



DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OFFICE

**NEGROS ORIENTAL**

*Traversing the Paths to Educational Excellence*

October 13, 2016



Division Memorandum

No. 627 s. 2016

**CONDUCT OF THE 2016 FIVE-DAY IN-SERVICE TRAINING (INSET)**

To : Division Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/District In-Charge  
Public Elementary & Secondary School Heads  
Public Elementary & Secondary Teachers  
All Others Concerned

1. DepEd Order No. 23, s. 2016 dated April 22, 2016 entitled "School Calendar for School Year 2016" stipulates that the School Year consists of 202 school days, inclusive of the five-day in-service training (INSET) break.
2. The five-day in-service training shall be **headed by the PSDSs** and to be facilitated by the school heads and teachers who underwent the Division Training of Trainers (DTOT).
3. To facilitate the successful conduct of the 2016 in-service training (INSET) it is recommended that all the districts adopt the following groupings:
  - A. One group for all the SPED, Kindergarten & ALS Implementers
  - B. One group for all Grade 1 Teachers
  - C. One group for all Grade 2 Teachers
  - D. One group for all Grade 3 Teachers
  - E. One group for all Grade 4-6 Teachers
  - F. One group for all Grade 7-11 Teachers
  - G. One group for all EPP Teachers of Grades 4-6
  - H. One group for all TLE Teachers of Grades 7-11
4. Enclosed are the matrices per grouping enumerated above.
5. **Attendance of all PSDS, school heads and teachers is a must during the 5-day training.**
6. School Paper Advisers joining the 2016 Division Schools Press Conference are excused from the training on the days when the activities of the DSPC are held.
7. The working staff of the DSPC shall be excused during the whole duration of the training.
8. Expenses incurred in the five-day in-service training can be charged from the school MOOE or from any other school funds all subject to the usual accounting and auditing rules and guidelines.
9. For widest dissemination.

**LELANIE T. CABRERA**


**Asst. Schools Division Superintendent  
Officer In-Charge**

13 OCT 2016






# MATRIX for SPED, KINDERGARTEN & ALS

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>▪ Philippine National Anthem</li> <li>▪ Prayer</li> <li>▪ Words of Welcome</li> <li>▪ Presentation of Pax</li> <li>▪ Rationale</li> <li>▪ House Rules</li> </ul>	Revisit of SPED Curriculum	Basic Sign Language (Letters of the Alphabet)
9:00-12:00	DepEd 47, s. 2016		
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
1:00-5:00	Walkthrough of the Kindergarten Workbook	Different Characteristics	Return Demonstration Workshop

**MATRIX for SPED, KINDERGARTEN & ALS**

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>▪ Philippine National Anthem</li> <li>▪ Prayer</li> <li>▪ Words of Welcome</li> <li>▪ Presentation of Pax</li> <li>▪ Rationale</li> <li>▪ House Rules</li> </ul>	Revisit of SPED Curriculum	Basic Sign Language (Letters of the Alphabet)
9:00-12:00	DepEd 47, s. 2016		
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
1:00-5:00	Walkthrough of the Kindergarten Workbook	Different Characteristics	Return Demonstration Workshop

**MATRIX for GRADE 1**

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>▪ Philippine National Anthem</li> <li>▪ Prayer</li> <li>▪ Words of Welcome</li> <li>▪ Rationale</li> <li>▪ House Rules</li> </ul>	Explicit Teaching in Beginning Reading	How do children read?
9:00-12:00	Presentation of ORV Results Discussion of Issues & Concerns	Bridging the 14 domains across languages 	Demonstration Teaching in Literacy & Numeracy Skills Development 
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
01:00-03:00	Walkthrough on Curriculum Guides 	Explicit Teaching in oral language and Grammar 	
03:00-05:00			Critiquing Closing

**MATRIX for GRADE 1**

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>▪ Philippine National Anthem</li> <li>▪ Prayer</li> <li>▪ Words of Welcome</li> <li>▪ Rationale</li> <li>▪ House Rules</li> </ul>	Explicit Teaching in Beginning Reading	How do children read?
9:00-12:00	Presentation of ORV Results Discussion of Issues & Concerns	Bridging the 14 domains across languages	Demonstration Teaching in Literacy & Numeracy Skills Development
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
01:00-03:00	Walkthrough on Curriculum Guides	Explicit Teaching in oral language and Grammar	
03:00-05:00			Critiquing Closing


**MATRIX for GRADE TWO  
(Filipino)**

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>▪ Philippine National Anthem</li> <li>▪ Prayer</li> <li>▪ Words of Welcome</li> <li>▪ Rationale</li> <li>▪ House Rules</li> </ul>	DRTA (Lecture and Demo)	(Continuation)  Workshop sa Paggawa ng mga Gawaing Lilinang ng Kaalaman na angkop sa bawat kompetensi
9:00-10:00	Saglit na Pagsusuri ng Kurikulum		
10:00-12:00	Paglalahad ng Resulta ng ORV/Phil-IRI- Unang Markahan		Paglalahad ng Awtput
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
01:00-05:00	Marungko Approach (Lecture and Demo)	Workshop sa Paggawa ng mga Gawaing Lilinang ng Kaalaman na angkop sa bawat kompetensi	Paghahawan ng mga agam- agam/isyu tungkol sa aralin  Panapos na Palatuntunan


**MATRIX for GRADE TWO  
(Filipino)**

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>▪ Philippine National Anthem</li> <li>▪ Prayer</li> <li>▪ Words of Welcome</li> <li>▪ Rationale</li> <li>▪ House Rules</li> </ul>	DRTA (Lecture and Demo)	(Continuation)  Workshop sa Paggawa ng mga Gawaing Lilinang ng Kaalaman na angkop sa bawat kompetensi
9:00-10:00	Saglit na Pagsusuri ng Kurikulum		
10:00-12:00	Paglalahad ng Resulta ng ORV/Phil-IRI- Unang Markahan		Paglalahad ng Awtput
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
01:00-05:00	Marungko Approach (Lecture and Demo)	Workshop sa Paggawa ng mga Gawaing Lilinang ng Kaalaman na angkop sa bawat kompetensi	Paghahawan ng mga agam- agam/isyu tungkol sa aralin  Panapos na Palatuntunan

**MATRIX for Grade 3**

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>▪ Philippine National Anthem</li> <li>▪ Prayer</li> <li>▪ Words of Welcome</li> <li>▪ Presentation of Pax</li> <li>▪ Rationale</li> <li>▪ House Rules</li> </ul>	Reading Deficit Interventions	Walkthrough of the 2016 Curriculum Guide in Grade 3  Walkthrough of the 2016 Different Exemplar (DEx) Guides
9:00-12:00	Grade Updates Reading Results LAPG Results LAPG Skills		
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
01:00-05:00	1 <sup>st</sup> Quarter Reading Deficits	Fuller Technique	Walkthrough of the Review Material for LAPG

### MATRIX for Grade 3

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>▪ Philippine National Anthem</li> <li>▪ Prayer</li> <li>▪ Words of Welcome</li> <li>▪ Presentation of Pax</li> <li>▪ Rationale</li> <li>▪ House Rules</li> </ul>	Reading Deficit Interventions	Walkthrough of the 2016 Curriculum Guide in Grade 3  Walkthrough of the 2016 Different Exemplar (DEx) Guides
9:00-12:00	Grade Updates Reading Results LAPG Results LAPG Skills		
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
01:00-05:00	1 <sup>st</sup> Quarter Reading Deficits	Fuller Technique	Walkthrough of the Review Material for LAPG

# MATRIX for the MID YEAR INSET

## For Grades 4-6 & Grades 7-10

Time	Day 1	Day 2	Day 3
8:00-9:00	Dpening Program <ul style="list-style-type: none"> <li>Philippine National Anthem</li> <li>Prayer</li> <li>Words of Welcome</li> <li>Presentational of Pax</li> <li>Rationale</li> <li>House Rules</li> </ul>	Filipino	Science
9:00-12:00	English		
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
01:00-05:00		Araling Panlipunan	Mathematics

NOTE: There shall be one group for Grades 4-6 and another group for Grades 7-10

MATRIX for the MID YEAR INSET

For Grades 4-6 & Grades 7-10

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>Philippine National Anthem</li> <li>Prayer</li> <li>Words of Welcome</li> <li>Presentational of Pax</li> <li>Rationale</li> <li>House Rules</li> </ul>	Filipino	Science
9:00-12:00	English		
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
01:00-05:00		Araling Panlipunan	Mathematics

NDTE: There shall be one group for Grades 4-6 and another group for Grades 7-10

**MATRIX for GRADE 4-6  
(EPP)**

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>▪ Philippine National Anthem</li> <li>▪ Prayer</li> <li>▪ Words of Welcome</li> <li>▪ Presentation of Pax</li> <li>▪ Rationale</li> <li>▪ House Rules</li> </ul>	Walkthrough of the Curriculum Guide in EPP	Continuation on the preparation of EPP Individual Lesson Plan for the 4 <sup>th</sup> Grading Period
9:00-12:00	Issues/Concerns in Teaching EPP		
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
1:00-3:00	Industrial Arts and ICT Curriculum  Home Economics and Agriculture Curriculum	Preparation of EPP Individual Lesson Plan for the 4 <sup>th</sup> Grading Period	Presentation of Lesson Plans and Critiquing
3:00-5:00	Lesson Planning		Wrap-up/ Closing Program




**Topics to be handled by EPP Coordinators and Master Teachers per district. End of the Training Report on EPP to be submitted to Dr. Ermita Miranda at the end of the training.**

**MATRIX for GRADE 4-6  
(EPP)**

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>Philippine National Anthem</li> <li>Prayer</li> <li>Words of Welcome</li> <li>Presentation of Pax</li> <li>Rationale</li> <li>House Rules</li> </ul>	Walkthrough of the Curriculum Guide in EPP	Continuation on the preparation of EPP Individual Lesson Plan for the 4 <sup>th</sup> Grading Period
9:00-12:00	Issues/Concerns in Teaching EPP		
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
1:00-3:00	Industrial Arts and ICT Curriculum  Home Economics and Agriculture Curriculum	Preparation of EPP Individual Lesson Plan for the 4 <sup>th</sup> Grading Period	Presentation of Lesson Plans and Critiquing
3:00-5:00	Lesson Planning		Wrap-up/ Closing Program

**Topics to be handled by EPP Coordinators and Master Teachers per district. End of the Training Report on EPP to be submitted to Dr. Ermita Miranda at the end of the training.**

**MATRIX for MID YEAR INSET**  
**For Grade 7-11 – TLE**

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>▪ Philippine National Anthem</li> <li>▪ Prayer</li> <li>▪ Words of Welcome</li> <li>▪ Presentation of Pax</li> <li>▪ Rationale</li> <li>▪ House Rules</li> </ul>	Walkthrough of the Curriculum by Component Area 	Demo Teaching and Critiquing in: <ul style="list-style-type: none"> <li>▪ Industrial Arts</li> <li>▪ Home Economics</li> </ul> 
9:00-10:00	Curriculum Review		
10:00-12:00	<ul style="list-style-type: none"> <li>▪ Differentiated Instruction</li> <li>▪ Time Allotment in Teaching TLE/TVE</li> <li>▪ Curriculum Mapping</li> <li>▪ Project Banner in TLE</li> </ul>		
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
1:00-3:00	Occupational Health and Safety  TLE Components: Industrial Arts, ICT, Home Economics, Agri-Fishery Arts Curriculum 	Lesson Planning through <ul style="list-style-type: none"> <li>▪ DLP</li> <li>▪ DLL</li> </ul>	Demo Teaching and Critiquing in: <ul style="list-style-type: none"> <li>▪ ICT</li> <li>▪ Agri-Fishery Arts</li> </ul>
3:00-5:00		Writeshop on DLL/DLP	Wrap-up/Issues and Concerns Closing Program

**MATRIX for MID YEAR INSET**  
**For Grade 7-11 – TLE**

Time	Day 1	Day 2	Day 3
8:00-9:00	Opening Program <ul style="list-style-type: none"> <li>▪ Philippine National Anthem</li> <li>▪ Prayer</li> <li>▪ Words of Welcome</li> <li>▪ Presentation of Pax</li> <li>▪ Rationale</li> <li>▪ House Rules</li> </ul>	Walkthrough of the Curriculum by Component Area	Demo Teaching and Critiquing in: <ul style="list-style-type: none"> <li>▪ Industrial Arts</li> <li>▪ Home Economics</li> </ul>
9:00-10:00	Curriculum Review		
10:00-12:00	<ul style="list-style-type: none"> <li>▪ Differentiated Instruction</li> <li>▪ Time Allotment in Teaching TLE/TVE</li> <li>▪ Curriculum Mapping</li> <li>▪ Project Banner in TLE</li> </ul>		
12:00-01:00	Lunch Break	Lunch Break	Lunch Break
1:00-3:00	Occupational Health and Safety  TLE Components: Industrial Arts, ICT, Home Economics, Agri-Fishery Arts Curriculum	Lesson Planning through <ul style="list-style-type: none"> <li>▪ DLP</li> <li>▪ DLL</li> </ul>	Demo Teaching and Critiquing in: <ul style="list-style-type: none"> <li>▪ ICT</li> <li>▪ Agri-Fishery Arts</li> </ul>
3:00-5:00		Writeshop on DLL/DLP	Wrap-up/Issues and Concerns Closing Program