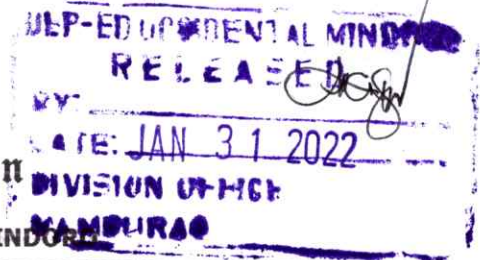




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division
Superintendent

January 28, 2022

DIVISION MEMORANDUM

No. 000030, s. 2022

**SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PERSONNEL MONITORING AND EVALUATION FOR THE
IMPLEMENTATION OF MID-YEAR IN-SERVICE TRAINING FOR
TEACHERS SY 2021-2022**

To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In compliance with DepEd Order No. 29 s. 2021, entitled "*School Calendar and Activities for School Year 2021-2022*", this Office announces the conduct of the **SGOD Monitoring and Evaluation for the Implementation of In-Service Training for Teachers SY 2021-2022** from January 31 to February 4, 2022.

2. The SGOD personnel whose names are listed in the attached documents shall monitor and evaluate the conduct of the above-mentioned activity using the attached prescribed assessment tool.

3. The manner of SGOD monitoring shall be either face to face or online/virtually. During monitoring, SGOD personnel shall ensure the compliance of schools to the phases of the said activity to wit:

a. The first two days of the five-day mid -year break may be spent to evaluate the schools' progress attained in the implementation of the educational programs, projects, and activities, as well as to review the performance of teachers and the school staff to address concerns through a collaborative effort.

SGOD/SMME/SVJ




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📌 DepEd Tayo Occidental Mindoro

b. The last three days must be devoted to the conduct of the school-based INSET activities for the teachers' continued professional development and the preparation of their Instructional Materials (IMs).

3. Travelling expenses of the Division personnel shall be charged against SDO MOOE funds subject to the usual government budgeting, accounting and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum are earnestly desired.


LYNN G. MENDOZA

Assistant Schools Division Superintendent
Officer-In-Charge 
Office of the Schools Division Superintendent

Enclosure A

**SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PERSONNEL MONITORING AND EVALUATION FOR THE
IMPLEMENTATION OF MID-YEAR IN-SERVICE TRAINING FOR
TEACHERS SY 2021-2022**

List of SGOD Personnel

No	Name	Designation
1	Aniceto N. Parojinog	CES, SGOD
2	Victor Causapin	EPS I
3	Marilou D. Pandino	SEPS
4	Eloisa C. Farenas, EdD	SEPS
5	Simplicia V. Javate, PhD	SEPS
6	Shalee Y. Tadeja	SEPS
7	Wyn Wright Esperanza	MO III
8	Ma. Lorena M. Rendon	Dentist III
9	Ruby Alferos	Dentist III
10	Eric Taneca	Engineer III
11	Jennifer Magtoto	PDO II



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MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

Office of the Schools Division
Superintendent

MONITORING AND EVALUATION TOOL FOR SCHOOL INSET ACTIVITY

School: _____
Date: _____

School Head: _____
Mode: ___(Virtual) ___(F2F)

Components	Indicator	Evaluation			Remarks
		Evident	Partially Evident	Not Evident	
Part I: Program					
A. School MEPA/PIR	Evaluate the schools' progress attained in the implementation of the educational programs, projects, and activities, as well as to review the performance of teachers and the school staff to address concerns through a collaborative effort.				
Program/Activity Title	Included important key words that will relate the proposal to the intended activity				
Venue	Venue is appropriate to the activity to be conducted compliant with IATF guidelines				
Target Beneficiaries	School personnel present in the activity. Attendance Form is disaggregated by sex				
B. Conduct of the school-based INSET activities	INSET activities related to teachers' continued professional development and the preparation of their Instructional Materials (IMs).				
Rationale	Anchored to the need of teachers based on their IPPD (Individual Professional Development Plan-IPCRF Part IV) applying equal opportunity principle to learning and development				

sgod/smme/svj



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Methodology	Methodologies of INSET recognized the nature of adults, active, experimental, social and learning style				
Implementation Plan	Composed of 3 Phase-Pre-Implementation, Implementation and Post-Implementation				
Budgetary Requirements	Specified logistics and source of funds (indicated to approved AIP)				
Terms of Reference	Defined role per individual/committee or as designed				
Monitoring and Evaluation Plan	Included tracking of the output/outcomes of the INSET				
GAD Attribution (HGDG if applicable)	Included computations of GAD attributions following the required template				
Part II: Attachment					
Training Proposal	Training Proposal based on needs from the IPDP				
Program Matrix	Indicative Program of the Activity				
Result of School consolidated IPDP	Training needs from the IPDP were incorporated in the INSET (to be submitted to HRDS)				
Program Evaluation Sheet	SDO-SMME M&E Tool Thru this link: https://bit.ly/2022MidYearINSET				

Monitored by:

SGOD Personnel

Noted:

ANICETO N. PAROJINOG
SGOD Chief

Approved:

RODEL S. MAGNAYE
OIC-ASDS

LYNN G. MENDOZA
OIC-SDS