



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of negros oriental

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. **71**, s. 2022

MID-YEAR IN-SERVICE TRAINING (INSET)

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Division Education Program Supervisors & Division Coordinators
Public Schools District Supervisors/ District In-Charge/District Care Taker
All Elementary and Secondary School Heads
All Teaching Personnel
All Others Concerned

1. Pursuant to DepEd Order No. 29, s. 2021 titled "School Calendar and Activities for School Year 2021-2022" and DepEd Advisory dated January 28, 2022, the Department of Education reiterates the conduct of Mid-Year In-Service Training (INSET) for teachers on Jan. 31-Feb. 5, 2022. However, due to the suspension of classes in Region 7 (RM no. 0037 s. 2022) and the special non-working holiday (Feb. 1, 2022), this division, schedules the Mid-Year INSET on **February 3-4 and 7-9, 2022**.

2. The Public Schools District Supervisors (PSDSs)/ District In-Charge (DICs/Care Takers) will take the lead in the implementation and monitoring the conduct of the participation of teachers on the said training.

3. District L&D coordinators are to log-in to tms.depednodis.net and upload the soft copy of the activity designs attached with complete matrix for verification prior to the submission of the hard copy for approval of the SDS. Learning and Development designs (LDD) following the suggested topics below should be uploaded to the TMS portal not later than January 31, 2022. Moreover, they are directed to use the features found in the Training Management System (TMS) during the INSET, such as the registration, attendance and in the submission of the Activity Completion Report (ACR).



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-0667 / 422-7644
Email Address:negros.oriental@deped.gov.ph

3.1 JAN 2022

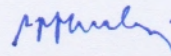
Suggested topics:

Day 1	Parochial concerns
Day 2	Review of School's progress attained on the implementation of Educational Program, Activities, Projects (PAPS)
Day 3	Review of Performance for teachers and staff in order to address concerns
Day 4	Professional Development based on needs
Day 5	Preparation of Instructional Materials

4. Meals of **participants on-site** and other related expenses relative to the conduct of the INSET shall be charged to School MOOE and other local funds, subject to the usual accounting and auditing rules and regulations. (This does not apply to those who will be working from home)
5. PSDS/District In-Charge or Care Takers/School heads should be guided with the following reminders:
 - a. The Alternative Work Arrangement (AWA) on Alert Level 3 (i.e. 2 days Work From Home and 3 days On-Site) should still be strictly observed during the INSET days.
 - b. The Schools Division Office DOES NOT encourage CLUSTERING of schools (i.e. small schools converge in 1 big school in order to avail of electricity or internet connectivity). However, if it cannot be helped and clustering is the only last resort, then there should be **only 14 participants per room representing the 30% of the classroom capacity and CONCURRENCE of the LOCAL IATF should be obtained.**
 - c. School Heads are instructed to arrange activities which can be done at home for those who are on a Work From Home (WFH) arrangement.
6. Teaching personnel/ School heads who are undergoing mandatory or self-quarantine may participate in the INSET **virtually** but must inform their school head/PSDS.
7. Since the province of Negros Oriental is still under Alert Level 3, schools should ensure strict compliance to the safety protocols set by the IATF: not more than 14 people

inside the classroom, social distancing, wearing of face mask and face shield, frequent hand washing, bringing of alcohol, etc.

8. For inquiries, please contact the Human Resource and Development Section (HRDS) at (035) 225-6180 and look for Ms. Iryll.
9. For the information and compliance of all concerned.



SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

ADVISORY

28 January 2022

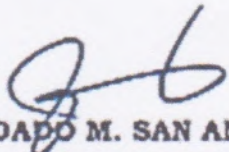
1. Pursuant to DepEd Order No. 29, s. 2021 (*School Calendar and Activities for School Year 2021-2022*), the Department of Education (DepEd) reiterates the conduct of In-Service Training (INSET) for teachers from January 31 to February 5, 2022.

2. The aforementioned schedule may be adjusted only in those schools where the regional/division offices have declared class suspension due to an increase in COVID-19 cases in their areas as provided for in DM-CI-2022-009, *Reiterating the Policy on Academic Ease and Allowing the Suspension of Classes and Other Teaching-Related Activities in the Midst of the Surge in COVID-19 Cases*.

3. Regardless of the adjustment in the schedule of INSET, the following provision in DO No. 29, s. 2021 shall apply:

22. The first two days of the five-day mid-year break may be spent to evaluate the school's progress attained in the implementation of the educational programs, projects, and activities (PPAs), as well as to review the performance of teachers and the school staff in order to address concerns through collaborative effort. The last three days may be devoted for the conduct of the school-based In-Service Training (INSET) activities for the teachers' continued professional development and the preparation for their Instructional Materials (IMs).

4. For any clarifications or inquiries, please contact the Office of the Director IV, Bureau of Learning Delivery at email address blld.od@deped.gov.ph or through telephone numbers 8636-6540/8637-4347.


DIOSDADO M. SAN ANTONIO
Undersecretary