



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

January 31, 2022

DIVISION MEMORANDUM
No. 022s. 2022

**MONITORING TOOL ON SCHOOL-BASED- IN SERVICE TRAINING FOR TEACHERS
(INSET) SY 2021-2022**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Secondary and Elementary School Heads
All Other Concerned

1. This office hereby informs the field about the conduct of monitoring and evaluation of the In- Service Training for Teachers (INSET) as stipulated on Division Memorandum No. 018, s., 2022
2. District supervisors/ division personnel shall fill-up the monitoring tool provided below for consolidation by the district M&E coordinator.
3. Each district shall send the final copy of the consolidated report to the SEPS- M&E DR. RODERIC T. GOLES directly to his messenger.
4. Travel/per diem, and other incidental expenses of the PSDSs and division personnel shall be charged against Division MOOE subject to its availability and the usual accounting and auditing rules.
5. This memorandum serves as authority to travel for the district and division monitoring team.
6. Immediate dissemination of and compliance with this memorandum is hereby directed.

MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent

MSA/LMD/AAB/FCL/SGOD/VAY/RTG



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph

**MONITORING TOOL ON SCHOOL-BASED- IN SERVICE TRAINING FOR TEACHERS
(INSET) SY 2021-2022**

District Monitored: _____

Date Monitored: _____

School Monitored: _____

Name of School Head/PSDS: _____

Part I. Please tick the appropriate column.

AREAS OF CONCERNS	EVIDENT	NOT EVIDENT	REMARKS
1. Activities started on time (8:00 AM/ 1:00 PM).			
2. All teachers reported to the venue with observance to proper health protocols.			
3. Attendance of the participants is regularly checked.			
4. Attendance sheet is filled -up			
5. All participants observed strictly proper health protocol standards set by the IATF such as:			
a. Attending teachers to the INSET are fully vaccinated or presented negative antigen test/RTPCR results			
b. Proper wearing of facemask is necessary.			
c. Observed Social Distancing (at least 1 meter apart)			
6. Participants contain in the conducive venue (in door/ out door			
7. Meals and snacks are inclusive in the school INSET (subject to availability of school MOOE fund).			
8. Biometric is functional/ presence of Logbook			
9. Teachers wear uniforms.			
10. Division/school health personnel is present.			
12. Hand-washing facility is functional in the venue.			
13. Participants fill-out the Health Monitoring Form daily honestly.			
14. Division Nurses/ clinic teachers assigned reported to the venue prior to the start of the INSET.			



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City

Telephone Nos.: 032-2556405

Email Address: cebu.province@deped.gov.ph

15. School head presents training matrix and outputs of the teachers.			
16. Alternate grouping/ scheduling is adopted and existing during LAC session.			

PART II. Evaluate significant topics/ areas of discussion, concerns, progress on Programs, Projects and Activities (PPAs) implemented in the school.

AREAS OF THE PPAs REVIEWED	Actions taken	Remarks/Recommendations

AREAS OF TEACHERS' PERFORMANCE REVIEWED	Actions taken	Remarks/Recommendations



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
 Telephone Nos.: 032-2556405
 Email Address: cebu.province@deped.gov.ph

--	--	--

PROPOSED INSTRUCTIONAL MATERIALS (IMS)/ Grade level/ subject area and Competencies
--

--

Signature over Printed Name of District/ Division Monitor



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph

A handwritten signature in black ink, appearing to be a stylized 'A' or similar character, followed by a horizontal line.