



**September 29, 2016**

**DIVISION MEMORANDUM**

No. 594, s. 2016

**CONDUCT OF SCHOOL/DISTRICT-BASED MIDYEAR IN-SERVICE TRAINING (INSET)**

**To: Assistant Superintendents  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads**

1. To support the teachers' continuing professional development, this Office hereby directs the field to conduct the **School/District- Based Midyear In-Service Training (INSET)** during the Semestral Break for Students on October 24-28, 2016.
2. This INSET shall focus on:
  - a. Least Mastered Skills (NAT);
  - b. Child Protection Policy;
  - c. Anger Management;
  - d. DepEd Order No. 42, s. 2016 (Policy Guidelines on Daily Lesson Preparation for K to 12 Basic Education Program);
  - e. Localization/Contextualization/Indigenization of IMs;
  - f. Differentiated Instruction (DI);
  - g. Dealing with Learners At Risk of Dropping Out (LARDO); and
  - h. ICT, DRRE and Drug Prevention Education Integration.
3. Relative to this, District Supervisors/OICs and School Heads are required to submit their Training Resource Package with session guides to this Office (Attention: Dr. Victor A. Ybanez, SEPS-HRDO) a week before the conduct of the INSET.
4. Considering the importance of this activity, this Office directs all the personnel involved to take into account the needed preparation to ensure 100% attendance of the teachers during the weeklong activity.
5. Expenses incurred during the conduct of this activity shall be chargeable against **Local School/SEF/PTA Funds**, subject to their availability and the usual accounting and auditing rules and regulations.
6. Wide dissemination of and compliance with this Memorandum is directed.

  
**RHEA MARA ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent