



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

March 8, 2021

Division Memorandum
No. 80, s 2021

**2021 VIRTUAL DIVISION TECHNICAL AND PEDAGOGICAL TRAINING
(DIVISION IN-SERVICE TRAINING - INSET)**

TO: OIC – Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Education Program Supervisors
Public Schools District Supervisors/In-charge of Districts
School Heads

1. The Department has issued DepEd Order No. 12, s. 2021 amending DepEd Order No. 007, s. 2020, School Calendar and Activities for School year 2020-2021. Stipulated in DO No.12 is the holding of professional development program through In-Service Training (INSET).
2. Anent this, the Schools Division Office of Nueva Vizcaya through the Curriculum Implementation Division (CID) shall conduct the **2021 Virtual Division Technical and Pedagogical Training (Division In-Service Training – INSET)** on **March 15 – 19, 2021**, with the following objectives:
 - a. For the participants to plan, produce, and quality-assure radio-based instruction materials for quarter 3 in all learning areas across all grade levels;
 - b. Explore other platforms and modalities to support modular distance learning; and
 - c. Be familiarized with intervention strategies and approaches to address both their technical and pedagogical needs in order for them to be capacitated on implementing interventions and remediation activities to bridge the learning gaps that surfaced due to the pandemic.
3. Participants of this online mass activity are the Kindergarten to Grade 12 teachers, school heads, learning area supervisors and district heads.
4. The Division INSET shall be conducted in three phases:



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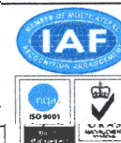
Phase	Date	Focus	Modality	Participants	Link
I	Mar 15-16, 2021	Professional development program on pedagogical enrichment on curriculum management, and assessment; and production of RBI for the third quarter in all learning areas across grade levels	Virtual through Facebook Live Stream	Teachers, School Heads, District Heads and Education Program Supervisors	Participants are advised to join both groups in the links provided below: https://cutt.ly/NVRBIWorkshop for the RBI Workshop and https://cutt.ly/NVCurriculumManagement for the Curriculum Management and Assessment Webinar
II	March 17-18, 2021	Production of RBI to address the unique needs of learners in the different schools and districts; Monitoring of the production of RBI	School-Based F2F activity Online and F2F	Teachers & School Heads District Heads, HRD, EPS	Access this google drive for the RBI package needed during the workshop: https://cutt.ly/NVRBIPackage
III	March 19, 2021	Virtual Demo Fest which shall feature and highlight the outputs of the districts and schools	Virtual Presentation of Outputs	Teachers, School Heads, District Heads and Education Program Supervisors	

- To address the big number of participants, they shall join the virtual INSET through Facebook Live Stream. Northern Districts shall join the RBI Workshop on March 15, 2021 and the Curriculum Management and Assessment Webinar on March 16, 2021. The Southern Districts, on the other hand, shall join the Curriculum Management and Assessment Webinar on March 15, 2021 and the RBI Workshop on March 16, 2021. School heads are then tasked to monitor and keep track of the attendance of their teachers, using the attached ISO form on attendance, to be consolidated at the district office, and to be submitted to the CID c/o Miss Cristina A. Afalla on March 22, 2021.
- Participants are reminded to observe health and safety protocols set by the IATF such as proper physical distancing and wearing of masks and face shields. They are also advised to evaluate the online activity through this link: <https://tinyurl.com/ProjectLDTIMEWebinar> .




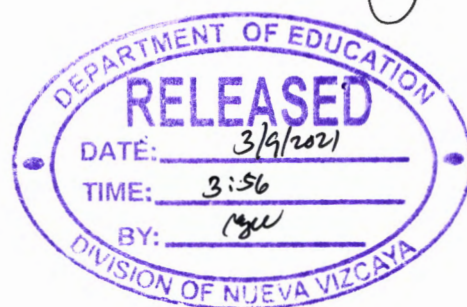
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7. Meals and snacks of the management team during the Staff Orientation Workshop, Virtual INSET and Demo Fest, and expenses for training materials shall be charged to the HRTD Fund, while travel expenses and cash allowance load of teachers (if applicable) shall be charged to their school MOOE subject to the usual accounting and auditing rules and regulations.
8. Attached are the Working Committee Members, and matrices of the RBI Workshop and Curriculum Management and Assessment Webinar.
9. For information and compliance of all concerned.


RACHEL R. LLANA PhD, CESO VI
 Officer-in-Charge
 Office of the Schools Division Superintendent



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Attachment A

WORKING COMMITTEES

Committees	Expected Tasks and Outputs	Responsible Persons
Program Management	To oversee the successful conduct of the 2021 Virtual Division INSET	SDS Rachel R. Llana ASDS Mary Julie A. Trus CID Chief Evelyn V. Ramos SGOD Chief Romulo S. Ancheta
Accommodation	To follow up the procurement of, and look after the provision of meals and snacks for the management team; Responsible in the submission of the ISO attendance form of the management team, in three copies to the CID Chief	Phoebe V. Acojido-Chair Dorina Sampaga Cristina Afalla Philita T. Pancho
Attendance	To collect the attendance sheets from the elementary and secondary schools through the district offices	Nimfa Norie A. Aquino-Chair Rosie D. Calacala Singasing G. Valdez Cristina Afalla All PSDS & DIC
Certificates	To take charge of the printing, and distribution of certificates of attendance to participants; To submit the filled out ISO form on the distributed certificates to the CID Chief (to be photocopied and submitted in three copies to the CID Chief)	Maricel S. Franco-Chair Hilda D. Aragon Merlyn S. Abat Maricel U. Bata
Documentation	To collect and reproduce in three copies the slide decks/ppt of resource persons, and Document the division INSET through pictures	Macrino A. Raymundo-Chair Alano Mendoza Ruby G. Gajo Yunima Batog Edgar Capuno
Evaluation	To collaborate with the QAME, Dr. Navarro in providing the link and floating the program evaluation; Analyze and interpret the data to be gathered from the evaluation and submit in three copies to the CID chief	Rayda Joy C. Calansi-Chair Noli Mar M. Navarro-Co-chair Onofre Molina Arnel Batalla Darell de Guzman
Equipment	To provide, set-up and maintain the functionality of	Orlando D. Vicente- Chair Herminigildo D. Gandeza



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	the equipment during the virtual INSET	Darell de Guzman
Google Links and Internet Connectivity of the Management Team	To provide the links to be used during the virtual INSET, accept guests in the link, and maintain a viable Facebook Live Stream of the division virtual INSET	Roger S. Sebastian-Chair Ma. Julie Anne C. Gajes Herminigildo D. Gandeza Xernan Dacayo Lyndon Reyes Alexis Dumelod
Minutes	To document the proceedings of the virtual INSET in narrative form, to be submitted in three copies to the CID Chief	Maria Concepcion D. Absalon-Chair Lina D. Pal-ec Dolores Baguidodol Maria Olivia Brazil
Monitoring and Evaluation to the Different Schools and Districts (Phase 2)	To monitor the conduct of the 2021 virtual INSET in the different schools and districts	Mariane C. Eugenio-Chair SGOD Staff All PSDS & DIC All EPS (Anchor Districts) Program Management
Program	To come up with a program for the virtual INSET, including the program matrix; monitor the proceedings during the program; submit three hard copies of the program to the CID Chief	Bermelita E. Guillermo-Chair Edward M. Santiago-Co-chair Chester C. Cortez-Emcee Dorina Sampaga Christian Corpuz
RBI Production Staff	To conduct the virtual workshop on the production of RBI	Roger S. Sebastian Ma. Julie Anne C. Gajes Vicky B. Bautista Jan Mikhael M. Pating Cromoel G. Parinas Herminigildo U. gandeza Chester C. Cortez Jayson A. Arzadon Karen Coidno Francis M. Ramos
Terminal Report, Proposal Memoranda, Purchase Requests, & RFQ	To prepare the following: Project Proposal, Memoranda, Purchase Requests, Requests for Quotation, & Terminal Report	Dindo John Moreno-Chair Maria Concepcion Absalon-Co-chair Imelda S. Moreno Cristina A. Afalla Maricel U. Bata



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Attachment B

RBI PRODUCTION WORKSHOP
(March 15 – Northern Nueva Vizcaya; March 16 – Southern Nueva Vizcaya)

Time Frame	Name of Topic/Activity	Person/s-in-charge	Session Guide Tips
8:00 – 8:30	Opening Program -Singing of the National Anthem -Opening Prayer -Opening Remarks -Message -Statement of Objectives and Overview		Streamyard & Facebook Live
8:30 – 12:00	Elements of Scriptwriting The Radio Script Scriptwriting Proper Workshop	Francis M. Ramos Jan Mikhael M. Pating Vicky B. Bautista	PPT Streamyard
1:00 – 4:00	Basic Tools for Recording Recording the Radio Lesson Editing and Testing the Radio Lesson Production Process Demo-teaching using the Radio-based Lesson	Jayson Arzadon Cromoel Parinas Karen N. Coidno Ma. Julie Anne C. Gajes Ma. Julie Anne C. Gajes	PPT Streamyard
3:00 – 4:00	Quality Assuring the Radio Lesson	Chester Cortez	PPT Streamyard
4:00 – 5:00	Open Forum		Streamyard/ FB Live



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Attachment C

**CURRICULUM MANAGEMENT AND ASSESSMENT WEBINAR
(March 15 – Southern Nueva Vizcaya; March 16 –Northern Nueva Vizcaya)**

Time	Topics	In-Charge
Morning		
8:00 – 8:30	Opening Program	
8:30 – 9:30	Philippine Professional Standards for School Heads (PPSSH)	Mary Julie A. Trus PhD, CESE
9:30 – 10:30		
	Philippine Professional Standards for Teachers (PPST) Assessment Results	Macrino A. Raymundo EdD
10:30-11:20	DO 31, s 2020: Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan	Nimfa Norie A. Aquino PhD
11:20-12:00	Workshop on Preparation of Written and Performance Assessment	Nimfa Norie A. Aquino PhD
Afternoon		
1:00-2:00	Interventions and Remediation Strategies in the New Normal	Edward M. Santiago & Imelda S. Moreno
2:00-3:00	Learning Modalities and Enhancement of School Basic Education Learning Continuity Plan (BE-LCP)	Maricel S. Franco PhD
3:00-4:00	Error Watch and Quality Assurance of SLMs/LAS and other LRs	Dindo John H. Moreno PhD
4:00-5:00	Workshop on Revisiting the BE LCP	Phoebe V. Acojido PhD



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