



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

14 November 2024

DIVISION MEMORANDUM
No. 497, s. 2024

MONITORING OF IN-SERVICE TRAINING (INSET)

To: Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. This office informs the field of the monitoring of In-Service Training (INSET) from **November 25 - 29, 2024** in the different districts/schools of SDO Nueva Vizcaya.
2. The activity aims to check compliance of INSET implementation along submitted proposals based on L&D guidelines, PRC-CPD approval and the like. The team shall also look into logistical standards like attendance, maximum participation of teachers in the districts/schools, alignment of sessions to proposals, etc.
3. The list of monitoring team and tool are hereto attached.
4. Each monitor shall submit their individual reports directly to this link: **<https://rb.gy/6y5aht>** immediately every after monitoring per school / cluster / district, whichever is applicable.
5. District Supervisors and/or Schools Heads are expected to assign QAME Monitors throughout the duration of the INSET.
6. Travel and miscellaneous expenses of the division monitoring employees shall be chargeable to the division MOOE subject to the usual auditing and accounting rules and regulations.
7. For guidance, information and strict compliance.



ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

11-2024-3299



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@dep.gov.ph
Website: <https://sdonuevavizcaya.com>

DIVISION MONITORING TEAM

Monitors		PSDS/DIC	District
SGOD	CID		
Noli Mar M. Navarro	<i>In their respective district stewardship/s</i>	Carmelita L. Pale	Ambaguio
Romeo Emmanuel C. Yarcia II		Arnel A. Panganiban	Bambang I
Dr. Epifania P. Tumaliuan		Edward M. Santiago	Bambang II
Rommel S. De Gracia		Donald Calma	Alfonso Castaneda
Melany M. Asuncion		Arnel M. Batalla	Aritao I
Mark Henrick Nicanor		Jerry B. Lazaro	Aritao II
Dr. Ryan Christopher C. Buccat		Mona Lisa A. Cabato	Bagabag I
Maria Licel T. Balico		Singasing G. Valdez	Bagabag II
Roscoe N. Gacusana		Merlyn S. Abat	Bayombong I
Ma. Theresa B. Iglesia		Marivic C. Bacud	Bayombong II
Dr. Aaron Paul Bernas		Cesario C. Mariano EdD	Solano II
Romulo S. Ancheta PhD		Lemuel Santos	Diadi
		Lina D. Pal-ec	Dupax del Sur
		Irene B. Bosque	Santa Fe
		Josie L. Conde	Dupax del Norte I
		Alano C. Mendoza	Dupax del Norte II
		Allan L. Paclit	Kayapa East
		Onofre M. Molina	Kayapa West
		Marlon V. Butay	Kasibu East
		Ma. Olivia M. Brazil	Kasibu West
		Imelda S. Moreno	Solano I
		Rubilyn C. Gajo	Quezon
		Loreto T. Alaman	Villaverde

Note:

- Nurses should be on duty in their respective district assignment/s
- Monitors from CO and RO, if any, will visit any district/school anytime during the duration of the INSET
- SDS, ASDS and Chiefs shall have flexible schedule/s in visiting districts/schools



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MONITORING TOOL FOR INSET (JANUARY 2024)

SCOPE (Please Check) : ☐ District-based ☐ School-based ☐ Cluster

DISTRICT: _____ / **SCHOOL/S:** _____

VENUE: _____ **MONITORING DATE:** _____

Areas of Concern	Evident	Not Evident	Remarks
1. INSET Proposal	SDO Approved	SDO Received	
2. Topics Covered			
a.			
b.			
c.			
d.			
<i>(use separate sheets if needed)</i>			
3. Alignment of topics to IPPD/SPPD of teachers and school heads (% of captured professional dev't. needs)			90-100
			80-89
			70-79
			60-69
			Below 60
4. L&D Plan (as captured in eSIP / AIP)			approved
			not approved
			none
5. Attendance			
PSDS			
Elem. School Head			No. of present: _____ = _____ % Total No. of SH: _____
Secondary School Head			No. of present: _____ = _____ % Total No. of SH: _____
Elementary Teachers			No. of present: _____ = _____ % Total No. of teacher: _____
Secondary Teachers			No. of present: _____ = _____ % Total No. of teacher: _____
Non-teaching			No. of present: _____ = _____ % Total No. of non-teaching: _____
Overall TOTAL (Number): _____			
6. Percentage of Participation (actual / expected = %)			99-100
			95-98
			90-95
			85-89
			Below 85
7. Logistical Provisions			
a. Meals			
b. Training supplies / kit			
c. Conducive venue			
d. Facilities			
- Comfort Room			



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Areas of Concern	Evident	Not Evident	Remarks
- Sound system			
- Sufficient Tables w/ cover			
- Sufficient Chairs			
8. Management of the INSET			
a. Facilitators / Speakers	LIFT	Non-LIFT	
• Name of Faci/Speaker 1:			
• Name of Faci/Speaker 2:			
• Name of Faci/Speaker 3:			
• Name of Faci/Speaker 4:			
• Name of Faci/Speaker 5:			
• Name of Faci/Speaker 6:			
• Name of Faci/Speaker 7:			
• Name of Faci/Speaker 8:			
<i>(use separate sheets if needed)</i>			
b. Delivery			<input type="checkbox"/> Full face to face <input type="checkbox"/> Blended <input type="checkbox"/> Pure online
c. Measure of Learning			<input type="checkbox"/> Output-based <input type="checkbox"/> REAP required <input type="checkbox"/> Active Participants Other:
9. Quality Assurance, Monitoring and Evaluation (QAME)			
a. QAME Associates			
b. QAME Tools			<input type="checkbox"/> Online <input type="checkbox"/> Offline/print
c. Debriefing sessions			
d. Presence of Process Observers/Analyst (POA)			
Other			
10. Other Qualitative Inputs			
a. Strengths / Good points			
b. Recommendation / Points for Improvement			

Monitor: _____
Signature Over Printed Name

Concurred by the PSDS/DIC: _____
Signature Over Printed Name



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