



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

December 1, 2020

**DIVISION MEMORANDUM**  
No. 617, s. 2020

**IN-SERVICE TRAINING OF TEACHERS (INSET) 2020**

**TO : ASST. SCHOOLS DIVISION SUPERINTENDENTS  
EDUCATION PROGRAM SUPERVISORS  
PSDSs/ACTING PSDSs  
ELEMENTARY & SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED**

1. Pursuant to DepEd Order No. 007, s. 2020 entitled "School Calendar and Activities for School Year 2020-2021 dated May 11, 2020, the Mid-Year In-Service Training of Teachers (INSET) will be conducted on December 14-18, 2020.
2. In preparation for the INSET, the Schools Division of Bohol, through School Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID), will conduct the training of trainers (ToT) for the In-Service Training of Teachers 2020 on **December 7-8, 2020 at Reynas the Haven and Garden, New Calceta Street, Cogon District, Tagbilaran City.**
3. The ToT aims to capacitate District Trainers to roll-out the said training during the In-Service Training of Teachers (INSET 2020).
4. The participants to the TOT are the **Public Schools District Supervisors (PSDSs) and District Learning and Development (L&D) Coordinators.** They are required to bring laptop, extension cord, latest SIP, AIP and SLCP (soft copy will do).
5. Below is the Activity Matrix for the INSET which includes the items stated in the guidelines:

<b>DAY 1 December 14, 2020</b>	<b>DAY 2 December 15, 2020</b>	<b>DAY 3 December 16, 2020</b>	<b>DAY 4 December 17, 2020</b>	<b>DAY 5 December 18, 2020</b>
Adjustment of SIP/AIP	Teachers' IPCR	Other Topics for Continuous Professional Development		
	DO 31 s. 2020 Module Writing	↓	↓	↓

6. The subject area training programs, including Kindergarten and MG training programs conducted at the division level by the Education Program Supervisors (EPSvrs) shall be rolled-out to teachers during the INSET.
7. This activity will be monitored by the Education Program Supervisors and SGOD Team. They shall conduct random monitoring in the three (3) Congressional Districts. It is directed that this is a **school based activity**. In no way shall it be conducted outside the school premises. The School Heads, with the guidance and support of the Public Schools District Supervisors shall decide on the appropriate mechanism for its successful conduct and with adherence to the IATF health and safety protocols.
8. Expenses relative to the conduct of the INSET such as lunch and snacks and other materials of teachers shall be charged to the School MOOE/local funds, subject to the usual accounting and auditing rules and regulations.
9. Travel and other incidental expenses incurred by the participants and facilitators during the ToT shall be charged to MOOE/local funds, while food and accommodation shall be charged against Division HRTD Funds, subject to the usual accounting and auditing rules and regulations.
10. For the information, guidance and compliance of all concerned.
11. This memorandum serves as **Travel Order**.
12. Immediate and wide dissemination of this Memorandum is directed.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent 