
- 6. All expenses to be incurred during the five day MPRE and INSET shall be chargeable against the school local funds subject to the usual accounting and auditing rules and regulations.
- 7. Widest dissemination of this Memorandum is enjoined.

MIGUEL P. FILLALAN JR., CESO VI Schools Division Superintendent

Enclosures: None

Reference: DepEd Order No. 034, s. 2022

Allotment: 1-2-3-4

To be indicated in the Perpetual Index under the following subjects:

INSET MONITORING & EVALUATION TEACHERS



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