



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

03 September 2026

DIVISION MEMORANDUM
No. 324 s. 2026

**CONDUCT AND MONITORING OF IN-SERVICE TRAINING (INSET)
FOR SCHOOL YEAR 2026-2027**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors/District In-Charge
School Heads Public Elementary, Secondary & Integrated Schools
All others concerned

1. This Office informs the field of the scheduled conduct and monitoring of the **In-Service Training (INSET) for School Year (SY) 2026-2027** on **September 10-11, 2026** in the different districts/schools of the Schools Division of Nueva Vizcaya.
2. The conduct of the INSET shall provide teachers and other concerned personnel with opportunities for professional development, enhancement of competencies, and strengthening of instructional practices in support of improved teaching-learning processes and the delivery of quality basic education.
3. The designated **Division Monitoring Team**, as reflected in **Enclosure No. 1**, shall conduct monitoring and validation of the implementation of INSET using the prescribed **Monitoring Tool (Enclosure No. 2)**. The monitoring shall focus, among others, on compliance with the approved INSET program, attendance and participation of intended participants, implementation of planned activities, utilization of resources, and other pertinent requirements
4. Each monitor shall input their individual reports directly to this link: **<https://tinyurl.com/32x4ssbf>** immediately every after monitoring per school/cluster/district, whichever is applicable.
5. District Supervisors and/or School Heads are expected to designate Quality Assurance Monitoring and Evaluation (QAME) Officers and/or other appropriate personnel who shall assist in the monitoring, documentation, and evaluation of the INSET activities throughout the duration of the training.
6. The L&D INSET proponent/s and/or concerned personnel shall ensure the timely accomplishment and submission of the required e-Log Form, through **<https://tinyurl.com/ElogHRD>** and attach the printed confirmation receipt to their L&D Terminal Report. The prescribed PRC forms for uploading through the **Continuing Professional Development Accreditation System (CPDAS)**, in accordance with the prevailing PRC requirements may be accessed through **<https://tinyurl.com/bderjcut>**.



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7. Travel and other necessary expenses of the Division Monitoring Team in the performance of their monitoring functions shall be charged against available Division Office funds, subject to the usual accounting and auditing rules and regulations and the availability of funds.
8. For guidance, information, strict compliance, and appropriate action.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
08-2026-590





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Enclosure No. 1 to Division Memorandum No. 324 s. 2026

DIVISION MONITORING TEAM

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

Note:

- Nurses should be on duty in their respective district assignment/s
- SDS, ASDS and Chiefs shall have flexible schedule/s in visiting districts/schools



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Enclosure No. 2 to Division Memorandum No. 324 s. 2026

MONITORING TOOL FOR INSET

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				



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Areas of Concern	Evident	Not Evident	Remarks
a. Meals			
b. Training supplies / kit			
c. Conducive venue			
d. Facilities			
- Comfort Room			
- 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			☐ Full face to face ☐ Blended ☐ Pure online
c. Measure of Learning			☐ Output-based ☐ REAP required ☐ Active Participants Other:
9. Quality Assurance, Monitoring and Evaluation (QAME)			
a. QAME Associates			
b. QAME Tools			☐ Online ☐ Offline/print
c. Debriefing sessions			
d. Presence of Process Observers/Analyst (POA)			
Other			
10. Other Qualitative Inputs			



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Areas of Concern	Evident	Not Evident	Remarks
a. Strengths/Good points			
b. Recommendation / Points for Improvement			

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