



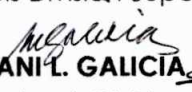
Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF TAYABAS
Luis Palad Comp., Brgy. Ipilan, Tayabas City



DEPED-TAY-DM-SGOD-18- 348

TO : **ASST. SCHOOLS DIVISION SUPERINTENDENT,
CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC SECONDARY SCHOOLS**

FOR : **CATHERINE P. TALAVERA, CESO VI**
Schools Division Superintendent

BY : 
MAYLANI L. GALICIA
Asst. Schools Division Superintendent, Officer-in-Charge

SUBJECT : **IN-SERVICE TRAINING (INSET) PLANNING WITH THE SECONDARY
SCHOOL HEADS**

DATE : **October 16, 2018**

Relative to DepEd Order No. 25 s. 2018, re: School Calendar for School Year 2018-2019, the schedule for the In-Service Training for Teachers is on October 22-26, 2018. This office reiterates provision No. 9 of Enclosure No. 1 of said Order which states that "At the end of the Second Quarter, a semestral break for learners shall be observed to evaluate individual teachers and their collective performance, to conduct the In-Service Training (INSET) activities and to prepare their Instructional Materials (IMs) for their continuing professional development.

In view of this, a planning session with the school heads of all secondary schools, Junior and Senior High Schools, is scheduled on October 16, 2018 at 3 o'clock in the afternoon at the Office of the Asst. Schools Division Superintendent.

Wide dissemination of this memorandum is desired.

We, the personnel of the SDO Tayabas City commit to continuously SOAR HIGH.

S-atisfy customers' needs *O*-ptimize the use of ICT enabled system *A*-dvocate in the promotion of healthy schools *R*-ender timely and responsive services
H-elp create a child-friendly environment *I*-ntegrate QMS in all SDO activities *G*-overn gender sensitive workplace *H*-all quality standards

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