



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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Office of the Schools Division
Superintendent

MEMORANDUM

SCHOOL-BASED MIDYEAR IN-SERVICE TRAINING FOR TEACHERS

To: OIC – Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

- In accordance with the continuous professional development of teachers during midyear break, this Office requests that all schools submit proposals for the 5-day School-based Midyear In-Service Training (INSET) for Teachers on January 24-26 and 29-30 to the Human Resource Development (HRD) Unit, c/o Ms. Ivy M. Romano, Senior Education Program Specialist, on or before January 19, 2024.
- The said proposals should be reviewed by the Public School District Supervisors and the Education Program Supervisors concerned, underscoring the non-negotiable inclusion of topics such as **Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs)** for secondary schools and **Early Language Literacy and Numeracy (ELLN)** for elementary schools.
- In addition to the topics linked to school needs, the following should be included in the matrix to make the most of the five days:

Day	Elementary Schools	Junior and Senior High Schools
1	Early Language Literacy and Numeracy (Grades K-3)	Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs) (Grade 7-12 English, Math, and Science Teachers)
2		
3	The Hows and Whys of Beginning Reading for All Teachers (Grades 4-6)	Socio-emotional Learning (SEL), Reflective Assessment, Integrative Performance Tasks, Synchronization of Topics for TLE & SPTVE, Elements of Music (AP, ESP, Filipino, MAPEH, EPP-TLE Teachers)
4	Development of Learning Materials per Learning Area for Quarters 3 and 4	
5		

**This is merely a suggestion; the school is free to interpret its idea in light of its requirements after reviewing and receiving advice from the PSDSs and EPSs concerned. (Please refer to DepEd Order No. 22 s. 2023 titled Implementing Guidelines on the School Calendar and Activities for the School year 2023-2024.)*

UN-2024-010



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4. The following general topics may also be considered:
 - a. Result-based Performance Management System – Midyear Review (Phase II)
 - b. Induction Program for Beginning Teachers (IPBT) Modular Program
 - c. Teacher Health and Wellness
 - d. Research and Development
 - e. Peace Education
 - f. Global Citizenship
5. It is advised that school heads, with the assistance of the PSDSs, assume the responsibility for determining the modality of INSET conduct that best fits the requirements of their schools. They are given the option to select a combination of approaches, blending three days of in-person delivery with two days of online delivery using synchronous and/or asynchronous techniques, or they can explore other choices based on their unique needs and available resources. However, opting for a purely online modality for five days is discouraged.
6. The suggested budget allocation for the food shall not be greater than P400.00 and not lower than P300.00 per day (only for face-to-face conduct), inclusive of AM, PM snacks, and lunch, considering DepEd Order No. 2, s. 2018 titled, “Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Officials Activities Organized and Conducted by the Department of Education).” The food expenses, including other related expenses incurred in the conduct of the said activity, shall be charged against the school MOOE subject to the usual accounting and auditing procedures.
7. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESOSA
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

TEACHERS SCHOOL PROGRAM TRAINING

IMR/Memo/ INSET School-based Midyear
010 January 5, 2024

UN-2024-010



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Enclosure 1

Schools Division Office
MUNTINLUPA CITY

MONITORING TOOL FOR SCHOOL-BASED INSET

Name of School: _____ Date: _____

Name of Monitor: _____ Position: _____

No. of expected participants: _____ No. of actual participants: _____

No. of lined-up topics: _____ No. of Resource Speakers: _____

A. PRE-INSET PREPARATIONS

1. On Creation of Committee

Indicators	Evident	Not Evident
The school has created a functional committee for INSET		
An official Memorandum has been issued.		
The INSET activity is indicated in the AIP		
There is an approved project proposal.		
There is a master list of officially identified participants.		

2. On topic lineups and selection of participants

Indicators	Evident	Not Evident
Topics are based on the priority needs of the targeted training participants.		
There is an existing procedure in selecting the training participants.		

3. On inviting resource speakers

Indicators	Evident	Not Evident
There is a system in the assigning of Resource Speaker.		
Resource Speakers were required to submit the curriculum vitae or other related documents.		
Resource Speakers submitted their slide decks.		
Resource Speakers prepared and submitted the pre and post tests.		

B. DURING INSET ACTIVITY

1. On plenary activity

Indicators	Very Evident	Moderately Evident	Not Evident
An opening plenary program has been conducted.			
The plenary program provided a clear instructions and guidelines.			

The plenary program was generally smooth and well-organized.			
Attendances of participants were properly taken and monitored.			
A QAME Tool has been properly facilitated and communicated to the participants.			

2. On Actual Training Activity

Indicators	Very Evident	Moderately Evident	Not Evident
Topics were facilitated based on schedule.			
Participants were effectively clustered based on need and schedule.			
Basic training facilities and materials were sufficiently provided.			
The pre and post tests were given to the participants accordingly.			
Attendances of participants were properly taken and monitored.			
A QAME Tool has been properly facilitated and communicated to the participants.			

C. POST INSET ACTIVITY

1. On Post Conference

Indicators	Very Evident	Moderately Evident	Not Evident
The TWG/PMT organized and conducted a post conference with some of the participants.			
Minutes of the post conference activity was properly done.			

2. On Closing program

Indicators	Very Evident	Moderately Evident	Not Evident
A closing program has been conducted.			
Necessary documentation has been properly done.			

Monitored by:

Name and Signature: _____

Date: _____

Enclosure 2

List of official Monitoring Team for the School-Based Midyear In-Service
Training for Teachers

Name	School
Ms. Evangeline M. Aman	Bagong Silang Elementary School
Dr. Armida S. Oblinada	Bayanan Elementary School-Main
Ms. Ma. Regaele A. Olarte	Pedro E. Diaz High School
Ms. Alyssa V. Aventurado	Tunasan National High School (JHS)
Ms. Mariel Eugene L. Luna	Lakeview Integrated Sch. (JHS)
Mr. Andres F. Sicam Jr.	Muntinlupa Buss. HS-Sucat Annex (JHS)
Ms. Clarisa C. Avila	Muntinlupa Science High School (JHS)
Dr. Gina U. Urquia	Victoria Homes Elementary School
Ms. Cecilia Teresa C. Claudel	Poblacion Elementary School
Dr. Theresa C. Dela Rosa	Cupang Elementary School-Annex
Dr. Marissa M. Andanza	Filinvest Alabang Elementary School
Ms. Chelo DG. Rongavilla	Bayanan Elementary School-Unit 1
Dr. Jayboy Evano	Lakeview Integrated Sch. (SHSJ)
Dr. John Albert B. Colle	Sucat Senior High School
Dr. Zoren Pepito L Gubalane	Cupang Senior High School
Dr. Mark Joseph C. Fernandez	Muntinlupa National High School (JHS)
Dr. Leonaida L. Gutierrez	Poblacion National High School
Ms. Ivy M. Romano	Muntinlupa Buss. High School-Main
	Buli Elementary School
Dr. Eric Fungo	Tunasan National High School (SHS)
Dr. Liliosa B. Palce	Muntinlupa National High School (SHS)
Ms. Rochelle A. Jimenez	Muntinlupa Science High School (SHS)
Dr. Yaledegler C. Maligaya	Sucat Elementary School -Main
Mr. Lambert B. Quesada	Sucat Elementary Pagkakaisa Zone 3 & 4
Mr. Eduardo L. Kondo	Cupang Elementary School -Main
Dr. Ma. Myra E. Namit	Muntinlupa Elementary School
Mr. Edison C. Enerlas	Alabang Elementary School
Ms. Phoebe R. Arroyo	Tunasan Elementary School
	Itaas Elementary School
Ms. Ada Trinidad A. Tagle	Putatan Elementary School
Dr. Ma. Carmen D. Solayao	Soldiers Hills Elementary School
Mr. King Solidini J. Torres	F.De Mesa Elementary School
	ALS Center

Enclosure 3

LIST OF OFFICIAL TRAINERS FOR THE HIGHER THINKING ORDER SKILLS
PROFESSIONAL LEARNING PACKAGES FOR MATHEMATICS, SCIENCE AND
ENGLISH TEACHERS

	Name	School
1	Dr. Rosendo E. Sangalang	LIS
2	Ms. Roxanne B. Dolleton	LIS
3	Ms. Maygleen L. Lunar	LIS
4	Mr. Reynante Espeleta	LIS
5	Ms. Redalyn D. Sierra	LIS
6	Mr. Bryan T. Abastillas	LIS
7	Ms. Gabriela S. Geronimo	LIS
8	Mr. John Bernard F. Santiago	LIS
9	Ms. Jade Angeline P. Castro	LIS
10	Ms. Jennielyn V. Bombasi	LIS
11	Mr. Renz Maveric G. Amil	LIS
12	Ms. Melonie D. Mater	LIS
13	Ms. Catherine Mae Macalindong	LIS

	Name	School
1	Dr. David Libao	PNHS
2	Mr. Jojit De Rama	PNHS
3	Ms. Zyra A. Trinidal	PNHS
4	Ms. Yoly R. Erfe	PNHS
5	Ms. Eleanore P. Gutierrez	PNHS
6	Ms. Dominga M. Bernardo	PNHS
7	Ms. Robigael T. Alvarez	PNHS
8	Ms. Arneliza A. Domingo	PNHS
9	Ms. Lalaine Alibudbud	PNHS

	Name	School
1	Ms. Eden B. Binaday	PEDHS
2	Mr. Gregorio Taclas	PEDHS
3	Ms. Emalyn Ballonado	PEDHS
4	Mr. John Paul C. Padilla	PEDHS
5	Dr. Dorothy A. Mendoza	PEDHS
6	Ms. Venus M. Bautista	PEDHS
7	Ms. Ma. Sally G. Marinas	PEDHS
8	Ms. Mira R. Sanchez	PEDHS
9	Ms. Salvacion M. Abayan	PEDHS

	Name	School
1	Ms. Vilma Villoria	MBHS
2	Dr. Evelyn P. Chavez	MBHS
3	Mr. Francisco M. Javier	MBHS
4	Ms. Chona C. Bundoc	MBHS
5	Ms. Myra I. Icatlo	MBHS
6	Mr. Jefferson B. Itulid	MBHS
7	Mr. Marvin R. Viernes	MBHS
8	Mr. Paul Alden S. Acuin	MBHS

	Name	School
1	Ms. Analyn A. Calo	MBHS ANNEX
2	Ms. Maria Glenda P. Benipayo	MBHS ANNEX
3	Ms. Rachelle P. Pistan	MBHS ANNEX
4	Ms. Yvonne M. Adoptante	MBHS ANNEX
5	Ms. Rachelle R. Quesada	MBHS ANNEX
6	Ms. Rachel S. Budiongan	MBHS ANNEX
7	Mr. Raynold Trinidad	MBHS ANNEX

	Name	School
1	Dr. Antonio Rocha	MNHS
2	Mr. Edward R. Montojo	MNHS
3	Ms. Rosalinda Benavidez	MNHS
4	Ms. Marijo B. Razote	MNHS
5	Ms. Olga Tabangcay	MNHS
6	Ms. Marilyn E. Salivio	MNHS
7	Ms. Charisma Joy S. Lulu	MNHS
8	Ms. Mary Grace C. De Vera	MNHS
9	Ms. Michelle L. Raro	MNHS
10	Mr. Leonard Christian D. Palma	MNHS
11	Mr. Junar P. Marquez	MNHS
12	Ms. Liezel B. Tulaylay	MNHS
13	Ms. Cristina C. Bermudez	MNHS
14	Mr. Glenn C. Maratas	MNHS

	Name	School
1	Dr. Ador B. Querubin	TNHS
2	Ms. Mara Libutan	TNHS
3	Ms. Mischelle M. Carino	TNHS
4	Mr. Benjamin M. Maala	TNHS
5	Ms. Elizabeth S. Cuizon	TNHS
6	Ms. Danica Anna C. Rocha	TNHS
7	Lougene N. Hilario	TNHS
8	Dr. Louie M. Valdez	TNHS
9	Ms. Michelle F. Bagsic	TNHS
10	Lyzette V. Mandap	TNHS
11	Krystelle R. Dumlao	TNHS

	Name	School
1	Dr. Florante C. Marmeto	MSHS
2	Ms. Maria Girle N. Diquit	MSHS
3	Ms. Shanelyn E. David	MSHS
4	Ms. Annalisa E. Tismo	MSHS
5	Ms. Mary Jane A. Amion	MSHS
6	Mr. Vicente B. Linchco, Jr.	MSHS
7	Mr. Kenneth L. Frias	MSHS
8	Mr. Ryan Jumar R. Pantoja	MSHS
9	Mr. Veterbo G. Torrechilla	MSHS
10	Mr. Mark Archei O. Javier	MSHS
11	Ms. Ana Liza C. Canilang	MSHS

	Name	School
1	Mr. Felipe Marapao	CSHS
2	Ms. Cynthia B. Agawin	CSHS
3	Mr. Ronnel Franco Landrito	CSHS
4	Ms. Irine G. Rocha	CSHS

Enclosure 4IN SERVICE TRAINING FOR TEACHERS MATRIX FOR EARLY LANGUAGE LITERACY
AND NUMERACY with FOCUS on THE SCIENCE OF READINGList of Speakers and Schools
January 25-26, 2024

	School	Speaker
1	Buli Elementary School	Ms. Marie Ann R. Esméria Ms. Mia De Guzman Ms. Chona Osia Ms. Kathrine Joyce Salacup Ms. Gemini Guevarra
2	Cupang Elementary School Main	Ms. Kathrine Joyce Salacup Ms. Chona Osia Ms. Marie Ann R. Esmeria Ms. Gemini Guevarra Ms. Mia De Guzman
3	Sucate Clustered School Sucate Elementary School Main Bagong Silang Zone 3 and 4	Ms. Gemini Guevarra Ms. Lorna Bejo Ms. Marie Ann R. Esmeria Ms. Kathrine Joyce Salacup Ms. Mia De Guzman
4	Itaas Elementary School	Ms. Marilyn N. Botor Ms. Lorraine G. Lelis Ms. Annabie L. Sanchez Ms. Juvilynne G. Razo Ms. Mary Jane Casacop Ms. Janeth T. Marquez Ms. Hazel G. Amor Ms. Emblame E. Uytiepo Dr. Ma. Myra E. Namit
5	Muntinlupa Elementary School	Ms. Shiela Mae Filomeno Ms. Hazel G. Amor Ms. Emblame E. Uytiepo Dr. Ma. Myra E. Namit Ms. Marilyn N. Botor Ms. Lorraine G. Lelis Ms. Annabie L. Sanchez Ms. Mary Jane Casacop Ms. Juvilynne G. Razo Ms. Janeth T. Marquez
6	Tunasan Elementary School	Ms. Annabie L. Sanchez Ms. Juvilynne G. Razo Ms. Mary Jane Casacop Ms. Janeth T. Marquez Ms. Shiela Mae Filomeno

		Ms. Hazel G. Amor Ms. Marilyn N. Botor
7	Putatan Elementary School	Dr. Ma. Myra E. Namit Ms. Emblame E. Uytiepo Ms. Marilyn N. Botor Ms. Lorraine G. Lelis Ms. Annabie L. Sanchez Ms. Juvilynne G. Razo Ms. Mary Jane Casacop Ms. Janeth T. Marquez Ms. Hazel G. Amor Ms. Shiela Mae Filomeno
8	Lakeview Integrated School	Ms. Mary Jane Casacop Ms. Janeth T. Marquez Ms. Shiela Mae Filomeno Ms. Hazel G. Amor Ms. Emblame E. Uytiepo Dr. Ma. Myra E. Namit Ms. Juvilynne G. Razo Ms. Lorraine G. Lelis Ms. Annabie L. Sanchez Ms. Marilyn N. Botor
9	Soldiers Hills Elementary School	Dr. Ma. Myra E. Namit Ms. Emblame E. Uytiepo Ms. Marilyn N. Botor Ms. Mary Jane Casacop Ms. Juvilynne G. Razo Ms. Annabie L. Sanchez Ms. Hazel G. Amor Ms. Shiela Mae Filomeno Ms. Janeth T. Marquez Ms. Lorraine G. Lelis
10	Alabang Elementary School	Ms. Ma. Preciosa M. Laderas Ms. Airene V. Raymundo Ms. Chanda B. Mabutas Ms. Marilou M. Magpantay
11	Bayanan Elementary School Unit 1	Ms. Ma. Preciosa M. Laderas Ms. Airene V. Raymundo Ms. Chanda B. Mabutas Ms. Marilou M. Magpantay
12	Filinvest Alabang Elementary School	Ms. Ginazel G. Beaulieu Ms. Yvette Alimagno Ms. Juliet D. Jajalla Dr. Ma. Theresa C. Dela Rosa Ms. Olivia G. Elloso
13	Cupang Elementary School Annex	Ms. Ginazel G. Beaulieu Ms. Yvette Alimagno Ms. Juliet D. Jajalla

		Dr. Ma. Theresa C. Dela Rosa Ms. Olivia G. Elloso
14	F. De Mesa Elementary School	Ms. Ginazel G. Beaulieu Ms. Yvette Alimagno Ms. Juliet D. Jajalla Dr. Ma. Theresa C. Dela Rosa Ms. Olivia G. Elloso
15	Bayanan Elementary School Main	Ms. Ginazel G. Beaulieu Ms. Yvette Alimagno Ms. Juliet D. Jajalla Dr. Ma. Theresa C. Dela Rosa Ms. Olivia G. Elloso
16	Poblacion Elementary School	Mrs. Maria Hazel B. Hernandez Mrs. Maureen Joy U. Co Ms. Krissa Mae Manal
17	Victoria Homes Elementary School	Mrs. Maria Hazel B. Hernandez Mrs. Maureen Joy U. Co Ms. Krissa Mae Manal Ms. Ma. Theresa C. Apil