



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 26 2024

MEMORANDUM

SCHOOL-BASED IN-SERVICE TRAINING FOR TEACHERS (INSET) MONITORING

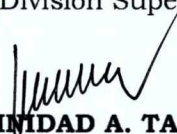
To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
All Secondary and Elementary School Heads/OICs
All Others Concerned

1. Relative to the conduct of the School-based In-Service Training for Teachers (INSET) for SY 2024-2025, attached are the list of the members of the monitoring team and the monitoring tools, for information and reference.
2. Immediate and wide dissemination of this Memorandum are desired.

For:

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

By:


ADA TRINIDAD A. TAGLE
Public Schools District Supervisor
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

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

EVALUATION

TRAINING

TEACHERS

IMR/INSET2024Monitoring
475 November 26, 2024

UN-2024-475

475



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Enclosure 1: Division Monitoring Team

Division Monitoring Team Members	NAME OF SCHOOL	SCHOOL HEAD/OIC
Dr. Evangeline M. Aman Dr. Lilia B. Palce Ms. Chelo DG. Rongavilla	Bagong Silang Elementary School	Mr. Felipe W. Marapao Jr.
	Pedro E. Diaz High School	Dr. Antonio B. Rocha
	Bayanan ES Main	Dr. Buena C. Dela Cruz
Dr. Alyssa V. Aventurado Mr. Lambert G. Quesada Mr. King Solidini J. Torres	Lakeview Integrated School (Elementary & Junior High School)	Dr. Rosendo E. Sangalang
	Tunasan NHS-JHS	Dr. Ador B. Querubin
	Muntinlupa Business HS Sucat Annex	Ms. Jinky D. Santos
	Muntinlupa Business High School- Main	Ms. Vilma S. Vioria
Ms. Clarisa C. Avila Dr. Armida S. Oblinada Dr. Paul Dela Vega	Muntinlupa Science High School (JHS)	Dr. Gina U. Urquia
	Victoria Homes Elementary School	Mr. Reynaldo O. Comisario
	Poblacion Elementary School	Dr. Raul T. Felix
Dr. Ma. Theresa C. Dela Rosa Dr. Marissa Andanza Mr. Andrei F. Sicam Jr.	Cupang Elementary School-Annex	Dr. Ma. Theresa C. Dela Rosa
	Filinvest Alabang Elementary School	Ms. Alma O. Bituin
	Bayanan Elementary School-Unit I	Dr. Jane May C. Valbuena
Dr. Jay Boy E. Evano Dr. John Albert Colle Dr. Zoren Pepito L. Gubalane	Sucate Senior High School	Dr. Jay Boy E. Evano
	Lakeview Integrated School- SHS	Dr. Rosendo E. Sangalang
	Cupang Senior High School	Dr. Evangeline M. Aman
	Poblacion National High School	Ms. Eden B. Binaday
Dr. Eric F. Fungo Ms. Mariel Eugene Luna Ms. Cecilia Claudel	Tunasan National High School- SHS	Dr. Ador B. Querubin
	Muntinlupa National High School (JHS & SHS)	Dr. Florante C. Marmeto
	Muntinlupa Science High School- SHS	Dr. Gina U. Urquia
Dr. Yaledogler C. Maligaya Mr. Edison Enerlas Mr. Eduardo Kondo	Sucate Elementary School Sitio Pagkakaisa Annex Zone 3 & 4	Dr. Jaime G. Bautista
	Buli Elementary School	Ms. Marie Ann R. Esmeria
	Cupang Elementary School - Main	Mr. Edizer Laqueo
	Sucate Elementary School - Main	Dr. Jennifer S. Joson
Dr. Ma. Myra E. Namit Dr. Leonaida Gutierrez Ms. Phoebe R. Arroyo	Muntinlupa Elementary School	Dr. Shella C. Navarro
	Alabang Elementary School	Dr. Ma. Aurora S. Bartolaba
	Tunasan Elementary School	Ms. Olivia G. Elloso
	Itaas Elementary School	Ms. Rhodora V. Mandap
Dr. Ada Trinidad A. Tagle Dr. Ma. Carmen Solayao Ms. Ivy M. Romano	Putatan Elementary School	Mr. Hilario G. Canasa
	Soldiers Hills Elementary School	Dr. Antonio C. Gagala
	F. De Mesa Elementary School	Ms. Maria Hazel B. Hernandez
	ALS Center	Dr. Marissa M. Andanza



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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: _____