



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

January 10, 2024

**DIVISIONAL MEMORANDUM**

No. 012, s. 2024

**MIDYEAR PERFORMANCE REVIEW AND EVALUATION  
AND SCHOOL-BASED IN-SERVICE TRAINING (INSET)  
OF TEACHERS FOR SY 2023-2024**

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. 22, s. 2023, re: “Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024,” 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 Midyear Performance Review and Evaluation and School-Based In-Service Training (INSET) of Teachers for SY 2023-2024 on January 24-26 and January 29-30, 2024.
2. The first two (2) days shall be spent evaluating the school’s progress in implementing the educational programs, projects, and activities, as well as reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three (3) days shall be devoted to the conduct of school-based INSET activities for the teachers and preparation of instructional materials, *see attached program of suggested activities*.
3. The schools are reminded that the focus on the midyear activity will be on:
  - A. Learner Diversity and Student Inclusion;
  - B. Assessment and Reporting in the K to 12 Basic Education Program;
  - C. 21<sup>st</sup> Century Skills and ICT Integration in Teaching and Assessment;  
and
  - D. Curriculum Contextualization, Localization, and Indigenization.
4. Suggested topics will also be based on the consolidated report of the training needs of teachers which are reflected in Part IV Development Plan of the



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2020 Individual Performance Commitment and Review Form (IPCRF) and Self-Assessment Tool (SAT).

5. For monitoring purposes, school heads are advised to submit Activity Proposal on Midyear Performance Review and Evaluation and School-Based In-Service Training (INSET) to the Curriculum Implementation Division (CID), attn: Anacleta A. Gacasan, *Chief-ES, CID* on or before January 17 2024, Wednesday.
6. Expenses to be incurred relative to the conduct of the activity 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 review and school-based INSET is in adherence to the principles of equal opportunity for continuous improvement that there is no discrimination on account of age, gender, civil status, disability, religion, political affiliation, medical conditions 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.

**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Encl.: None  
Reference: DepEd Order No. 022, s. 2023 and DepEd Order No. 2, s. 2015  
To be indicated in the Perpetual Index  
under the following subjects:

**MID-YEAR PERFORMANCE REVIEW      SCHOOL-BASED INSET      TEACHERS**

SGOD/SBC Midyear Performance Review and Evaluation and School-Based In-Service Training (INSET)  
of Teachers for SY 2023-2024  
\_\_\_\_ January 10, 2024



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**PANDONG**  
#PadayonAsensoOzamiz



**MIDYEAR PERFORMANCE REVIEW AND EVALUATION AND SCHOOL-BASED IN-SERVICE TRAINING (INSET)  
OF TEACHERS FOR SY 2023-2024**  
January 24-26, 2024 and January 29-30, 2024

**SUGGESTED PROGRAM OF ACTIVITIES**

Time	Day 1		Day 2		Day 3		Day 4		Day 5			
	January 24, 2024		January 25, 2024		January 26, 2024		January 29, 2024		January 30, 2024			
7:30 a.m. - 8:30 a.m.	<b>Opening Program</b>				Assessment		Monday		Tuesday			
8:30 a.m. - 9:45 a.m.	Midyear Performance Review and Evaluation		Midyear Performance Review and Evaluation		A. Bloom's Taxonomy (Elementary Schools) B. HOTS-SOLO (Junior and Senior High Schools)		Contextualization in the Classroom		Revisiting Child Protection Policy			
9:45 a.m. - 10:00 a.m.					Health Break							
10:00 a.m. - 11:00 a.m.	Noon Break		Noon Break		Health Break							
11:00 a.m. - 12:00 noon												
12:00 noon-1:00 p.m.					Workshop						Demo Teaching	
1:00 p.m. - 3:00 p.m.	Health Break		Health Break		Critiquing of Outputs		Personal Growth and Professional Development		Closing Remarks			
3:00 p.m. - 3:15 p.m.												
3:15 p.m. - 5:00 p.m.												