



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

UNNUMBERED MEMORANDUM

TO: Officer In-charge, Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 Members of the Professional Development Committee (PDC)
 All others concerned

FROM: **RACHEL R. LLANA PhD, CESO VI**
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

DATE: March 8, 2021

SUBJECT: **DIVISION LEARNING AND DEVELOPMENT (L&D) TEAM TO MONITOR IN-SERVICE TRAINING (INSET)**

- To further realize the mandates of DepEd Memorandum 50, s. 2020 Re *DepEd Professional Development Priorities for Teachers and School Leaders* and DepEd Order 12, s. 2021 known as *Amended School Calendar and Activities for SY 2020-2021*, this Office requests the select members of the Professional Development Committee (PDC) for Division L&D programs and activities to conduct on-site monitoring of INSET on **March 15-19, 2021**.
- The monitoring team are expected to perform the following duties and responsibilities, to wit:

Roles and Responsibilities	Document/s needed may include:
a. Ensure compliance to set standards in the implementation and post-implementation of the proposed L&D	<ul style="list-style-type: none"> Approved INSET Proposal School Professional Development Plan (SPDP) DM 28, 2021 re Professional Development Needs Analyses for SY 2021
b. Gather feedback from the L&D participants as to its applicability and efficiency to workplace	
c. Quality assure INSET implementation in the various venues	
d. Provide technical assistance to L&D – related concerns, issues, if any	



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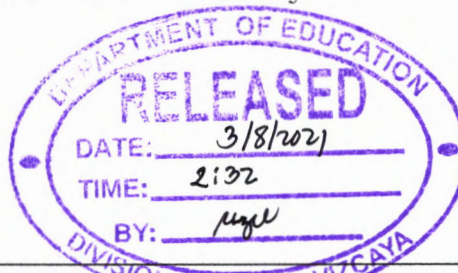
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3. The L&D monitoring team is composed of the following:

Teams	Members	Assigned Districts					Report to submit after monitoring
		March 15	March 16	March 17	March 18	March 19	
A	Rommel S. De Gracia PhD	Aritao I	Dupax del Norte II	Dupax del Sur	Bagabag I	Bayombong I	Consolidated On-site Monitoring Tool per Team
	Julius Michael Panganiban						
B	Noli Mar M. Navarro EdD	Kasibu East	Kayapa West	Bambang I	Bambang II	Bayombong II	
	Marilou C. Roderos						
C	Roscoe N. Gacusana EdD	Alfonso Castañeda	Aritao II	Solano II	Villaverde	Bagabag II	
	Maria Theresa B. Iglesia						
D	Marianne C. Eugenio PhD	Kayapa East	Santa Fe	Dupax del Norte I	Quezon	Solano I	
	John Michael M. Cachero PhD						
E	Julius C. Calangan	Ambaguio	Kasibu West	Diadi	To join other teams		
	Maria Licel T. Balico						
Flexi Team/ Consultants		Romulo S. Ancheta PhD, SGOD Chief					
		Evelyn V. Ramos, CID Chief					
		Mary Julie A. Trus PhD, CESE					
		Rachel R. LLana PhD, CESO VI, SDS					

- Schools to be monitored depend on the itinerary prepared by each team, in coordination with the PSDS/DICs.
- The standard L&D On-site monitoring tool hereto attached. A communication allowance of Php 300.00 load card shall be provided to each monitor to fast track the gathering, submission and consolidation of data input within the conduct of monitoring.
- All expenses relative to the conduct of the monitoring activity shall be charged against the Division MOOE, subject for the usual accounting and auditing rules and regulations.
- The provisions of this Memorandum take effect immediately.



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