Department of Education
Region VI -Western Visayas
DIVISION OF AKLAN
Arch. G.M. Reyes Street, Kalibo, Aklan

MEMORANDUM NO. 331 **S.** 2019

To: Chief Education Supervisors (CID/SGOD)
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and Integrated Schools
All other personnel concerned

From: FOR THE SCHOOLS DIVISION SUPERINTENDENT:

DOBIE P. PAROHINOG, PhD
Chief Education Supervisor (CID)
In-Charge of the Division

Subject: **IMPLEMENTING THE 2019 SEMESTRAL BREAK IN-SERVICE TRAINING FOR TEACHERS**

Date: October 4, 2019

This is to inform the field regarding the implementation of the **2019 Semestral Break In-Service (INSET) Training for Teachers** scheduled on October 21-25, 2019 in compliance with DO 007 s. 2019 or School Calendar for School Year 2019-2020.

Prescribed design of INSET shall follow what has been presented during the Division MANCON on September 23-24, 2019, while School Heads will facilitate the INSET preparation in their respective schools or cluster of schools to address the instructional needs of the teachers. Resource persons are duly designated Learning Area Coordinators in the respective schools or district.

To guide and monitor the implementation of INSET are the Education Program Supervisors, Public Schools District Supervisors and Education Program Specialists.

Incidental expenses are chargeable against Division HRTD fund, while the school may augment other incidental expenses charged to its MOOE, whenever necessary subject to the usual auditing and accounting rules and regulations.

For your information and guidance and strict compliance.

INSET Design and Training Matrix

Date	Activity	Persons Responsible
Oct. 7-9, 2019	Preparation of INSET Design and Training Matrix in school	School Head or Cluster of Schools Leader
Oct. 10-11, 2019	Submission for Review and Consolidation in the district	PSDS
Oct. 15-16, 2019	Submission for Review in Division Office	EPS/SPS/EPS, supervising the district concerned
Oct. 17, 2019	Approval in the Division Office	CID Chief
Note	Strict adherence to the timeline is enjoined.	All personnel concerned

TRAINING DESIGN

To: PSDSs and School Heads

Please follow the following format:

I. Rationale

I. Objectives

II. Schedule of INSET per Day

III. Expected No. of participants by School

I. Expected Outputs

Prepared by: (SH or PSDS)

Dr. DOSIA P. PARCHIMO
Chief Education Supervisor
In-Charge of the Division

Schedule of Semestral Break INSET

Sunday	Monday	Tuesday	Wednesday	Thusday	Friday	Saturday
	District (Plenary) -Orientation	School or Cluster	School or Cluster	School or Cluster	District (Plenary) -Evaluation	

Detail of activities:

EPS/SPSs/EPSs – To monitor Semestral Break INSET

PSDS	**To orient on INSET Mechanics and its evaluation**
School Heads	**To manage INSET in school or Cluster of Schools**