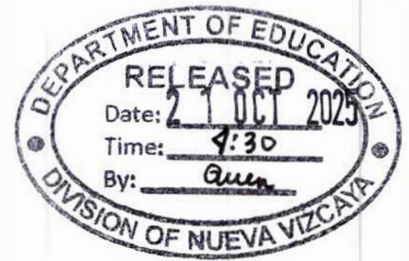




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA



20 October 2025

DIVISION MEMORANDUM
No. 502, 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 scheduled monitoring of the In-Service Training (INSET) from October 27-31, 2025 in the different districts/schools of SDO Nueva Vizcaya.
2. Monitoring teams (see Enclosure 1) shall check compliance of INSET implementation using the attached Monitoring Tool (see Enclosure 2).
3. Each monitor shall input their individual reports directly to this link: <https://tinyurl.com/3m3sba3y> immediately every after monitoring per school / cluster / district, whichever is applicable.
4. District Supervisors and/or Schools Heads are expected to assign Quality Assurance Monitoring and Evaluation (QAME) Officers throughout the duration of the INSET.
5. **After** the conduct of the INSET, L & D INSET proponent/s shall accomplish the e-log form through <https://tinyurl.com/ElogHRD> and attach the printed confirmation receipt to their L&D Terminal Report.
6. 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.
7. Since INSET proposals have been submitted for PRC CPD Accreditation from October 29-31, 2025, service credits / Compensatory Time-Off (CTO) shall be given to participants for their attendance on October 31, 2025.
8. For guidance, information and strict compliance.

ORLANDO M. MANUEL PhD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. **502**, s. 2025

DIVISION MONITORING TEAM

Monitors		PSDS/DIC	District
SGOD	CID		
Ma. Theresa B. Iglesia	<i>In their respective district stewardship/s</i>	Carmelita L. Pale	Ambaguio
Christian Lloyd Vicente		Arnel A. Panganiban	Bambang I
Roscoe N. Gacusana		Edward M. Santiago	Bambang II
Romulo S. Ancheta PhD		Donald Calma	Alfonso Castaneda
Rommel S. De Gracia		Irene B. Bosque	Aritao I
Dr. Ryan Christopher C. Buccat		Jerry B. Lazaro	Aritao II
Melany M. Asuncion		Singasing G. Valdez	Bagabag I
Mark Henrick Nicanor		Cesario C. Mariano	Bagabag II
Dr. Aaron Paul Bernas		Merlyn S. Abat	Bayombong I
Noli Mar M. Navarro		Marivic C. Bacud	Bayombong II
Florence F. Esparrago		Mona Lisa A. Cabato	Solano I
Romeo Emmanuel C. Yarcia II		Imelda S. Moreno	Solano II
Herbert P. Mangabat		Lemuel Santos	Diadi
Maria Licel T. Balico		Lina D. Pal-ec	Dupax del Sur
Dr. Epifania P. Tumaliuan		Arnel M. Batalla	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
		Loreto T. Alaman	Quezon
		Rubilyn C. Gajo	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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Enclosure No. 2 to Division Memorandum No. 502, s. 2025

MONITORING TOOL FOR INSET (JANUARY 2025)

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

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

Professional Development Program Provider: SDO Nueva Vizcaya				
Professional Development Program Proponent/s:				
Program Title:				
Date/s of Conduct:		Monitoring Date:		
Venue:				
Total No. of Participants:		Male:	Female:	
Areas of Concern	Evident	Not Evident	Remarks	
1. INSET Proposal	SDO Approved	SDO Received		
2. Session Topics During Monitoring (identify session number and title)				
(use separate sheets if needed)				
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	Male	Female	Total	
PSDS / DIC				No. of present: _____ % Total No. of PSDS/DIC: _____



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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 Teachers: _____
Secondary Teachers				No. of present: _____ = _____ % Total No. of Teachers: _____
Non-teaching (NT)				No. of present: _____ = _____ % Total No. of NT: _____
				Overall No. of present: _____ Total No: _____
6. Percentage of Participation (actual / expected = %)				99-100
				95-98
				90-95
				85-89
				Below 85
7. Evidence of Absence	With Form 6 Without Form 6			
8. Logistical Provisions	Evident	Not Evident		
a. Meals				
b. Training supplies / kit				
c. Conducive venue				
d. Facilities				
- Clean comfort rooms				
- Clear & audible Sound system				
- Sufficient tables w/ cover				
- Sufficient Chairs				
8. Management of the INSET				
Name of Resource Persons	LIFT	Non-LIFT	Remarks	
Session 1:				
Session 2:				
Session 3:				
Session 4:				
Session 5:				
Session 6:				
Session 7:				
Session 8:				
Session 9:				



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(add as necessary)			
a. Delivery			_____ Full face to face
			_____ Blended
			_____ Pure online
b. Measure of Learning			_____ Output-based
			_____ REAP/WAP required
			_____ Active Participants
			Other: _____
9. Quality Assurance, Monitoring and Evaluation (QAME)			
a. Name of QAME Associate/s			
b. QAME Tools			_____ Online
			_____ Offline/print
c. Debriefing sessions	_____ Evident		Name of moderator during debriefing:
	_____ Not Evident		
d. Presence of Process Observer/Documenter	_____ Evident		Name of Process Observer/Documenter:
	_____ Not Evident		
10. Other Qualitative Inputs			
a. Strengths/Good points			
b. Recommendation / Points for Improvement			

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



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