



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 09 2026

MEMORANDUM

**MONITORING OF THE IN-SERVICE TRAINING FOR TEACHERS,
TERM 1-SY 2026-2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Relative to the conduct of the In-Service Training for Teachers (INSET), Term 1-SY 2026-2027, attached are the list of the members of the monitoring team and the monitoring tools, for reference.

2. All School Heads, through their respective INSET/L&D Focal Persons, are hereby directed to accomplish the attached Google Sheet and provide the required INSET information, including teacher attendance and the professional development topics covered during the INSET activities.

<https://tinyurl.com/INSET-Data-Term1-SY2627>

3. Immediate and wide dissemination of this Memorandum are desired.


VIOLETA M. GONZALES VI

Schools Division Superintendent

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

TRAININGS

TEACHERS

PROGRAMS

SCHOOLS

IMR/ INSET SY 2026-2027

362 September 9, 2026



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Enclosure 1: **INSET Monitoring Team**

DIVISION MONITORING TEAM	NAME OF SCHOOL	SCHOOL HEAD/OIC
Dr. Evangeline M. Aman Ms. Phoebe R. Arroyo Dr. Ma. Carmen D. Solayao	Poblacion National High School-JHS	Mr. Reynante H. Espeleta
	Muntinlupa National High School -JHS	Dr. Rosendo E. Sangalang
	Tunasan National High School - JHS	Ms. Vilma S. Vilorio
Dr. Jaime G. Bautista Ms. Chelo DG Rongavilla Mr. Edison E. Enerlas	Filinvest Alabang Elementary School	Ms. Zyra A. Trimidal
	Tunasan Elementary School	Ms. Olivia G. Elloso
	Victoria Homes Elementary School	Mr. Reynaldo O. Comisario
Dr. Ma. Theresa C. Dela Rosa Dr. Christian Paul Dela Vega Dr. Armida S. Oblinada	F. De Mesa Elementary School	Ms. Hayde F. Gucor
	Putatan Elementary School	Mr. Hilario G. Canasa
	Soldiers' Hills Elementary School	Dr. Antonio C. Gagala
	Bagong Silang Elementary School	Mr. Arsenio S. Medenilla
Dr. Meniano D. Ebor Dr. Jason B. Albaro Dr. Emelyn M. Ballonado	Cupang Senior High School	Ms. Jocelyn A. Morales
	Pedro E. Diaz High School	Dr. Antonio B. Rocha
	Sucat Senior High School	Dr. Jay Boy E. Evano
	Alternative Learning System (ALS)	Dr. Marissa M. Andanza
Dr. Jhemson C. Elis Mr. Ivy M. Romano Dr. Leonaida L. Gutierrez	Cupang Elementary School - Annex	Ms. Maricel S. Lumio
	Buli Elementary School	Mr. John William B. Cajano
	Cupang Elementary School Main	Ms. Alma O. Bituin
	Lakeview Integrated School- Elem	Mr. Felipe W. Marapao Jr.
	Sucat ES Sitio Pagkakaisa- Zone 3	Ms. Mary Jane S. Dalugdug
	Sucat ES Sitio Pagkakaisa- Zone 4	
Dr. Eric F. Fungo Ms. Cecilia Teresa Claudel Dr. Liliosa B. Palce Dr. Marissa M. Andanza	Lakeview Integrated School – SHS	Mr. Felipe W. Marapao Jr.
	Muntinlupa National High School-SHS	Dr. Rosendo E. Sangalang
	Muntinlupa Science High School	Dr. Ador B. Querubin
	Tunasan National High School- SHS	Ms. Vilma S. Vilorio
	Poblacion National High School-SHS	Mr. Reynante H. Espeleta
Dr. Yaledegler C. Maligaya Mr. King Solidini J. Torres Dr. John Albert B. Colle	Alabang Elementary School	Dr. Raul T. Feliz
	Bayanan Elementary School Main	Ms. Marie Ann R. Esmeria
	Bayanan Elementary School Unit 1	Dr. Jane May C. Valbuena
Dr. Ma. Myra E. Namit Dr. Zoren Pepito L. Gubalane Dr. Gina U. Urquia	Itaas Elementary School	Ms. Maria Hazel B. Hernandez
	Muntinlupa Elementary School	Dr. Shella C. Navarro
	Poblacion Elementary School	Dr. Jennifer S. Joson
Ms. Ada Trinidad A. Tagle Mr. Andres F. Sicam Ms. Mariel Eugene L. Luna	Sucat Elementary School Main	Mr. Edizer S. Laqueo
	Muntinlupa Business High School Main	Dr. Louie M. Valdez
	Muntinlupa Business High School Sucat Annex	Ms. Jinky DC. Santos



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Enclosure 2: INSET Monitoring Tool

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.			



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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: _____