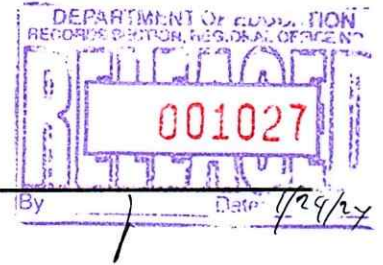




Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 093s. 2024

**MONITORING TOOL FOR THE 2024 MIDYEAR INSET**

To: Schools Division Superintendent

1. In view of the conduct of the 2024 Midyear In Service Training (INSET) of Teachers, this Office requests all Schools Division Offices to utilize the attached Monitoring Tool, for proper monitoring and reporting purposes.
2. It is reminded that all Schools Division Offices are required to submit Midyear INSET report to <https://sites.google.com/deped.gov.ph/inset2024> on/before February 9, 2024.
3. For immediate dissemination.

For the Regional Director:

**RHODA T. RAZON**  
Director III

HRDD/jmv/RM\_MidyerINSETTool  
January 23, 2024



## MONITORING TOOL FOR THE CONDUCT OF MIDYEAR INSET

Division: \_\_\_\_\_  
 District: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Address: \_\_\_\_\_

School ID: \_\_\_\_\_  
 School Head: \_\_\_\_\_  
 School Category: \_\_\_\_\_  
 No. of Personnel: Teaching:\* \_\_\_\_\_ SH: \_\_\_\_\_  
 Sex D. Data: Male: \_\_\_\_\_ Female: \_\_\_\_\_

### PART I

INDICATORS	YES	NO	REMARKS
1. The Midyear INSET strictly observes the use of two days to			
a. <b>evaluate the school's progress</b> in implementing the educational programs, projects, and activities			
b. <b>review the performance</b> of teachers and the school staff			
2. The Midyear INSET strictly observes the use of three days to <b>conduct needs-based training.</b>			
3. The school has an <b>approved training matrix</b> intended to cover all the days of the INSET.			
4. The INSET is planned covering the <b>priority areas</b> as stated in RM 036 s. 2024 and RM 058 s. 2024.			
a. Training for Teachers Teaching Non-Major			
b. Microsoft 365 Productivity Online Training through DepEd Philippines			
c. National Learning Camp			
d. National Reading Program			
e. National Mathematics Program			
f. Catch-up Fridays			
g. Early Language Literacy and Numeracy (ELLN)			
h. Policy Guidelines on the Implementation of the Comprehensive Sexuality Education ( <a href="#">DepEd Order No. 31 s. 2018</a> )			
i. Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education ( <a href="#">DepEd Order No. 31 s. 2022</a> )			
j. DepEd Child Protection Policy ( <a href="#">DepEd Order No. 40 s. 2012</a> )			
k. Safe Spaces Act ( <a href="#">Republic Act 11313</a> )			
5. The sessions in the INSET are facilitated by teachers (or invited learning facilitators) who are trained or have mastery of the content.			
6. The INSET participants are required to have Job-Embedded Learning (JEL) as reflected in the session/training matrix.			

7.	The school uses the Maintenance and Other Operating Expenses (MOOE) in the conduct of the school-based INSET.			
8.	The participants are given adequate opportunities to highly engage in the sessions.			
9.	The participants attention are not divided with other school activities.			
10.	The attendance of teachers is strictly monitored on a daily basis (including the time in and time out).			

**PART II**

**Additional priority areas**

a.	Philippine Professional Standards for Teachers (PPST)			
b.	Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs)			
c.	Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs)			
d.	Learning Assessment			

**Breakdown of Teaching Personnel:**

Teacher 1 \_\_\_\_\_  
 Teacher 2 \_\_\_\_\_  
 Teacher 3 \_\_\_\_\_

Master Teacher I \_\_\_\_\_  
 Master Teacher II \_\_\_\_\_  
 Master Teacher III \_\_\_\_\_  
 Master teacher IV \_\_\_\_\_  
**Others:** \_\_\_\_\_

Head Teacher I \_\_\_\_\_  
 Head Teacher II \_\_\_\_\_  
 Head Teacher III \_\_\_\_\_  
 Head Teacher IV \_\_\_\_\_  
**Others:** \_\_\_\_\_

**OTHER COMMENTS/ OBSERVATIONS:**

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**RECOMMENDATIONS:**

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**Name and Signature of Monitoring Personnel**