



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

Office of the Schools
Division Superintendent

January 30, 2023

DIVISION MEMORANDUM

No. 024, s. 2023

**CONDUCT OF THE MID-YEAR PERFORMANCE REVIEW AND EVALUATION (MPRE)
AND SCHOOL-BASED IN-SERVICE TRAINING (INSET) FOR TEACHERS**

To: Assistant Schools Division Superintendents
Division Chiefs, CID and SGOD
Public Schools District Supervisors/OICs/Caretakers
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 034, s. 2022 entitled **“School Calendar and Activities for the School Year (SY) 2022-2023”**, this Office announces the conduct of the **“Mid-year Performance Review and Evaluation (MPRE) and School-based In-Service Training (INSET) for Teachers”** on February 6-10, 2023.
2. It is emphasized in the same Order that the first two (2) days of the five-day mid-year break shall be spent in evaluating the school’s progress in the implementation of the educational programs, projects and activities, as well as in reviewing the performance of teachers and the school staff to address concerns through cooperative effort. In addition, the last three (3) days shall be devoted to the conduct of the school-based INSET activities for the teachers’ continued professional development and the preparation of their Instructional Materials (IMs).
3. For uniformity, all **Learning and Development Program Designs (LDPDs)** from schools shall be entitled **“Mid-year Performance Review and Evaluation (MPRE) and School-based In-Service Training (INSET) for Teachers”**.
4. All schools are enjoined to observe the following indicative program of activities and suggested topics:

Date	Activities/Suggested Topics
February 6-7, 2023	<ul style="list-style-type: none">• Evaluation of the school’s progress in the implementation of the educational programs, projects and activities• Review of the performance of teachers and the school staff
February 8-10, 2023	<ul style="list-style-type: none">• conduct of the school-based INSET activities <i>(Suggested topics include: Learning remediation and intervention, Mental health and well-being, ICT integration in instruction and assessment, Learner-centered teaching approaches and strategies, New MSP and RSA guidelines that concern teacher hiring and promotion, and other relevant topics particularly those that are reflected in the teachers’ Individual</i>

development Plans in their Individual Performance and Commitment Review Form (IPCRF)

- development of Instructional Materials (IMs)

- Expenses relative to the conduct of the five-day MPRE and INSET shall be charged against **the School MOOE**. The Public Schools District Supervisors (PSDSs) and School Heads are directed to ensure that the allowable budget is indicated and observed, all subject to its availability and the usual government accounting and auditing rules and regulations.
- All program designs from schools shall be collected per district. Schools shall submit only ONE (1) set stapled hard copy of the program design to the District HRD Coordinator. All program designs shall be placed in a properly labeled expanded envelop which will be submitted to the Human Resource Development Section (HRDS) of the School Governance and Operations Division (SGOD) for review (*Attn.: Mr. Louie G. Monteroso*).
- A district endorsement/transmittal from the PSDS containing the list of schools with program designs shall also be enclosed in the expanded envelop. The deadline for the submission of LDPDs shall be on February 3, 2023.
- Moreover, each district is required to submit ONE (1) set soft copy (in PDF file format) of the **Activity Completion Report (ACR)** to be prepared and submitted by the District HRD Coordinator three to five working days from the last day of the conduct of the activity. The submission link shall be prepared by the SGOD-HRDS which will be shared virtually to the concerned district personnel.
- To monitor the conduct of this week-long activity, the **Division Field Technical Assistance Team (DFTAT)** in coordination with the PSDSs shall be deployed. The SGOD Monitoring and Evaluation Section (*Attn.: Dr. Roderic T. Goles*) is directed to develop a monitoring tool for this purpose. Travel, per diem and other incidental expenses of the members of the DFTAT shall be charged against the **Division MOOE**, subject to its availability and the usual government accounting and auditing rules and regulations.
- All participants are still advised to observe the minimum public health and safety standards during the conduct of this week-long professional undertaking.
- For clarifications and inquiries, you may contact Mr. Louie G. Monteroso of the Human Resource Development Section through these contact details: <https://www.facebook.com/lgmonteroso>(FBmessenger); louie.monteroso002@deped.gov.ph (email add).
- This Memorandum serves as **Authority to Travel** of the participants, members of the DFTAT as well as the members of the schools' Program Management Team (PMT).
- Wide dissemination of and strict compliance with this Memorandum are directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

MSA/LMD/FCL/SGOD/VAY/lgm2023



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Enclosure : Division of Cebu Province Field Technical Assistance Teams (DFTAT)

Team	Names of Division Personnel		Assigned Districts	Team	Names of Division Personnel		Assigned Districts
1	Pamela Rodemio	All PSDSs of the concerned districts	Minglanilla I	8	Rosemary Oliverio	All PSDSs of the concerned districts	Tuburan I
	Ester Roldan		Minglanilla II		Tuburan II		
			San Fernando I		Tabuelan		
			San Fernando II		San Remegio I		
			Sibonga		San Remegio II		
2	Juvimar Montolo	All PSDSs of the concerned districts	Argao I	9	Raul Jumao-as	All PSDSs of the concerned districts	Santa Fe
	Norman Blanco		Argao II		Bantayan I		
			Dalaguete I		Bantayan II		
			Dalaguete II		Madridejos		
			Alcoy				
3	Ma. Chona Redoble	All PSDSs of the concerned districts	Bojjoon	10	Clavel Salinas	All PSDSs of the concerned districts	Medellin
	Glynn Deabinico		Oslob		Daanbantayan I		
			Santander		Daanbantayan II		
4	Luis Arioja	All PSDSs of the concerned districts	Samboan	11	Jane Gurrea	All PSDSs of the concerned districts	Borbon
	Louie Monteroso		Ginatilan		Sogod		
			Malabuyoc		Catmon		
			Alegria		Carmen		
5	Jose Gary Napoles	All PSDSs of the concerned districts	Badian	12	Arceli Cabahug	All PSDSs of the concerned districts	Compostela
	Gerardo Mantos		Moalboal		Liloan		
			Alcantara		Consolacion I		
6	Isaiash Wagas	All PSDSs of the concerned districts	Ronda	13	Maria Elena Paras Maria Socorro Relacion	All PSDSs of the concerned districts	Consolacion II
	Mark Alquzola		Dumanjug I				Cordova
			Dumanjug II				San Francisco
			Barili I				Poro
			Barili II				Tudela
			Aloguinsan				Pilar
			Pinamungajan I				
Pinamungajan II							
7	Nenita Jaralve	All PSDSs of the concerned districts	Balamban I	CFTATs 8-14 -Dr. Victor A. Ybanez (Supervising Chief)			
	Agustina Albiso		Balamaban II				
			Asturias North				
			Asturias South				
CFTATs 1-7 -Dr. Mary Ann P. Flores (Supervising Chief)							