



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE PANGASINAN II

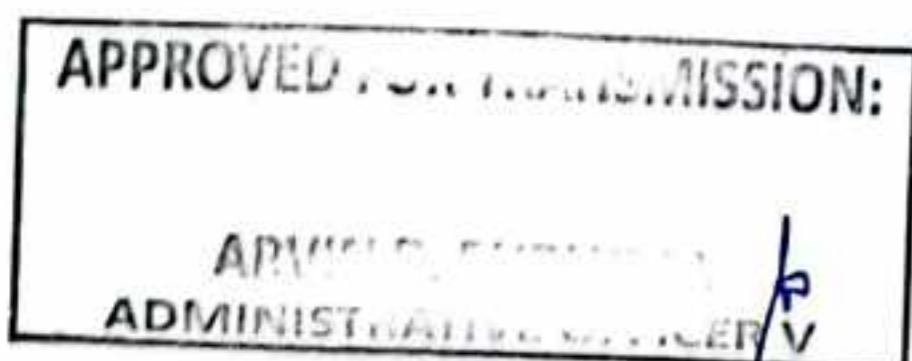
DIVISION MEMORANDUM

No. 021 s. 2024

REMINDERS ON THE CONDUCT OF MIDYEAR PERFORMANCE REVIEW AND EVALUATION AND THE SCHOOL-BASED IN-SERVICE TRAINING (INSET) OF TEACHERS FOR SCHOOL YEAR 2023-2024

To: Assistant Schools Division Superintendents
Chief Education Supervisors (SGOD,CID)
All Public Schools District Supervisors
All Concerned Personnel

1. The Department of Education (DepEd) has issued implementing guidelines for the school calendar and activities for the School Year (SY) 2023-2024 as per DepEd Order No. 22, s. 2023. The goal is to enable schools and community learning centers to efficiently implement schools and activities and maximize instructional time in alignment with the objectives of the DepEd MATATAG Agenda.
2. Integral part of the said DepEd Order is the provision for the Professional Development of Teachers. It specifies that an annual five-day mid-year break will include **Midyear Performance Review and Evaluation and School-Based In-service Training (INSET)** for teachers. For SY 2023-2024, the five-day mid-year break shall be from **January 24-26** and **January 29-30, 2024**.
3. Anent this, all are reminded on the following for the conduct of the Midyear Performance Review and evaluation and School-Based INSET:
 - a. Two (2) days shall be spent to:
 - i. **evaluate the school's progress** in implementing the educational programs, projects, and activities
 - ii. **review the performance of teachers and the school staff** to address concerns through cooperative efforts.
 - b. Three (3) days shall be spent in the **conduct of needs-based In-Service Training**
4. The conduct of needs-based INSET shall:
 - a. be based on the competencies of teachers as stated in the **Philippine Professional Standards for Teachers (PPST)** or on the following Priority Indicators based on (DM 50 s 2020) but not limited to (a). Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs) for Mathematics, Science and English Teachers, (b). Creative Pedagogies/ILT on Literacy and Numeracy – K to 3, (c). Learning Assessment – including authentic assessment principles;
 - b. be provided by teachers (or invited learning facilitators) who are trained or have mastery of the content;
 - c. provide sufficient opportunity for teachers to reflect on their personal and professional development and must be an input to the Job-Embedded Learning of teachers (INSET forms must be prepared to show the actual training contents);
 - d. not include trainings or seminars on GAD, GEDSI, or SOGIE.
5. The Schools Division Office personnel are requested to monitor the conduct of five-day mid-year break.
6. Immediate dissemination of the Memorandum is desired.



LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent



Address: Brgy. Canarvacanan, Binalonan, Pangasinan 2436
Telephone No.:(075) 636-92-33