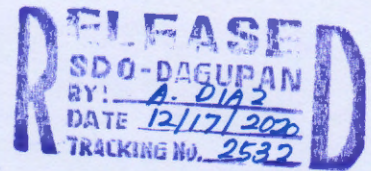




Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY



**Office of the Schools Division Superintendent**

**Division Memorandum**

No. 170 s. 2020

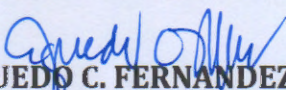

To: Assistant Schools Division Superintendent  
Chief Education Supervisor  
Education Program Supervisors  
Public Schools District Supervisors  
Unit Heads  
Field Staff  
All Others Concerned

From: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: December 17, 2020

Subject: **CONDUCT OF POST-IMPLEMENTATION MONITORING AND  
EVALUATION MEETING OF MID-YEAR IN-SERVICE TRAININGS FOR  
TEACHERS**

1. Relative to DepEd Memorandum OUCI-2020-307 (Suggested Measures to Foster "Academic Ease" during the COVID-19 Pandemic) and Regional Memorandum 731, s. 2020 (General Provisions on the Conduct of INSET for SY 2020-2021, the Schools Division Office enjoins all School Heads/Proponents to submit the INSET 2020 Accomplishment Report on the 22<sup>nd</sup> December, 2020.
2. In line with this, soft copy shall be submitted to the SDO Ticket System by school and hard copies of accomplishment reports shall be submitted by cluster. Please use the attached template.
3. Immediate and widest dissemination of the contents of this memorandum is desired.

  
**AGUEDO C. FERNANDEZ, CESO VI**  
Schools Division Superintendent 





**Republic of the Philippines**  
**Department of Education**  
**REGION I**  
**SCHOOLS DIVISION OFFICE DAGUPAN CITY**  
 School \_\_\_\_\_  
 Address \_\_\_\_\_

**LEARNING AND DEVELOPMENT PROGRAM END OF ACTIVITY AND EVALUATION REPORTS**

<b>1. Name of the Organizer:</b>		
<b>2. Title of the Activity:</b>		
<b>3. Date/Duration of the Activity:</b>		
<b>4. Target group of participants:</b>		
<b>5. Total Number of participants:</b>		
<b>Male</b>	<b>Female:</b>	<b>Total:</b>
<b>6. Fund Source:</b>	<b>Financial Target:</b>	<b>Actual Expenditure:</b>

7. Objective/s of the Activity:
8. Highlights of the Activity (*narrative and photos with caption*):
9. Overall Evaluation of the participants (*Attach the report from SMME/ICT Coordinator*)

**SUMMARY OF SESSION EVALUATION**

Session Title and Facilitator/s	Average Rating	Descriptive Equivalent

(Please add rows when needed)

**EVALUATION ON THE TECHNOLOGICAL ASPECTS OF THE ONLINE SESSIONS**

<b>Indicator</b>	<b>Average Rating</b>	<b>Descriptive Equivalent</b>
1. Quality of audio		
2. Quality of video		
3. Internet Connectivity		
4. Interactivity		
5. Length of Session		
6. Visual Content and Graphics		
7. Platform used		
Overall Mean		

**SUMMARY OF PROGRAM EVALUATION**

<b>Indicator</b>	<b>Average Rating</b>	<b>Descriptive Equivalent</b>
1. Attainment of Objectives		
2. Delivery of Content		
3. Program Management Team		
Overall Mean		

**SYNTHESIS OF PARTICIPANTS EVALUATION**

<b>Indicator</b>	<b>Synthesis of participants' responses</b>
1. How can the session be improved?	
2. What are the participants most significant learning?	
3. How will the training impact the participants?	
4. Comment and Suggestions for the improvement of the training	

**10. Challenges/Issues/Concerns Raised:**

<b>Challenges/Issues/Concerns Raised</b>	<b>Solution</b>

**11. Liquidation of Budget Used**

<b>Item</b>	<b>Specifications</b>	<b>Cost</b>	<b>Actual Cost</b>	<b>Provider</b>	<b>OR. No.</b>

**12. Ways Forward: (Action Plan on how to monitor, evaluate and report training outputs)**

Objectives	Activities	Performance Indicators	Time Frame	Success Indicators

**13. Proponent's Reflection:**  
*(Type your response here)*

Prepared by:

\_\_\_\_\_  
(Signature over printed name of the proponent)

Reviewed by:

**MITCHELLENE VIGILIA-RIVO**  
Senior Education Program Specialist  
Human Resource and Development Section

Recommending Approval:

**MARIA LINDA R. VENTENILLA**  
Chief Education Program Supervisor

**MA. CRISELDA G. OCANG**  
Assistant Schools Division Superintendent

APPROVED:

**AGUEDO C. FERNANDEZ, CESO VI**  
Schools Division Superintendent

*Note: End-of-Activity and Overall of Evaluation Reports should be reported as one in a minimum of five but not more than fifteen-page narrative report. Pictures should be limited to 10 frames. The accomplished form should be submitted 10 days after the conduct of the activity and the approved proposal should be attached for reference.*