




Division Memorandum No. 234, s. 2017

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Education Program Supervisors
 SDO Unit Heads
 Public Elementary and Secondary School Heads and Head Teachers
 All others concerned

RELEASED
 DEFED
 DATE: 10/12/17
 BY: [Signature]

From: 
DR. LORNA G. BUGAYONG, CESO VI
 Schools Division Superintendent

Date: October 10, 2017

Subject: Conduct of In-service Trainings for Teachers and Instructional Materials (IM) Preparations

- As per DepEd Order 25, s. 2017 pertaining to the School Calendar for SY 2017-2018, all Schools are reminded to strictly observe the following schedules:

October 23-27, 2017 – In service Training for Teachers
 October 30, 2017 – Instructional Materials (IM) Preparation

- All School Heads / Head Teachers should submit a list of all the learning and development programs / INSETs (with approved proposals) to be conducted in the school during the specified dates to their respective Public Schools District Supervisor (PSDS).
- The PSDS should submit the consolidated report for his/her instructional district to the Human Resource and Development Section and the soft copy through email address mvrivo.seps.hr@gmail.com for proper evaluation and monitoring of the said activity on or before **October 16, 2017**.
- All reports shall follow the template below plotted in a long coupon bond (landscape orientation):

In-Service Training for Teachers
 Instructional District No. _____

School	Learning and Development (L & D) Title	Subject Area	L & D Participants	Date of Activity	Venue

- A separate memo shall be issued for the monitoring of the Division and Regional Officials.
- Travel abroad on vacation leave of absence is discouraged during the conduct of the INSET.
- Immediate and wide dissemination of this memorandum is desired.