



Republic of the Philippines
Department of Education
Region X
CAGAYAN DE ORO CITY DIVISION



Fr. William F. Masterson, S.J. Avenue,
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Memorandum No. _____, s. 2019

**ADDITIONAL INSTRUCTIONS FOR THE CONDUCT OF THE 2019 MID-YEAR IN SERVICE TRAINING FOR
TEACHERS**

To: Assistant Schools Division Superintendent
OIC Chief, Curriculum Implementation Division (CID)
Chief, Schools Governance and Operations Division (SGOD)
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Elementary and Secondary Public School Heads and Teachers
This Division

1. Relative to the continued efforts of upgrading the competencies of teachers, this Office reiterates the conduct of activities for the 2019 Midyear In-Service Training which is scheduled on October 21 – 25, 2019.
2. All school heads are directed to take the lead in this undertaking. Hence, teachers' attendance to the aforesaid training is a must.
3. All Public Schools District Supervisors and Education Program Supervisors together with the team from the Schools Governance and Operations Division (SGOD) are mandated to monitor the conduct of the In Service Training in the different Districts. The following components should be given emphasis by the monitoring team:
 - a. Approved Training Matrix
 - b. Opening and Closing Program
 - c. Actual Program of Activities
 - d. Attendance Sheets of teachers including invited resource speakers/lecturers
4. Details of the mentioned documents should be properly documented in the Back To Office Report of the monitoring officials.
5. It is also emphasized that to guarantee maximum quality in the conduct of the training, actual presence of school heads and teachers at regular working hours shall be enforced.
6. Immediate compliance of this memorandum is desired.

JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent