



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-18-351

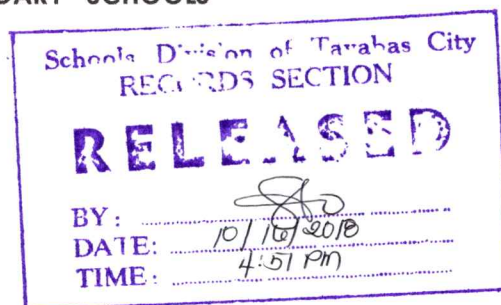
TO : OIC ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED

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

BY : 
Dr. MAYLANI L. GALICIA
OIC – ASDS- OFFICER OF THE DAY

SUBJECT : CONDUCT OF IN-SERVICE TRAININGS FOR TEACHERS

DATE : OCTOBER 16, 2018



1. As per DepeD Order No. 25, s. 2018 pertaining to School Calendar for School Year 2018-2019 all schools are reminded to strictly observe the following schedules:

October 22 and 26, 2018 – School-based In-Service Training for Teachers Except for the Newly-hired teachers who will attend the Teacher Induction Program Orientation on the same dates stipulated on a separate memo.

October 23-25, 2018 Division Wide INSET to be conducted at Luis Palad Integrated NHS.

2. All school heads should submit a list of all the Learning and Development programs/ INSETs with proposal to be conducted in the school during the specified dates to SEPS HRTD, Fideliza V. Luces on or before October 18, 2018 and submit accomplishment report through email address of (fideliza.luces@deped.gov.ph) not later than October 30, 2018.
3. The basis of INSET is the IPPDs consistent with the SPPD and SIP.
4. All reports shall be in a NEWS LETTER TYPE, plotted in a long coupon bond (Portrait Orientation)
5. The School Governance and Operations Division shall monitor the conduct of said activity.
6. Travel abroad on vacation leave of absence is highly discouraged during the conduct of the INSET.
7. Attached hereto is the Monitoring officials during the school-based INSET
8. Immediate and 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

Email: tayabas.city@deped.gov.ph
Website: deped.tayabas.gov.ph

Tel. No.: (042) 797 - 0591
Telefax No.: (042) 797-0054 or (042) 797-0773



Enclosure No. 1

**MONITORING OFFICIALS DURING THE CONDUCT OF FIRST PERIODICAL TEST
SY 2018-2019**

SCHOOLS	MONITORING OFFICIALS	DATE
Busal ES East Palale ES South Palale ES North Palale ES West Palale ES WNHS Masin ES Valencia ES Ilasan ES Katigan-Alupay ES	Fideliza V. Luces	October 22-26, 2018
Alsam ES Lawigue ES Lakawan ES Mate ES Pandakaki ES Wakas ES RQMNHS Domit ES FELES Kalumpang ES Gibanga ES	Aldwin V. Capistrano	October 22-26, 2018
TECS I,II and III Tayabas West Central School II	Marelis C. Ferro	October 22-26, 2018
Potol ES TCDSHSA Eugenio Lopez ES Malao-a ES Ipilan-ALitao ES LPIHS TWCS I, III and IV Lalo ES Dapdap HIS	Ermelo C. Escobinas	October 22-26, 2018

This serves as travel authority.

Note: The Schools Division Superintendent, Assistant Schools Division Superintendent, Chief of School Governance and Operations Division and Chief of Curriculum Implementation Division will likewise conduct monitoring in the administration of Second Quarterly Examinations on a random basis.

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