



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

10 August 2023

DIVISION MEMORANDUM
No. **272**, s. 2023

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 monitoring of In-Service Training (INSET) from **August 16-18, 2023** in the different districts/schools of SDO Nueva Vizcaya.
2. The activity aims to check compliance of INSET implementation along with attendance, maximum participation of teachers in the districts/schools, alignment of sessions to proposals, etc.
3. The list of monitoring team and tool are hereto attached.
4. Monitors shall submit reports directly to this link: **<https://rb.gy/Ownx2>** immediately every after monitoring per school / cluster / district, whichever is applicable.
5. Travel and miscellaneous expenses of the division monitoring employees shall be chargeable to the division MOOE subject to the usual auditing and accounting rules and regulations.
6. For guidance, information and strict compliance.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

By the Authority of the Superintendent:

ATTY. JULIUS CAESAR G. DOMINGO CPA
Attorney III



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	1

DIVISION MONITORING TEAM

Monitor	Inclusive Date/s	District
Macrino A. Raymundo	August 16-18	Ambaguio
Noli Mar M. Navarro	August 17-18	Alfonso Castaneda
Orlando D. Vicente	August 16-18	Aritao 1
Julius C. Calangan	August 17-18	Aritao 2
Chester C. Cortez	August 16-18	Bagabag 1
Nimfa Norie A. Aquino	August 16-18	Bagabag 2
Yunima A. Batog	August 16-18	Bambang 1
Bermelita E. Guillermo	August 16-18	Bambang 2
Herminigildo U. Gandeza	August 16-18	Bayombong 1
Roger S. Sebastian	August 16-18	Bayombong 2
Epifania Tumaliuan	August 17-18	Diadi
Rommel S. De Gracia	August 17-18	Dupax del Norte 1
Wilhelmina C. Castro	August 16-18	Dupax del Norte 2
Melany M. Asuncion	August 17-18	Dupax del Sur
Roscoe N. Gacusana	August 17-18	Kasibu East
Caroline Q. Lagula		
Kenneth Jeyson U. Galingana	August 17-18	Kasibu West
Romeo Emmanuel C. Yarcia II	August 17-18	Eastern Kayapa
Maria Concepcion Absalon	August 16-18	Western Kayapa
Dindo John H. Moreno	August 16-18	Solano 1
Edgar Capuno	August 16-18	Solano 2
Ma. Theresa B. Iglesia	August 17-18	Quezon
Maria Licel T. Balico	August 17-18	Sta. Fe
Marianne C. Eugenio	August 17-18	Villaverde

Note:

- Nurses should be on duty in their respective district assignment/s
- Monitors from CO and RO will visit any district/school anytime during the duration of the INSET
- SDS, SDS and Chiefs shall have flexible schedule/s in visiting districts/schools



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya

Telephone Nos.: (078) 362-0106, 09171589946

Email Address: nuevavizcaya@deped.gov.ph

Website: www.deped-nv.com.ph

Handwritten signature and initials

MONITORING TOOL FOR INSET (AUGUST 2023)

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

DISTRICT: _____ / **SCHOOL/S:** _____
VENUE: _____ **MONITORING DATE:** _____

Areas of Concern	Evident		Not Evident	Remarks
	SDO Approved	SDO Received		
1. INSET Proposal				
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				
a. Meals				
b. Training supplies / kit				
c. Conducive venue				
d. Facilities				
- Comfort Room				
- Sound system				
- Sufficient Tables w/ cover				



Handwritten initials and marks.

Areas of Concern	Evident	Not Evident	Remarks
- 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			<input type="checkbox"/> Full face to face <input type="checkbox"/> Blended <input type="checkbox"/> Pure online
c. Measure of Learning			<input type="checkbox"/> Output-based <input type="checkbox"/> REAP required <input type="checkbox"/> Active Participants Other:
9. Quality Assurance, Monitoring and Evaluation (QAME)			
a. QAME Associates			
b. QAME Tools			<input type="checkbox"/> Online <input type="checkbox"/> Offline/print
c. Debriefing sessions			
d. Presence of Process Observers/Analyst (POA)			
Other			
10. Other Qualitative Inputs			
a. Strengths / Good points			
b. Recommendation / Points for Improvement			

Monitor: _____
Signature Over Printed Name

Concurred: _____
 PSDS / DIC



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
 Telephone Nos.: (078) 362-0106, 09171589946
 Email Address: nuevavizcaya@deped.gov.ph
 Website: www.deped-nv.com.ph

Handwritten initials/signature