



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 31, 2023

DIVISIONAL MEMORANDUM

No. 035, s. 2023

**MID-YEAR PERFORMANCE REVIEW AND EVALUATION
AND SCHOOL-BASED IN-SERVICE TRAINING (INSET)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Elementary and Secondary School Heads/Department Heads
Concerned Personnel
This Division

1. In reference to DepEd Order No. 034, s. 2022, re: "School Calendar and Activities for School Year 2022-2023 and DepEd Order No. 2, s. 2015, re: " Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education," this Office announces the conduct of the Mid-Year Performance Review and Evaluation and School-Based In-Service Training (INSET) scheduled on February 6-10, 2023.
2. The first two days shall be spent in evaluating the school's progress in the implementation of the educational programs, projects, and activities as well as in reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three days shall be devoted to the conduct of the school-based INSET activities for the teachers' continued professional development and the preparation of the instructional materials.
3. For the conduct of school level INSET particularly on the last three days of the five-day mid-year break, topics are based on the Professional Development Priorities for Teachers and School Leaders for SY 2020-2023 as stipulated in DepEd Memorandum No. 50, s. 2020. The education program supervisors shall prepare the powerpoint presentations/slide decks of the suggested topics which will be shared to the school heads who shall serve as the resource speakers of their respective schools.
4. Education Program Supervisors and Public Schools District Supervisors shall monitor the conduct of the week-long activity.
5. All schools are required to submit an accomplishment report on or before February 28, 2023.



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6. Expenses to be incurred relative to the conduct of the mid-year school-based in-service activities shall be charged against School Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting and auditing rules and procedures.
7. The participation of teachers and school leaders for the Mid-Year Performance Review and Evaluation and School-based INSET is in adherence to this Office's Implementation of Equal Opportunity Policy (EOP) as stipulated in Divisional Memorandum No. 111-B, s. 2018, that there is no discrimination on account of age, gender, sexual orientation, civil status, disability, religion, political affiliation, among others.
8. Queries regarding this matter can be channeled to Jeanelei L. Carolino, EPS-II (HRD) at 094858002639 and Mary Joy G. Doromal, SEPS-HRD at 09072787553.
9. Immediate dissemination of this Memorandum is highly desired.

JEAN G. VELOSO ✓
Schools Division Superintendent

Encl: As Stated

Reference: DepEd Order No. 004, s. 2022 and DepEd Order No. 2, s. 2015

To be indicated in the Perpetual Index
under the following subjects:

MID-YEAR PERFORMANCE REVIEW SCHOOL INSET SCHOOL LEADERS TEACHERS

SGO/SBC Mid-Year Performance Review and School-Based In-Service Training (INSET)
_____/January 31, 2023



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MID-YEAR PERFORMANCE REVIEW AND EVALUATION AND SCHOOL-BASED IN-SERVICE TRAINING (INSET)
 For School Year 2022-2023

February 6-10, 2023

7:30 a.m. - 12:00 noon; 1:00 p.m. - 4:30 p.m.

Time	Day 1 February 6, 2023 (Monday)	Day 2 February 7, 2023 (Tuesday)	Day 3 February 8, 2023 (Wednesday)	Day 4 February 9, 2023 (Thursday)	Day 5 February 10, 2023 (Friday)
7:30 a.m. - 8:30 a.m.	Opening Program	Management of Learning (MOL)	Management of Learning (MOL)	Management of Learning (MOL)	Management of Learning (MOL)
8:30 a.m. - 9:45 a.m.	Mid-Year Performance Review and Evaluation	Mid-Year Performance Review and Evaluation	Learning-Centered Approaches	Learning-Centered Approaches	Designing Classroom Assessment
9:45 a.m. - 10:00 a.m.	HEALTH BREAK				
10:00 a.m. - 11:00 a.m.			<ul style="list-style-type: none"> • Constructivism • Inquiry-Based • Reflective 	<ul style="list-style-type: none"> • Collaborative • Integrative 	<ul style="list-style-type: none"> • Using the Six Levels of Cognitive Process Dimensions
11:00 a.m. - 12:00 noon					<ul style="list-style-type: none"> • Guidelines in Test Construction (Multiple Choice)
12:00 noon - 1:00 p.m.	NOON BREAK				



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1:00 p.m. - 2:30 p.m.	↓	↓	WORKSHOP/OPEN FORUM/PRESENTATION OF OUTPUT	WORKSHOP/OPEN FORUM/PRESENTATION OF OUTPUT	• Table of Specifications (TOS)
2:30 p.m. - 3:45 p.m.					WORKSHOP/OPEN FORUM
3:45 p.m. - 4:30 p.m.					Closing Program

