



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

November 27, 2024

DIVISION MEMORANDUM

No. 757, s. 2024

ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 752, S. 2024 TITLED “MONITORING OF THE IN-SERVICE TRAINING (INSET) FOR TEACHERS FOR SCHOOL YEAR 2024-2025”

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. Relative to Division Memorandum No. 752, s. 2024 titled **MONITORING OF THE IN-SERVICE TRAINING (INSET) FOR TEACHERS FOR SCHOOL YEAR 2024-2025**, this Office requests each school to prepare and submit the following documents, two weeks after the INSET:

- a. Duly accomplished Activity Matrix using the attached template;
- b. Endorsement/List of Teachers attending NEAP PD Programs with Certificate of Participation sent by NEAP after the completion of the INSET;
- c. Copy of Approved Budget; and
- d. Reproduced copy of Attendance Sheets.

All documents shall be prepared by the school heads, with recommending approval of the concerned Public Schools District Supervisor and to be approved by the Schools Division Superintendent.



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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Note: Documents **a & b** should be submitted to SGOD HRD for SDS signature in the Certificate of Attendance. Documents **a, b, c & d** are for MOOE Liquidation.

2. All other provisions in the previous Memorandum remain in effect.
3. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: None
Reference: Division Memorandum No. 752, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

INSET

MONITORING

SCHOOL HEADS



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
District: _____

ACTIVITY MATRIX

Name of School: _____

School Head: _____

Day 1: November 25, 2024

| Time | Grade Level | Activity | PRC Acct. No. | CPD Units | Name of Teacher(s) | Venue (Place of Attendance) |
|--------------------|-------------|----------|---------------|-----------|--------------------|-----------------------------|
| 8:00 AM-9:00 AM | | | | | | |
| 9:00 AM – 12:00 NN | | | | | | |
| LUNCH BREAK | | | | | | |
| 1:00PM-4:00PM | | | | | | |
| 4:00PM-5:00PM | | | | | | |



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Day 2: November 26, 2024

| Time | Grade Level | Activity | PRC Acct. No. | CPD Units | Name of Teacher(s) | Venue (Place of Attendance) |
|--------------------|-------------|----------|---------------|-----------|--------------------|-----------------------------|
| 8:00 AM-9:00 AM | | | | | | |
| 9:00 AM – 12:00 NN | | | | | | |
| LUNCH BREAK | | | | | | |
| 1:00PM-4:00PM | | | | | | |
| 4:00PM-5:00PM | | | | | | |



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Day 3: November 27, 2024

| Time | Grade Level | Activity | PRC Acct. No. | CPD Units | Name of Teacher(s) | Venue (Place of Attendance) |
|--------------------|-------------|----------|---------------|-----------|--------------------|-----------------------------|
| 8:00 AM-9:00 AM | | | | | | |
| 9:00 AM – 12:00 NN | | | | | | |
| LUNCH BREAK | | | | | | |
| 1:00PM-4:00PM | | | | | | |
| 4:00PM-5:00PM | | | | | | |



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District: _____

Day 4: November 28, 2024

| Time | Grade Level | Activity | PRC Acct. No. | CPD Units | Name of Teacher(s) | Venue (Place of Attendance) |
|--------------------|-------------|----------|---------------|-----------|--------------------|-----------------------------|
| 8:00 AM-9:00 AM | | | | | | |
| 9:00 AM – 12:00 NN | | | | | | |
| LUNCH BREAK | | | | | | |
| 1:00PM-4:00PM | | | | | | |
| 4:00PM-5:00PM | | | | | | |



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District: _____

Day 5: November 29, 2024

| Time | Grade Level | Activity | PRC Acct. No. | CPD Units | Name of Teacher(s) | Venue (Place of Attendance) |
|--------------------|-------------|----------|---------------|-----------|--------------------|-----------------------------|
| 8:00 AM-9:00 AM | | | | | | |
| 9:00 AM – 12:00 NN | | | | | | |
| LUNCH BREAK | | | | | | |
| 1:00PM-4:00PM | | | | | | |
| 4:00PM-5:00PM | | | | | | |

Prepared by:



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