



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY
GOLDENVILLE ELEMENTARY SCHOOL
PHASE 4B, BRGY. MINUYAN PROPER


February 4, 2022
School Memorandum
No. 7 s. 2022

“IN-SERVICE TRAINING (INSET)”

TO: ALL TEACHERS

1. Goldenville Elementary School will be having a 4 Day In-Service Training (INSET) for teachers entitled “Sustaining the Advance Level of SBM in line with the Implementation of Limited Face to Face Classes” on February 14-18, 2022, at 8:00 a.m-12:00 nn via Microsoft Teams.
2. The objectives of the training workshop are as follows:
 - a. Understand the contingency plan, operational guidelines, health protocols, classroom management and recommended wash in school for the face-to-face learning modality.
 - b. To equip and help teachers utilize technology in the classroom while protecting their students’ privacy.
 - c. To inform teachers about a training development plan and training needs, provide technical assistance in the workforce, and prepare teachers for the mid-year review of IPCRF.
 - d. To acquire professional goals and increase the level of knowledge, skills, and attitudes in different learning areas anchored to the new normal approach and readiness for limited face-to-face learning.
 - e. To update teachers about the progress of BEL-COP.
 - f. To design programs for community leaders and stakeholders.
 - g. To prepare teachers how to make DLL in the new normal, to give knowledge to the teachers on how to create a PPT template design, and to upgrade teachers’ skills on Microsoft word.
 - h. To develop innovative programs for the improvement of the school.
 - i. To acquire information in making action research.
 - j. To develop localized/contextualized Learning Activity Sheets and SLM’s.
 - k. To develop TOS and item analysis for school assessment results.
3. Training will start at 8 am and ends at 12 nn hence promptness is strictly desired.
4. Resource speakers must be prepared for the task hand-over to them.
5. Enclosures No. 1 and 2 contain the Matrix of Activities and the Overall Chairman/ Organizer, Virginia V. Dominguez, and Member of Technical Working Committee.
6. The participation and cooperation of everybody concerned are enjoined.

Prepared:


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Principal II