



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

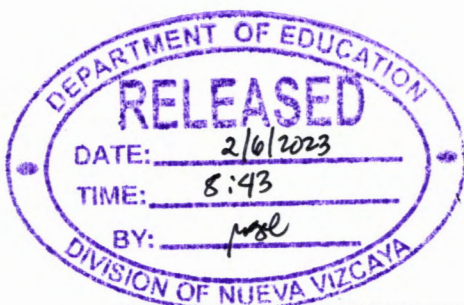
03 February 2023

DIVISION MEMORANDUM  
No. 38, S. 2023

**MONITORING OF THE MID SEM IN - SERVICE TRAINING (INSET)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CID)  
Chief Education Supervisor (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors/Districts In-Charge  
Public Secondary and Elementary Schools  
All Others Concerned

1. This office informs the field of the monitoring of the **Mid Sem In Service Training (INSET)** from February 6-10, 2023 in the different districts/schools of SDO Nueva Vizcaya.
2. The activity aims to monitor the implementation of the learning and development activities during the scheduled INSET along with attendance and maximum participation of teachers in the districts/schools.
3. The list of monitoring team and checklist are hereto attached. The team members shall confer on specific district/school for wider coverage. Monitors shall submit report to the SGOD - SMME unit, c/o **Dr. Nolimar Navarro**, Senior Education Program Specialist II, for consolidation.
4. Travel expenses of the division monitoring personnel shall be chargeable to the division MOOE subject to the usual auditing and accounting rules and regulations.
5. For guidance, information and strict compliance.



**RACHEL R. LLANA PhD, CESO V**  
Schools Division Superintendent

*By the authority of the Schools Division Superintendent*

**MARITESS E. VIDAD**  
Administrative Officer V



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Enclosure # 1 to Division Memorandum No. 38 s. 2023

**LIST OF DIVISION MONITORING TEAM**

Monitor	Date	District
Bermelita E. Guillermo	February 6-10, 2023	Bambang 1 and 2
Melany Asuncion	February 7-8, 2023	
Ma. Concepcion D. Absalon	February 6-10, 2023	Kayapa East and West
Marianne Eugenio	February 7-8, 2023	
Wilhelmina B. Castro	February 6-10, 2023	Dupax Norte 1 and 2
Rommel De Gracia	February 8-9, 2023	
Ronnie B. Bibas	February 6-10, 2023	ALCAS and Sta Fe
Nolimar Navarro	February 8-9, 2023	
Hilda D. Aragon	February 6-10, 2023	Kasibu East and West
Roscoe Gacusana	February 8-9, 2023	
Dindo John H. Moreno	February 6-10, 2023	Solano 1 and 2, Quezon
Ma. Teresa Iglesia	February 8-9, 2023	
Macrino Raymundo	February 6-10, 2023	Villaverde, Ambaguio
Yunima Batog	February 7 and 9, 2023	
Roger Sebastian	February 6-10, 2023	Bayombong 1 and 2
Geepe Kelsey Vidad	February 7 and 9, 2023	
Nimfa Norie A. Aquino	February 7-8, 2023	Bagabag 1 and 2, Diadi
Epifania Tumaliuan	February 8 and 10, 2023	
Orlando D. Vicente	February 6-10, 2023	Aritao 1 and 2, Dupax
Edgardo Capuno	February 8 and 10, 2023	Del Sur

*Note:*

- Nurses should be on duty in their district assignment.
- Monitors from central and regional offices will visit any district/school anytime during the duration of the INSET.
- SDS, ASDS, and chiefs shall visit at districts/schools at random.



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Enclosure # 2 to Division Memorandum No. 38 s. 2023

**MONITORING CHECKLIST for MIDSEM INSET**

**DISTRICT:** \_\_\_\_\_

**School:** \_\_\_\_\_ **VENUE:** \_\_\_\_\_

**Scope:** (Pls. Check )  District-Based  School-Based

Areas of Concern	Evident	Not Evident	Remarks
<b>1. Approved Training Proposal</b>			
<b>2. Matrix - Sessions on:</b>			
a.			No. _____
b.			No. _____
c.			No. _____
d.			No. _____
e.			No. _____
<i>(use additional sheet if necessary)</i>			No. _____
<b>3. Attendance</b>			
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: _____ = _____ %
<b>4. Accommodation</b>			
a. Provision of Meals			
b. Provision of Supplies/Kit			
c. Source of fund			
d. Others			
<b>5. Venue</b>			
a. Conducive for participants			
b. Facilities			
• Clean Comfort Rooms			
• Sound system			
• Sufficient Tables for the workshops			
• Sufficient Chairs			
<b>6. Delivery of Session/Topics</b>			
Face-to-face with Slide decks/ visual aids etc.			
Speaker 1: _____			
Speaker 2: _____			
Speaker 3: _____			
Speaker 4: _____			



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Speaker 5: _____			
Speaker 6: _____			
Speaker 7: _____			
Speaker 8: _____			
Speaker 9: _____			
Speaker 10: _____			
b. Timeliness of the Session delivery based from Matrix			
c. Workshop outputs			
<b>7. Management of the INSET</b>			
• Good facilitation of TWG			
• Intact and Active Participants			
• Conduct of debriefing/POA			
• Output-based			
• QuAME			
• Others:			
<b>8. Other observations:</b>			
<b>9. Recommendations for improvement:</b>			

*Use additional sheet/s if necessary*

Concurred: \_\_\_\_\_  
District-In-Charge/School Head

Monitor: \_\_\_\_\_  
(Signature over printed name)

Date of Monitoring: \_\_\_\_\_



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