



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 9, 2024

DIVISION MEMORANDUM

No. 11 , s. 2024

**DIVISION GUIDELINES ON THE CONDUCT OF THE MID-YEAR
IN-SERVICE TRAINING (INSET) FOR SY 2023-2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public School Heads
All Others Concerned

1. In consonance with DepEd Order No. 22, s. 2023 titled Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024, the five-day mid-year break shall be from January 24-26 and 29-30, 2024 which shall be spent for the conduct of the Midyear Performance Review and Evaluation and the School-Based In-Service Training for Teachers.

2. The first two (2) days shall be spent evaluating the school's progress in implementing the school's education programs, projects, and activities as well as reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three (3) days shall be devoted to the conduct of school-based INSET activities for the teachers and preparation of instructional materials.

3. All schools are enjoined to include in the matrix of activities an analysis of pupils/students' performance and intervention planning from the result of the examinations and implementation of the school Learning Recovery Plan (LRP). It should also include a simple launching of the NAGA READS program in the school level.

4. The flow of activities are as follows:

Date	Activities	Materials/Tools to be Used
Day 1	<ul style="list-style-type: none">• Opening Program• Presentation of the different Programs, Projects and Activities (PPAs)• Discussions and analysis of the results and impact of the PPAs• Intervention Planning	<ul style="list-style-type: none">• List of PPAs and Specific Objectives• Monitoring and Evaluation Tools of the PPAs• DepEd MATATAG Agenda• Division Targets

DM 31, s. 2019 DM Rev. 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur

☎ 0981 630 0070

✉ naga.city@deped.gov.ph



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Day 2	<ul style="list-style-type: none">• Midyear Assessment of the Teaching and Non-Teaching Staff and Office Performance	<ul style="list-style-type: none">• Individual Performance Commitment Review Forms (IPCRF) of Personnel• Office Performance Commitment Review Form of the School Head
Day 3	<ul style="list-style-type: none">• Sessions/Workshops addressing the development needs of teachers• Preparation of Instructional Materials• Demonstration Teaching• Culminating activity to include launching of the NAGA READS program implementation in the school level	<ul style="list-style-type: none">• Individual Development Plans of Personnel in the IPCRF• Competencies of Personnel in the IPCRF• Teachers' Needs Assessment• Non-Teaching Personnel's Needs Assessment• NAGA READS Program Briefer (<i>Full concept paper to follow</i>)
Day 4		
Day 5		

4. The schools are expected to submit their INSET proposals on or before January 15, 2024, which shall include the Personnel's Needs Assessment and other sources of information that supports the choice of the topics for the INSET.

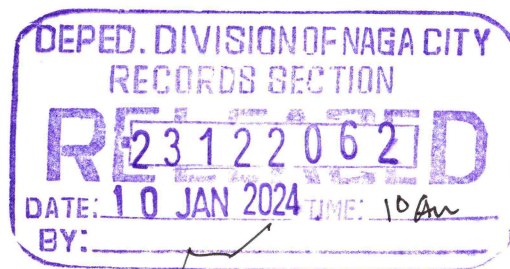
5. Schools with INSET proposals approved prior to this memorandum are requested to re-submit their proposals to the Assistant Schools Division Superintendent for review of compliance to this memorandum.

6. The Public Schools District Supervisors shall review the school proposals before they are submitted to the office of the Schools Division Superintendent. They are also tasked to monitor the conduct of the school INSET and submit a monitoring report to the Curriculum Implementation Division Chief on or before January 31, 2024.

6. Compliance to this Memorandum is directed.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

Enclosure: NAGA READS Briefer



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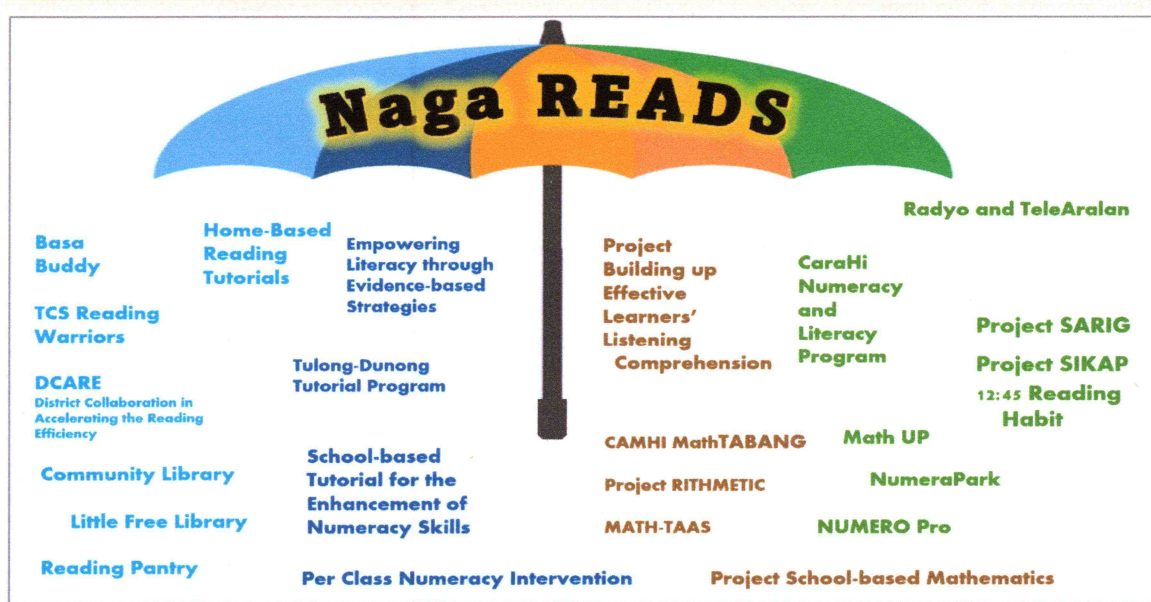


BRIEFER on
Naga *READS

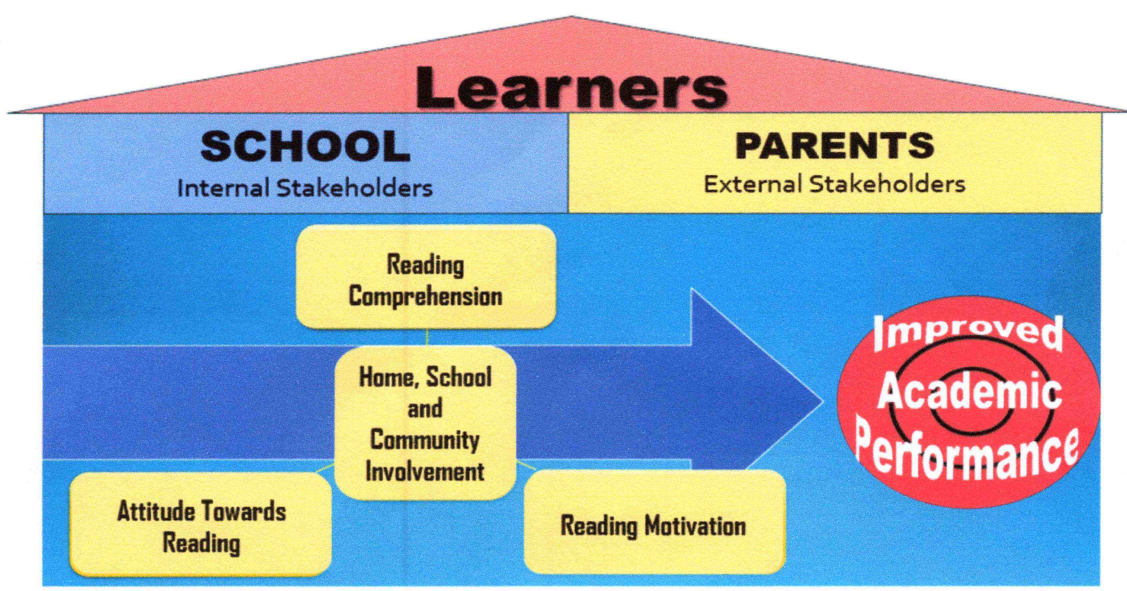
**Reading Enhancement And Development of Skills*

Umbrella program of DepEd Naga City that

- Capacitates educational leaders, teachers and personnel;
- Coordinates PPAs on developing reading skills of learners; and
- Monitors efforts and needs of schools in line with the teaching of reading



Illustrative representation of Naga READS



Matrix of Naga READS

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