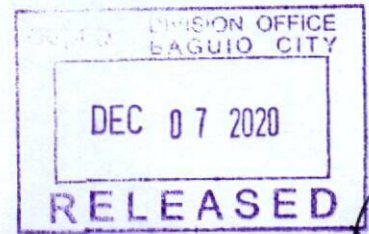




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



03 DECEMBER 2020

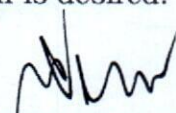
DIVISION MEMORANDUM

No. 445, s. 2020

**REVIEW AND EVALUATION TOOL FOR SCHOOL INSERVICE TRAINING FOR
TEACHERS (INSET) PROPOSALS**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
School heads
Other Concerned

1. In line with the DepEd Basic Education Learning Continuity Plan particularly, Pillar 3 on the upskilling and reskilling of teachers, and in consonance with the Schools Division of Baguio City's pursuit for continual improvement, this office issues the review and evaluation tool for school Inservice Training for Teachers (INSET) for utilization.
2. The purpose of the review and evaluation tool is to ensure that all indicators are complied with before the Office of the Assistant Schools Division Superintendent will recommend for approval to the Schools Division Superintendent.
3. The Public Schools District Supervisor will utilize the said review and evaluation tool as regards the INSET proposals upon submission by the School Heads.
4. Immediate dissemination of this memorandum is desired.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



"HANDANG MAG SERBISYO"

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Registration Number: RU-19-2500-026
Issued on December 27, 2019



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
 #82 Military Cut-Off, Baguio City
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REVIEW AND EVALUATION TOOL FOR SCHOOL INSET PROPOSALS
 SY 2020-2021

Name of School: _____ Date of Review & Evaluation: _____

Name of School Head: _____ Mode: ___ Virtual ___ Face-to Face

Components	Indicator	Evaluation			Remark/s
		Evident	Partially Evident	Not Evident	
Part I					
1. Format	Followed the SDO recommended format				
2. Signatories	Followed the SDO recommended signatories				
Part II: Content					
A. PROGRAM TITLE	Included important key words that will relate the proposal to the intended activity				
B. VENUE	Venue is appropriate to the activity to be conducted				
C. TARGET BENEFICIARIES	Specified number of beneficiaries, (indicating gender -male & female)				
D. RATIONALE	Anchored on the need of teachers based from their IPPD (Individual Professional Development Plan), applying Equal Opportunity Principle (EOP) to learning & development.				
E. ASSESSMENT	Stated how the participants will apply their learning either in their personal or professional lives.				
F. TRAINING DESCRIPTION	Contained a detailed description of series of activities aimed at solving a certain problem/gap; how the proposal was conceptualized				
G. OBJECTIVES	Followed the SMART principles and use appropriate words to state specific behavior of performance the participants should be able to demonstrate				
H. METHODOLOGY	Methodologies of INSET recognized the nature of adult learners: active, experiential, social, learning styles				
I. IMPLEMENTATION PLAN	Composed of 3 phases- Pre-Implementation, Implementation, and Post-Implementation				
J. BUDGETARY REQUIREMENTS	Specified logistics and source of funds				
K. TERMS OF REFERENCE	Defined roles per individual/committee or as designed				
L. MONITORING & EVALUATION PLAN	Included tracking of the output/outcome of the INSET				
M. Gad Attribution (HGDC if applicable)	Included computations of GAD Attributions following the required template				
Part III: Attachment:					
Result of School consolidated IPDP	Training needs from the IPDP were incorporated in the INSET.				
Pre-test/Post Test Activity Sheet	The activity encompassed the salient points of the INSET.				
Program Evaluation Tool	Attached the SDO-SMME Monitoring and Evaluation Tool				

Reviewed and Evaluated by:

Recommending Approval:

 PSDS

JULIET C. SANNAD, EdD
 Chief, Curriculum Implementation Division

Approved by:

CHRISTOPHER C. BENIGNO
 OIC, Assistant Schools Division Superintendent