



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

06 January 2025

DIVISION MEMORANDUM
No. **11**, s. 2025

CONDUCT AND 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 re-scheduled In-Service Training (INSET) from November 25-27, 2024 to **January 15-17, 2025** in the different districts/schools of SDO Nueva Vizcaya.
2. A permit to conduct L & D from the SDO should have been issued for the INSET proposal to be conducted by the school, cluster or district. This is to ensure that liquidation of expenses charged to the MOOE will be approved.
3. Monitoring teams shall check compliance of INSET implementation along submitted proposals based on L&D guidelines and PRC-CPD approval, including logistical standards like attendance, maximum participation of teachers in the districts/schools, alignment of sessions to proposals, and the like. 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 Quality Assurance Monitoring and Evaluation (QAME) Monitors throughout the duration of the INSET.
6. After the conduct of the INSET, L & D INSET proponents shall accomplish the e-log form through **<https://tinyurl.com/ElogHRD>** and attach the printed confirmation receipt to their L&D Terminal Report.

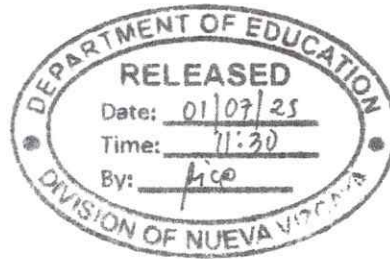


Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

7. Travel and miscellaneous expenses of the division monitoring team shall be chargeable to the division MOOE subject to the usual auditing and accounting rules and regulations. .
8. For guidance, information and strict compliance.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

01-2025-04



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MONITORING TOOL FOR INSET (JANUARY 2025)

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

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

VENUE: _____ **MONITORING DATE:** _____

Areas of Concern	Evident		Not Evident	Remarks
	SDO Approved	SDO Received		
1. INSET Proposal				
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: _____ = _____%
Secondary School Head				Total No. of SH: _____
Elementary Teachers				No. of present: _____ = _____%
Secondary Teachers				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				
- Sound system				

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Areas of Concern	Evident	Not Evident	Remarks
- 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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