



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent



DIVISION MEMORANDUM
DM-2024-030

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Education Program Supervisors, CID and SGOD
All School Heads, Teachers and Non-Teaching Personnel of public elementary and secondary schools
All Others Concerned

SUBJECT : **GUIDELINES AND REMINDERS ON THE CONDUCT OF MID-YEAR PERFORMANCE REVIEW AND SCHOOL-BASED IN-SERVICE TRAINING (INSET) OF TEACHERS FOR SCHOOL YEAR 2023-2024**

FROM : Office of the Schools Division Superintendent

DATE : January 22, 2023

1. This Office reminds all concerned personnel on the issuance of the Department of Education (DepEd) on the **Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024 as per DepEd ORDER No. 22, s. 2023.**
2. DepEd ORDER No. 22, s. 2023 aims to enable all schools and community learning centers to efficiently implement activities in the schools and to maximize instructional time in alignment with the objectives of the MATATAG agenda. In addition, the said DepEd ORDER highlights the importance of the provision for the Professional Development of Teachers and specifies the conduct of the five-day mid-year break which includes Mid-Year Performance Review and Evaluation and School-Based In-Service Training (INSET) for teachers on January 24-26 and January 29-30, 2024.
3. During the Mid-Year break, all concerned personnel are reminded on the following for the conduct of the Mid-year Performance Review and Evaluation and School-Based INSET:
 - Two (2) days shall be spent to:
 - evaluate the schools' progress in implementing the educational programs, projects and activities, and
 - review the performance of teachers and the school staff to address concerns through cooperative efforts.
 - Three (3) days shall be spent for the conduct of the needs-based INSET.

With hundred reasons to serve!



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4. The needs-based INSET shall be:

- be based on the competencies of teachers as stated clearly in the Philippine Professional Standards for Teachers (PPST) or on the following Priority Indicators based on DepEd Memorandum No. 50, s. 2020 or DepEd Professional Development Priorities for Teachers and School Leaders for School Year 2020-2023), but not limited to:
 - Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs) for Mathematics, Science and English teachers;
 - Creative Pedagogies/ ILT on Literacy and Numeracy-K to 3
 - Learning Assessment, including authentic assessment principles;
- be provided by teacher or invited learning facilitators who are trained and have mastery of the content;
- provide sufficient opportunities for teachers to reflect on their personal and professional development and must be an input to be job-embedded learning of teachers (training matrix must be prepared to show the actual contents of the training), and
- not including trainings or workshops on GAD, GEDSI or SOGIE.

5. Moreover, the INSET shall focus on the teachers' learning and development needs and on sharing information on the following policies and priority programs:

- training for teachers teaching non-major subjects;
- Microsoft 365 Productivity Online training through DepEd Philippines;
- National Learning Camp;
- National Reading Program;
- National Mathematics Program;
- Catch-up Fridays (Project DEAR-Drop Everything And Read);
- Early Language Literacy and Numeracy (ELLN);
- Policy Guidelines on the Implementation of the Comprehensive Sexuality Education (DepEd ORDER No. 31, s. 2018);

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- Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education (DepEd ORDER No. 31, s. 2022);
- DepEd Child Protection Policy (DepEd ORDER No. 40, s. 2012), and
- Safe Spaces Acts (Republic Act No.11313).

6. All school heads are enjoined to submit their Mid-year Performance Review and Evaluation and School-Based INSET plans on or before January 23, 2024 following the template below:

Target Policies and Priority Programs	Activities	Purpose	Strategies	Target Dates	Desired Outputs	Funds	Source of Funds	Other resources/materials needed	Agreement/Ways Forward

7. For your information, guidance and compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Schools Division Superintendent

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