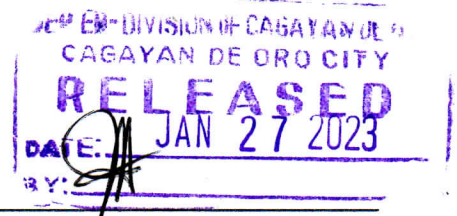




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

27 January 2023

DIVISION MEMORANDUM

No. 31 s. 2023

CONDUCT OF 2023 MID-YEAR BREAK IN SERVICE TRAINING

TO:

OIC-Assistant Schools Division Superintendent
OIC, Chief, Curriculum Implementation Division
Chief, School Governance and Operation Division
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 34, s.2022 titled School Calendar and Activities for School Year 2022-2023, the mid-year break is scheduled on **February 6-10, 2023** where in the first two days of the five day mid-year break maybe spent for the midyear performance review and evaluation of school-based personnel as well as the evaluation of the school's progress attained in the implementation of the programs, projects, and activities (PPAs), while the last three days may be devoted for the conduct of the District-based In-Service Training (INSET) activities for the teachers' continuing professional development and the preparation of their instructional materials.
2. District-based/school-based INSET shall include topics and skills which are already determined and prepared by this Office and to be delivered and facilitated by the school principals/heads. Hence, training of trainers and facilitators shall be conducted on **February 1, 2023** at the venue to be announced in a separate memo.
3. Districts with small schools and few number of teachers can cluster or group schools for the conduct of school-based INSET.
4. To ensure that the conduct of the school INSET is aligned to wider NEAP Professional Development Framework that seeks alignment of training programs to the professional standards for teachers and in anticipation of the issuance of the omnibus guidelines in the implementation of the school-based/district based Learning and Development System, Subsystems, and Processes, schools and districts shall submit their program designs using the updated templates (adapted from NEAP Program Recognition Application form.
5. In view thereof, all schools are expected to submit to this office, through the Human Resource Development Section, their respective In-Service Training (INSET) on or before **February 2, 2023**.



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048

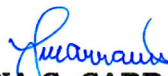


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6. Expenses incurred relative to the conduct of the school INSET such as meals and other expenses shall be charged against of the School MOOE subject to the usual accounting and auditing rules and regulations.
7. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender and sexual orientation, disability, religion and ethnicity
8. Immediate compliance of this Memorandum is desired.

CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

For the Schools Division Superintendent:


LOREBINA C. CARRASCO
OIC, Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

JSM/DM- conduct of 2023 mid-year break in service training
January 27, 2023



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