



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. **079**, s. 2021

March 3, 2021

**IN-SERVICE TRAINING (INSET) FOR TEACHERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Senior Education Program Specialist/Education Program Specialists II  
Public Elementary and Secondary School Principals

1. Pursuant to DepEd Order No. 12, s. 2021 dated March 2, 2021, there will be an In-Service Training (INSET) organized by the schools on March 15-19, 2021.
2. The said School-Based INSET includes demonstration teaching via Learning Action Cell.
3. DepEd Order No. 35, s. 2016, p. i states that school LAC “primarily functions as a professional learning community for teachers that will help them improve practice and learner achievement.
4. The members of the Program Management Team are the following:

Program Manager:	Joseph Irwin A. Lagura
Assistant Program Managers:	Casiana P. Caberte Filomena C. Tanggaan Esther L. Cagas
Training Managers:	Elementary and Secondary Principals Elizabeth R. Escolano - ALS
Training Consultants:	Beatriz C. Luga John Ariel A. Lagura Aimee T. Amistoso Joseph C. Barrete Janet T. Butalid Vida A. Encarquez Elisa B. Geagonia Alberto A. Lacang Beatriz E. Incog Nenita J. Incog Neolita S. Sarabia Concepcion A. Tubal



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QAME Monitors: Liza E. Maquiling  
Junichel T. Mancha  
Emily L. Acabo  
First Aid: Lev V. Nadela MD  
Praxedes A. Hocino DMD  
Vida N. Romero DMD  
Rhodelia B. Tumanda RN  
Rowena L. Pizarras RN  
Adeline Carmen C. Dagamac RN  
Nicasio L. Degamo RN  
Finance: Michelle T. Sagaral CPA, MM  
Julie Ann Kristie A. Redillas  
Marife C. Rallos

5. All Program Management Team members, facilitators and participants are entitled to a meal allowance in the amount of Eighty Pesos (P 80.00) per day which will be charged against Division HRD Funds subject to the usual accounting and auditing rules and regulations. This will be given after the conduct of the training after submission of the attendance sheets which will serve as basis in the preparation of the payroll.
6. School Principals and Education Program Specialist for ALS are directed to submit INSET proposals to this Office one week before the said activity.
7. Immediate dissemination of, and compliance with this Memorandum is directed.

  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent 