



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 NOV 2020

DIVISION MEMORANDUM

No. 304 s. 2020

SUBMISSION OF IN-SERVICE TRAINING (IN-SET) PLAN FOR SY 2020-2021

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Unit/Section
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In line with DepED Order No. 007, s. 2020, entitled *School Calendar and Activities for School Year 2020-2021*, and the *Implementing Guidelines on the School Calendar and Activities for SY 2020-2021*, applicable to both public and private elementary and secondary schools including CLCs nationwide, the Schools Division of Tayabas City calls the attention of all public elementary and secondary schools to **prepare and submit their respective IN-SET Plan**, on or before **November 27, 2020**, which will have to be implemented from **December 14 to 18**, during the Mid-Year INSET.

2. The **In-Service Training (INSET)** is a learning and development activity for teachers and staff that may include seminars, workshops, conferences, exhibitions and Learning Action Cells (LACs) that are designed to update their knowledge, skills, and competencies that will result to considerable evidence of improved teaching-learning and instructional leadership practices which enhance learners' performance and competency levels.

3. Likewise, all concerned are reminded that the Bureau of Learning Delivery (BLD), the Curriculum Learning Management Division (CLMD), the Curriculum Implementation Division (CID), and the School Governance and Operations Division (SGOD) shall monitor compliance of schools with the provision of these guidelines.

4. Furthermore, this office reiterates the compliance with minimum health standards issued by DepEd, consistent with guidelines of the Department of Health (DOH), the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), and the Office of the President (OP), in the implementation of the INSET Plan.

5. Wide dissemination and strict compliance of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



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