



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. **600** , s. 2023

**December 29, 2023**

**MID-YEAR IN-SERVICE TRAINING for TEACHERS (INSET) AND PERFORMANCE  
EVALUATION AND TARGET SETTING FOR SY 2023- 2024**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors  
Senior Education Program Specialists, HRDS and M and E  
Education Program Specialists , HRDS and ALS  
School Heads, Teachers and all others Concerned

1. This office hereby announces the conduct of the Mid-year Inservice Training for Teachers and Performance Evaluation and Target Setting for SY 2023–2024 on January 22–26, 2024. The Matatag Curriculum and ALS , Inclusive Education, and the Proper Handling of Sexual Abuse Cases in Schools are among the predetermined topics for the first day that were set by the division. Following the brief opening program to be overseen by the host school, these subjects will be covered in plenary by the designated Division Learning Facilitators. The school or cluster of schools will oversee the topics for the second and third day. For school heads and teachers, the final two days will be devoted to their mid-year performance evaluation and target-setting.
2. Small and medium-sized schools are to be grouped together, and the group will be assigned in a single location. Large and very large schools, however, will be left on their own. See Annex A for reference.
3. Every autonomous group and clustered schools must submit a training proposal to the division office together with the attached training matrix on or before January 15, 2024. Schools that are clustered together ought to decide among themselves who will lead the Program Management Team.
4. All expenses incurred relative to the conduct of this training shall be charged against school MOOE subject for usual accounting and auditing rules.
5. For immediate dissemination and compliance.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

WDB/ASDS/SGOD/MCC/mcc



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**ANNEX A****MID-YEAR INSERVICE TRAINING OF TEACHERS (INSET)  
CLUSTER OF SCHOOLS/ INDEPENDENT GROUP , VENUE AND ASSIGNED DIVISION  
LEARNING FACILITATORS**

<b>Cluster of Schools</b>	<b>Assigned Venue</b>	<b>Assigned Learning Facilitator for Day 1 only</b>
1. THSHI and TCCES - SPED	TCCES SPED Center	Mrs. Concepcion A. Tubal
2. TCCES Regular and SSES	TCCES	Dr. Maria Antonette P. Dugang
3. San Isidro ES, Cabawan ES and Dao ES	San Isidro ES	Dr. Beatriz Incog
4. Ubujan ES and Taloto ES	Ubujan ES	Ms. Elizabeth Escolano
5. Booy Main ES and Booy South ES	Booy South ES	Dr. Neolita S. Sarabia
6. Mansasa ES and Bool ES	Mansasa ES	Mr. Alberto A. Lacang
7. Cogon ES and Eastern Cogon ES	Cogon ES	Dr. Cherry Michelle F. Collyer
8. Manga ES and Tiptip ES	Manga ES	Dr. Elisa B. Geagonia
9. Dampas ES and City East ES	City East ES	Dr. Janet T. Butalid
10. City of Tagbilaran NHS and San Isidro NHS	San Isidro National HS	Dr. Aquilino T. Milar Jr.
<b>Independent Group:</b>		
1. Cogon NHS	Cogon NHS	Dr. Filomena C. Tanggaan
2. DCPNHS – JHS	DCPNHS – JHS	Ms. Maurine C. Castaño
3. DCPNHS - SHS	DCPNHS - SHS	Mr. Ernesto Q. Alas-as Jr.
4. Manga NHS	Manga NHS	Dr. Nenita J. Incog
5. Mansasa NHS	Mansasa NHS	Dr. Esther L. Cagas
6. TCSHS	TCSHS	Dr. Rosene D. Olaivar