



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**

No. 409, s.2024

**SUSPENSION OF SY 2024-2025 IN-SERVICE TRAINING (INSET)  
 AND MONITORING OF FACE-TO-FACE CLASSES**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In reference to the Regional Memorandum No. 1556, s. 2024 titled **Suspension of SY 2024-2025 In-Service Training (INSET)**, this Office announces the suspension of SY 2024-2025 In-Service Training (INSET) and instead conduct face-to-face classes from **November 25-29, 2024**.
2. In this regard, the Division task Force on Compliance with the Suspension of INSET and Monitoring of Face-to-Face Classes Implementation has been established to oversee the proper conduct of face-to-face classes during the specified dates.
3. Enclosed are the Composition of the Division Task Force and Monitoring Tool for reference. All concerned parties are expected to fully cooperate with the Task Force in monitoring the adherence to the suspension and the successful implementation of face-to-face classes.
4. This Memorandum shall serve as the Locator Slip for the participants.
5. Immediate and wide dissemination of and compliance with this Memorandum is directed.

**VILMA D. EDA, CESO V**  
 Schools Division Superintendent

Encl.: As stated  
 Reference: Regional Memorandum No. 1556, s. 2024  
 To be indicated in the Perpetual Index  
 under the following subjects:

IN-SERVICE TRAININGS      SUSPENSION OF INSET      FACE-TO-FACE CLASSES



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Enclosure 1 to DM No. 409, s.2024

**Division Task Force on Compliance with the Suspension of INSET and Monitoring of Face-to-Face Class Implementation**

Role	Name	Responsibilities
Chairperson	Schools Division Superintendent (SDS) Vilma D. Eda, CESO V	Overall leader of the Task Force, ensures alignment with division and regional directives.
Co-Chairperson	Assistant Schools Division Superintendent (ASDS) Annie D. Pagdilao, EdD, CESO VI	Assists the Chairperson in leading the Task Force and serves as the acting leader in the Chairperson's absence.
Vice-Chairpersons	Chief Education Supervisors (CID) Marie Christine L. Natividad  Chief Education Supervisor (SGOD) Rodrigo Q. Reyes Jr.	<ul style="list-style-type: none"> <li>Ensure curriculum delivery and instructional standards during face-to-face classes.</li> <li>Review school-level compliance reports on instructional quality.</li> <li>Oversee operational and safety measures in schools.</li> <li>Monitor logistical readiness and address gaps identified during visits.</li> </ul>
Members	Education Program Supervisors (EPS) Amelyn P. Abella Elsie C. Amorin Pelagio F. Cardenas Solito S. Cortel Peter John A. Frial Edgar L. Pescador Rommel R. Rabo Felipa T. Regaspi Nelson A. Robiñol Clarito A. Siababa Susiemar M. Rapisura  Senior Education Program Specialist Princess G. Torricer  QAME-In-Charge Grace F. Castañeda	<ul style="list-style-type: none"> <li>Monitors school compliance and conducts school visits.</li> <li>Provide technical assistance to schools needing support.</li> <li>Document issues and concerns encountered during monitoring.</li> <li>Submit results of the monitoring to Vice-Chairpersons for consolidation.</li> <li>Ensures that any needed professional support for teachers is in place.</li> <li>Consolidate and analyze data gathered during monitoring visits.</li> </ul>



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	Planning Officer III Legal Officer Designate	Gloria P. Cabotaje Cherry Joy D. Garma	<ul style="list-style-type: none"><li>▪ Prepare detailed evaluation reports, including trends, insights, and areas for improvement.</li><li>▪ Submit findings and recommendations to the Vice-Chairpersons for action.</li><li>▪ Monitors and evaluates data on attendance and class conduct.</li><li>▪ Provides legal guidance/support to the Task Force.</li></ul>
Secretariat	Education Program Specialist II	Aurelyn F. Fieldad Chrisselle De Mesa	<ul style="list-style-type: none"><li>▪ Provide logistical and administrative support to the Task Force.</li><li>▪ Organize and consolidate field reports for review.</li><li>▪ Maintain communication channels between Task Force members.</li></ul>



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Enclosure 2 to DM No. 409, s.2024

**MONITORING TOOL ON THE CONDUCT OF MAKE-UP CLASSES**

<b>Purpose and Scope</b>	To monitor the conduct of the make-up classes
<b>Data Collection and Management</b>	Conduct onsite visits, observe, and gather concerns of teachers and school heads
<b>Data Analysis</b>	Quantitative and Qualitative analyses shall be employed to come up with the summary report
<b>Dissemination, Reporting, and Utilization</b>	Submission of the report is done three working days after monitoring

PPA: \_\_\_\_\_  
 School/Office/Venue: \_\_\_\_\_ Date of Monitoring: \_\_\_\_\_  
 Amount and Source of Fund (if applicable): \_\_\_\_\_

**I. Directions:** Please indicate your findings on the conduct of the assessment by checking the appropriate column and provide remarks, when necessary.

Indicators	Evident	Remarks
1. The school has a list of MELCs to be covered for the make-up classes. MOV: MELCs to be covered	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
2. DLPs/DLLs or lesson exemplars prepared in relation to the MELCs to be covered are prepared and utilized. MOV: DLL/ DLP/ LE	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
3. An attendance monitoring scheme is in place. MOV: Class Attendance	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
4. Absentees during the make-up classes are given opportunities for MDL. MOV: MDL Plan for Learners	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
5. The school head monitors the conduct of the make-up classes. MOV: Monitoring Tool	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
6. Teachers and learners are engaged in the conduct of classes.	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
7. Regular class programming is observed in the conduct/make-up classes. MOV: Class Schedule	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
8. Teaching and learning resources are available and ready. MOV: Learning Resources/ ICT	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	



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9. Administrative remedies are in place when teachers are absent during the make-up classes. <i>MOV: Administrative Remedy</i>	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
10. The school strictly observes the NO conduct of co-curricular and extra-curricular activities during make-up classes. <i>MOV: Class Schedules</i>	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	

**II. Other Salient Findings**

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**III. Challenges/Agreement/Follow-up**

<b>Challenges encountered:</b>	
<b>Agreements/ Recommendations:</b>	
<b>Date of follow-up (if applicable):</b>	

Monitored by:

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Conforme:

\_\_\_\_\_  
*Signature Over Printed Name  
 of School Head*

\_\_\_\_\_  
*Signature Over Printed Name of  
 Monitoring Member/s*



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