



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. **0015**, s. 2024

MID-YEAR IN-SERVICE TRAINING (INSET) FOR SCHOOL YEAR 2023-2024

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Division Education Program Supervisors & Division Coordinators
Public Schools District Supervisors/ District In-Charge/District Caretakers
All Elementary and Secondary School Heads
All Teaching Personnel
All Others Concerned

1. Pursuant to DepEd Order No. 022, s. 2023 titled “Implementing Guidelines on the School Calendar and Activities for School Year 2023-2024”, the Department of Education reiterates the conduct of Mid-Year In-Service Training (INSET) for teachers on **January 24-26 and 29-30, 2024**, for more information on the topics to be conducted, please refer to DO 22, s. 2023 page 9 no. 22.
2. Public Schools District Supervisors (PSDSs)/ District In-Charge (DICs/Care Takers) will take the lead in the implementation and monitoring the conduct of the participation of teachers to the said training. Moreover, PSDSs/DICs are directed to organize the District training teams who are expected to facilitate, serve as QATAME, Class Managers and Process Observers.
3. District L&D coordinators are to log-in to tms.depednodis.net and upload the soft copy of the activity designs attached with complete matrix for verification prior to the submission of the hard copy for approval of the SDS. Learning and Development designs (LDD) following the suggested topics below should be uploaded to the TMS portal not later than January 8, 2024. Moreover, they are directed to use the features found in the Training Management System (TMS) during the INSET, such as the registration, attendance and in the submission of the Activity Completion Report (ACR) at least ten (10) days after the conduct of the In-Service Training.



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4. Division Education Program Supervisors (EPS) must conduct a briefing of the selected teachers/ school heads tapped to be facilitators in the INSET before January 22, 2024 and provide District Facilitators with the Resource Package for the In Service Training.
5. Meals of **participants and Learning Facilitators** and other related expenses relative to the conduct of the INSET shall be charged to **School MOOE and other local funds**, subject to the usual accounting and auditing rules and regulations.
6. For inquiries, please contact the Human Resource and Development Section (HRDS) at (035) 225-6180 and look for Ms. Iryll.
7. For the information and compliance of all concerned.

By the Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS EdD
OIC- Asst. Schools Division Superintendent
Office In-Charge
05 JAN 2024

NCO/JMA-MKP-NDR/SGOD/RBP/imam
January 4, 2024



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