



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. **004**, s. 2024

January 3, 2024

**TRAINING RESOURCE PACKAGE WALKTHROUGH AND QUALITY ASSURANCE
FOR THE MID-YEAR IN-SERVICE TRAINING (INSET) FOR TEACHERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists
Administrative Officer V

1. The Department of Education (DepEd), Schools Division Office (SDO) – Tagbilaran City will conduct the Mid-Year In-Service Training for Teachers and Performance Evaluation and Target Setting for SY 2023-2024 on January 24, 25, 26, 29, and 30, 2024. This is based on Deped Order No. 22, s. 2023, dated August 4, 2023. Among the predetermined topics for the first day that were set by the division are: the MATATAG Curriculum and ALS, Inclusive Education, and the Proper Handling of Sexual Abuse Cases in Schools. These subjects will be covered in plenary by the designated Division Learning Facilitators.
2. This Office will conduct a Training Resource Package Walkthrough and Quality Assurance for the Mid-Year In-Service (INSET) Training on January 10, 2024 at a venue to be announced later.
3. The activity aims to:
 - a. quality assure the training resource package developed by the assigned trainers and
 - b. conduct walkthrough of the resource package so that the facilitators will have the opportunity to be familiar with the material.
4. The list of participants to this activity is attached in this Memorandum.
5. Expenses for the meals and snacks shall be charged against FY 2024 HRD Funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of, and compliance with this Memorandum is directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/EQAJ/CID/jaal



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LIST OF FACILITATORS AND PROJECT MANAGEMENT TEAM MEMBERS

1. SDS Wilfreda D. Bongalos
2. ASDS Ernesto Q. Alas-as Jr.
3. John Ariel A. Lagura
4. Maurine C. Castano
5. Aquilino T. Milar Jr.
6. Aimee T. Amistoso
7. Joseph C. Barrete
8. Janet T. Butalid
9. Cherry Michelle F. Collyer
10. Maria Antonette P. Dugang
11. Elisa B. Geagonia
12. Beatriz E. Incog
13. Nenita J. Incog
14. Alberto A. Lacang
15. Neolita S. Sarabia
16. Concepcion A. Tubal
17. Esther L. Cagas
18. Filomena C. Tanggaan
19. Elizabeth R. Escolano
20. Rosene D. Olaiivar
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