



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

13 MAR 2020

Division MEMORANDUM
No. 120, s. 2021

CONDUCT OF 2021 IN-SERVICE TRAINING FOR TEACHERS

To: Chief of Curriculum Implementation Division
Education Program Supervisors
Division Program Coordinators
Public Schools District Supervisors & Districts In-Charge
Secondary and Elementary School Heads
All Teachers
This Division

1. In view of DepEd Order No. 12, s. 2021 known as the Amendment to DepEd Order No. 30, s. 2020 (Adjustment to School Calendar of Activities 2020-2021), March 15 - 19, 2021 will be the schedule of In-service Training to be organized by the school or other relevant unit in DepEd.
2. Thus, all districts/schools shall organize **In-service Trainings for Teachers** as a Professional Development Program that shall enhance the capacity of teachers in the delivery of basic education services.
3. Topics to be discussed during INSETs shall base on the following:
 - a. Needs of the school heads and teachers in the delivery of curriculum
 - b. Findings and recommendations during the school monitoring:
 - Designing Appropriate Assessment Tools
 - Designing Intervention and Remediation Activities
 - Designing Competency-Based Test Questions and Performance Tasks
 - c. Other topics/gaps that schools need to address
4. School heads shall manage the INSETs to be conducted. This includes planning, implementing and evaluation of trainings conducted. School heads must also monitor the attendance as well as the participation of all teachers in their school.
5. District Supervisors shall facilitate the clustering of small schools with minimal number of teachers. Clustering shall have a maximum of 15 participants to maximize learning and knowledge sharing.
6. District Supervisors are advised to monitor the conduct of the INSETs conducted in schools. Outputs shall be required to all participants of the INSETs. These outputs must be used by teachers when they resume to classes.



Ballahan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
surigaodelsur.division@deped.gov.ph



DepEd. Div. Office - Surigao del Sur



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

7. Education Program Supervisors and Division Coordinators shall also monitor these activities conducted in the districts/schools. They shall also collaborate with the PSDSs and DICs in the monitoring of its implementation and evaluation of outputs.
8. Certificate of participation to be given to every participant at the end of the INSET should reflect equivalent number of hours of their attendance along with the required outputs.
9. Since health protocols are still priorities this time, districts and schools shall adhere to these health guidelines in the conduct of INSETs. PSDSs/DICs may decide appropriate delivery modalities depending on the safety status of their localities.
10. Accomplishment reports shall be prepared by the schools/districts to be submitted to the CID Office.
11. Immediate dissemination of this memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: NONE
Reference:

DepEd Order No. 12, s. 2021
QUA Memo 00-0321-0063

To be indicated in the Perpetual Index
under the following subjects:

**ASSESSMENT
CURRICULUM**

**THEME-BASED APPROACH
CONTEXTUALIZATION**

CTCCC/DM-MEMO SCHOOL-BASED IN-SERVICE TRAINING FOR TEACHERS
120 MARCH 13, 2020



1 Bailahan, Mabua, Tandag City, Surigao del Sur, 8300
2 (086) 211-3225
3 surigaodelsur.division@deped.gov.ph



DepEd. No. 001/2020/0002