



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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DEC 11 2020

MEMORANDUM TO:


OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Principals
Public Schools Only

**ADDENDUM TO UNNUMBERED DIVISION MEMORANDUM DATED DECEMBER 9, 2020
RE: DECEMBER 2020 DIVISION (IN-SERVICE TRAINING FOR TEACHERS) INSET**

This is to inform the field that all participants should register to <https://forms.gle/kGBBVanCthp3ZE79> on or before **12:00 noon of December 13, 2020.**

The meeting link for the said undertaking shall be forwarded to the schools' email by the ICT Unit on December 12, 2020.

Immediate and wide dissemination of this memorandum is desired.


SHERYLL T. GAYOLA
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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DEC 09 2020

MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Elementary and Secondary School Heads
 Officers-in-Charge
 Public Schools Only
 All Others Concerned

DECEMBER 2020 Division (In-Service Training for Teachers) INSET

This is to inform the field that this Division will conduct the **December 2020 INSET** on **December 14-16, 2020**. Please refer to the table below for the details of the seminar.

ACTIVITY	DATE AND TIME	PARTICIPANTS
PHASE 1 Pre-INSET/ Preparation	December 7 & 9, 2020 8:00 AM to 5:00 PM	<ul style="list-style-type: none"> • OIC-SDS • OIC-ASDS • SGOD Chief • 10 Education Program Supervisors • 7 Public Schools District Supervisors • 2 ALS Education Program Specialists • 2 SGOD Senior Education Program Specialists • 2 SGOD Education Program Specialists
PHASE 2 INSET Proper	December 14-16, 2020 8:00 AM to 5:00 PM	<ul style="list-style-type: none"> • All School Heads • All SHS Assistant School Principals • All Head Teachers (Secondary Level) • All Teachers (Elementary and Secondary Levels)
PHASE 3 School-Based Workshop	December 17-18, 2020 8:00 AM to 5:00 PM	<ul style="list-style-type: none"> • All School Heads and Teachers

The Phase 3 will be monitored by the Education Program Supervisors and Public Schools District Supervisors.

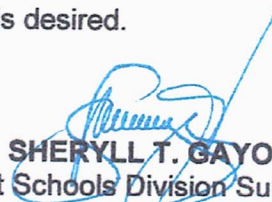
Preparation for Phase 1 will be conducted face to face. However, for the other session, it will be conducted via virtual platform. The webinar link will be sent to the School Heads.

Please see inclosures 1 and 2 for the Training Matrix and Technical Working Committee.

Expenses relative to the conduct of the said activity shall be charged to the Division INSET Fund/School MOOE subject to usual accounting and auditing rules and regulations.

Participation of all concerned is highly enjoined.

Immediate and wide dissemination of this Memorandum is desired.


SHERYLL T. GAYOLA
 Assistant Schools Division Superintendent
 Officer-in-Charge