



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. 743 , s. 2026

September 10, 2026

MONITORING OF SCHOOL-BASED IN-SERVICE TRAINING (INSET)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
SGOD Personnel
All Others Concerned

1. To ensure the effective implementation of the School-Based In-Service Training (INSET) and ascertain compliance with the prescribed guidelines, the Division of City Schools-Tagbilaran City through the Schools Governance Operations Division shall conduct monitoring activities in all public elementary and secondary schools during the conduct of the scheduled INSET.
2. The monitoring activity aims to:
 - a. determine the extent of participation of teaching personnel in the INSET;
 - b. assess the relevance and quality of training sessions and learning activities conducted;
 - c. monitor compliance with DepEd policies, standards, and schedules for INSET implementation;
 - d. identify best practices, issues, concerns, and training needs that may inform future professional development programs; and
 - e. provide technical assistance and recommendations to ensure the successful conduct of INSET.
3. The monitoring shall be conducted during the scheduled School-Based In-Service Training (INSET) from September 14 to 15, 2026 at different venues of the Division. School heads shall ensure that all necessary documents and records are available for validation by the monitoring team.
4. The monitoring team shall be composed of personnel from the Curriculum Implementation Division (CID). Curriculum Education Supervisors are highly encouraged to monitor their respective School Consultancy and School Governance Operations Division (SGOD). Please see attachment for the Monitoring Team Composition.

5. The following documents shall be made available during the monitoring:
- a. Approved INSET Program and Schedule;
 - b. Attendance Sheets;
 - c. Session Guides (for PRC-CPD approved Professional Development Program (PDPs) and Learning Materials;
 - d. Activity Documentation (photos, reports, outputs);
 - e. School Monitoring and Evaluation Forms; and
 - f. Other pertinent documents related to the conduct of INSET.
6. School Heads are directed to: facilitate the conduct of the monitoring activity; provide necessary documents and evidences of implementation; ensure active participation of personnel in all training sessions; and submit the required post-INSET reports within the prescribed schedule.
7. Immediate dissemination of and compliance with this Memorandum are directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/MCC/etc

Attachment to DM No_____

Sept 10-11, 2026- DCPNHS- JHS-

1. Maurine C. Castano,
2. Filomena C. Tanggaan
3. Rosene D. Olaivar

September 14-15, 2026

Team 1

1. Dr. Esther L. Cagas
2. Dr. Filomena C. Tanggaan
3. Dr. Ma. Antonette P. Dugang

Schools to be monitored:

Name of Schools	Venue
• Bool ES/Ubujaan ES • Taloto ES	Gerardas
• San Isidro NHS	Cesars Place 717
• City East ES • Dampas ES	St. Patrick
• Cogon NHS	BODARE
• Manga NHS	Jj's Seafood Village
• CTNHS/Taloto NHS	Jj's Dimsum
• Booy South	STK
• Booy ES	Booy ES
• Manga ES	Manga ES

Team 2

1. Dr. Rosene D. Olaivar
2. Dr. Junicel T. Mancha
3. Dr. Liza E. Maquiling

Schools to be monitored:

Name of Schools	Venue
• Cogon ES • TCSHS	Reyna's the Haven and Gardens
• Cabawan ES/ Dao ES/ San Isidro ES	Panda Tea Hotel and Suites
• DCPNHS-SHS	Dao Diamond
• Mansasa NHS	Villa Alzun
• TCCES • SPED/HI	TCCES AV Hall TCCES Library
• Mansasa ES	Pasi Flora
• Tiptip ES	Tiptip ES
• Eastern Cogon ES	Eastern Cogon ES