



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of negros oriental

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 175, s. 2021

09 MAR 2021

2021 MID-YEAR IN- SERVICE TRAINING (INSET)

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Division Education Program Supervisors & Division Coordinators
Public Schools District Supervisors/ District In-Charge
All Elementary and Secondary School Heads
All Teaching Personnel
All Others Concerned

1. Pursuant to DepEd Order No. 012 s. 2021 titled **“Amendment to DepEd Order No. 30, s. 2020** (Amendment to DepEd Order No. 007, s. 2020, School Calendar and Activities for School Year 2020-2021” paragraph 4.1 stating that from March 15-19, 2021, teachers shall attend a professional development program through an In-Service Training (INSET) organized by the school or other relevant units of DepEd.
2. With the Public Schools District Supervisors (PSDSs)/ District In-Charge (DICs) taking the lead in the training, the Mid-Year INSET activities for teachers shall be conducted at the district level.
3. PSDSs/DICs are directed to organize the District training teams who are expected to facilitate, closely monitor, oversee and provide Technical Assistance (TA) to the pool of facilitators.
4. Furthermore, district/school is suggested to choose the topic/s most applicable or most needed by the teachers. Attached herewith is the suggested matrix for the one-week INSET.
5. Moreover, the Information and Communications Technology Service-Educational Technology Unit (ICTS-EdTech) of the Central Office will also be conducting a five -day virtual In-Service Training (INSET) for teachers on March 15-19, 2021 which aims to expand teachers’ knowledge on the different digital teaching materials, systems and approaches. If the school/district see this fit/applicable to them, they may opt to participate in this activity



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
Email Address:negros.oriental@deped.gov.ph

(please see enclosure for more information) provided they still have to submit proper documentation to the Division Office.

6. Division Education Program Supervisors (EPS) must conduct a briefing of the selected teachers/school heads tapped to be facilitators in the INSET.
7. District INSET/L&D Coordinators are to log-in to tms.depednodis.net and upload the soft copy of the activity designs attached with complete matrix for verification prior to the submission of the hard copy for approval of the SDS. Activity designs should be upload not later than March 10, 2021.
8. District INSET/ L&D Coordinators are directed to use the features found in the Training Management System (TMS) during the INSET, such as the registration, attendance and in the submission of the Activity Completion Report (ACR).
9. Meals and other related expenses relative to the conduct of the INSET shall be charged to School MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.
10. PSDSs/DICs are given authority to decide on the modality of the INSET either face to face, virtual, modified virtual or modified face to face. If face to face, they are to submit a clearance/ certification of approval from the local IATF granting them permission to conduct the activity. Attach the said clearance/certification to the activity design at the same time inform CID Chief. If the INSET will be done virtually, they have to submit or attach in the activity design the platform where the INSET will be conducted. In the event that modified virtual modality is done (i.e. facilitators will convene in one venue for the live streaming /online facilitation) meals of the facilitators/technical working group shall be charged to school MOOE or if done using modified face to face (i.e. teachers from schools with no internet connection will use the classroom/s of highway schools with internet connectivity during the conduct of the INSET provided there will be only 20 or less participants per room) meals of participants and facilitators shall be charged to school MOOE, still subject to the usual accounting and auditing rules and regulations.
11. Teaching personnel/ School heads who are undergoing mandatory or self-quarantine may participate in the INSET virtually but must inform their school head in advance.
12. Districts and schools should ensure strict compliance to the safety protocols set by the IATF: not more than 20 people inside the classroom, social distancing, wearing of face mask and face shield, frequent hand washing, bringing of alcohol, etc.
13. For inquiries, please contact the Human Resource and Development Section (HRDS) at (035) 225-6180 and look for Dr. Dan P. Alar or Ms. Iryll Mae S. Macahig.

14. For the information and compliance of all concerned.

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SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent


SPP/FCL-NUR/SGOD/RBP/imsm

Suggested Matrix for the 2021 INSET

Day 1	Day 2	Day 3	Day 4	Day 5
<p>School/District Concerns</p>	<p>1) Literacy and Numeracy for Kindergarten until Grade 10 in MTB-MLE, Filipino, & English</p> <p>2) Other learning areas including ALS</p>	<p>ICT Related topic as stipulated in OUA MEMO 00-0321-0063</p> <p>"VIRTUAL IN-SERVICE TRAINING FOR PUBLIC SCHOOL TEACHERS (MARCH 2021)"</p> <p>(please see attached memo)</p>	<p>Positive Discipline in Everyday Teaching</p>	<p>Mental Health Management in the New Normal</p>



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0321-0063
MEMORANDUM
04 March 2021

For: Regional Directors
Minister, Basic, Higher, and Technical Education, BARMM
Schools Division Superintendents
School Heads and Teachers

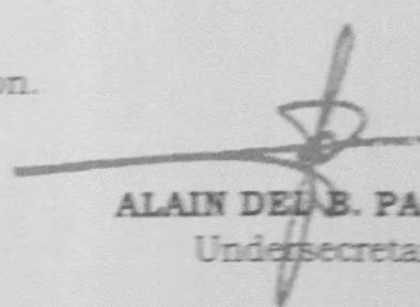
Subject: VIRTUAL IN-SERVICE TRAINING FOR
PUBLIC SCHOOL TEACHERS (MARCH 2021)


In line with the DepEd Order No. 012, s. 2021 (Amendment to DepEd Order No. 030 s. 2020), the Information and Communications Technology Service - Educational Technology Unit (ICTS - EdTech) will conduct a virtual In-Service Training (INSET) for teachers on 15-19 March 2021. This five-day session aims to further expand the participants' skills and knowledge on different digital teaching materials, systems and approaches that are useful in delivering quality instruction. Kindly refer to the attached Training Matrix and schedule of activities (Annex A).

The said activity shall be streamed live through the Official YouTube Channel of the DepEd EdTech Unit at www.youtube.com/c/educationaltechnologyunit. The virtual INSET will also use the DepEd Professional Development Learning Management System (PD-LMS) to assess the participants and shall follow the "No Output, No Certificate" policy.

For questions and concerns on the above-mentioned subject, kindly contact Mr. Mark Anthony C. Sy, Head of the EdTech Unit, through email at edtech@deped.gov.ph.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



**ANNEX A: VIRTUAL IN-SERVICE TRAINING (INSET) FOR
PUBLIC SCHOOL TEACHERS (MARCH 2021)**

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
	March 15, 2021	March 16, 2021	March 17, 2021	March 18, 2021	March 19, 2021
8:45 - 9:00 a.m.	Preliminary Activity	MOL	MOL	MOL	MOL
		*Nationalistic Song	*Nationalistic Song	*Nationalistic Song	*Nationalistic Song
		*prayer	*prayer	*prayer	*prayer
		*energizer	*energizer	*energizer	*energizer
		*insight sharing	*insight sharing	*insight sharing	*insight sharing
9:00 -10:30 a.m.	DepEd TV Report Salvador Manansala I DepEd LMS Report Mark Anthony Papa DepEd Commons Report Aprellene B. Marquez DepEd OERs Sherwin G. Lomeda	Effective Utilization of Multimedia Materials: DepEd TV Speaker: Joy G. Salazar	Google Workspace for Education Fundamentals Speaker: Rowena A. Reyes	Interactive Instructional Materials Speaker: Ariel A. Delos Santos	Digital Poetry: A Collaborative Performance Project Speaker: Aprellene B. Marquez
10:30 a.m. – 12:00 nn	Google Certification Rowena A. Reyes Microsoft Education Mark Anthony Jamisal DepEd ETUlay Mark Anthony Jamisal ETU Future Programs Mark Anthony C. Sy	Video editing techniques in producing quality video lesson Speaker: Neil Arvin Bautista	Poster Design in Adobe Photoshop Speaker: Glenn Huraño	ManyChat: Delivering Online-Offline learning (McDoo) Speaker: Earl Aaron O. Villanoza	Technology Integration and Instructional Materials Development/Preparation in English Language Speaker: Maria May Sevilla

12:00 - 1:00 p.m.	LUNCH				
1:00 - 2:30 p.m.	Effective Delivery of Synchronous/Asynchronous Teaching Speaker: Mark Anthony C. Sy	A New Normal: The Critical Role of Assessment in Online Learning Speaker: Salvador Manansala I	Overview of R.A. 10173, The Data Privacy Act of 2012 Speaker: Glenah A. Taguibao	ETUlay-Breakthrough in Teaching Speaker: Mark Anthony Jamisal	Hour of Code (Programming for Women) Speaker: Rubilyn Pastrano
2:30 - 4:00 p.m.		OER Readiness Review Criteria Speaker: Minerva Grace O. Silvestre	Solving People Puzzle Speaker: Sherwin G. Lomeda	Mobile Apps in Education Speaker: Sara Jane C. Sarino	Creating Interactive Materials Using Scratch Animation Speaker: Glenny Laping
4:00 - 4:30 p.m.	Reflection/Wrap Up				

Masters of Ceremony: John Jefferson Sevilla and Maria May Sevilla