

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

DIVISION MEMORANDUM

No. 029 s. 2024

ADDITIONAL 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) shall conduct the annual five-day mid-year break that includes **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. INSET refers to a modality of professional development intervention organized either at the school (school-based INSET) or division/district level (cluster-based INSET) to address and resolve areas of need identified by the teachers or school leaders to continuously improve their competencies. INSET classes are participatory and should be **offered to small groups to maximize impact on teacher and school leader quality.**

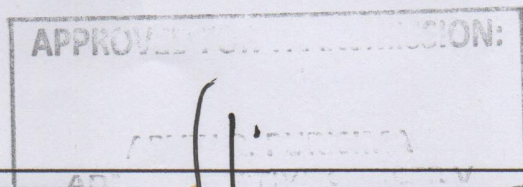
2. In addition to the reminders stated in Division Memorandum 021 s. 2024 released on January 10, 2024, all Schools are reminded of the following:

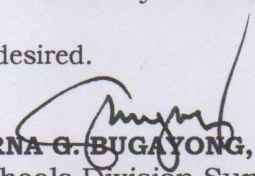
- a. **School-based INSET** shall focus on the teachers' learning and development needs and on sharing information on the following policies and priority programs:
 - i. Training for Teachers Teaching Non-Major Subjects (e.g., Filipino, MAPEH, etc.);
 - ii. Microsoft 365 Productivity Online Training through DepEd Philippines;
 - iii. National Learning Camp;
 - iv. National Reading Program;
 - v. National Mathematics Program;
 - vi. Catch-up Fridays (DM 001, s. 2024);
 - vii. Early Language Literacy and Numeracy (ELLN);
 - viii. Policy Guidelines on the Implementation of the Comprehensive
 - ix. Sexuality Education (DepEd Order No. 31, s. 2018);
 - x. Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education (DepEd Order No. 31, s. 2022);
 - xi. DepEd Child Protection Policy (DepEd Order No. 40, s. 2012); and
 - xii. Safe Spaces Act (Republic Act No. 11313).

3. Meanwhile, the Maintenance and Other Operating Expenses (MOOE) can be utilized for the conduct of the **school-based INSET** in accordance with DepEd Order No. 13, s. 2016 otherwise known as the Implementing Guidelines on the Direct Release and Use of MOOE Allocation of Schools, Including Other Funds Managed by Schools, subject to the usual government accounting and auditing rules and regulations.

4. To ensure that all teachers have been provided the necessary learning and development needs interventions, an INSET report must be submitted through this link <https://sites.google.com/deped.gov.ph/inset2024/>. The SGOD HRDS SEPS and SMME SEPS shall be responsible for reporting and encoding the needed data on or before 01 February 2024. The NEAP-R/HRDD shall ensure the correctness and accuracy of the INSET reports.

5. Immediate dissemination of the Memorandum is desired.




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