



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN


November 26, 2024

DIVISION MEMORANDUM  
NO. 543, S. 2024

**DIVISION MONITORING OF THE MIDYEAR SEM BREAK AND  
IMPLEMENTATION OF THE 3-DAY DISTRICT  
IN-SERVICE TRAINING (INSeT)**

To: Assistant Schools division Superintendents  
CID/ SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Division Memorandum No. 530, s.2024, titled "Midyear Sembreak and Implementation of the 3-day Simultaneous District In-Service Training (INSeT). The Schools Division Office of Bulacan announces the schedule of the monitors from November 27-29, 2024.
2. The Education Program Supervisors, Public Schools District Supervisors, Education Program Specialists, and other Licensed Professional Teachers at the division office will serve as the monitoring team for the INSeT, as stated in Enclosure No. 1. Additionally, the top-level management will participate in overseeing the event's implementation.
3. Enclosure Nos. 2 and 3, the M&E Visit Checklist and Resource Person Checklist, will serve as tools for the monitors during the event.
4. This memorandum will also serve as travel authority for all personnel involved in the INSeT.
5. For immediate dissemination and strict compliance

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
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Enclosure No. 1

**DIVISION MONITORING OF THE MIDYEAR SEM BREAK AND IMPLEMENTATION OF  
 THE 3-DAY DISTRICT IN-SERVICE TRAINING (INSeT)**

**November 27-29, 2024**

**LIST OF MONITORS**

<b>EDDIS 1</b>	<b>Venue</b>	<b>Monitors</b>
Bulakan	San Francisco Xavier High School Marcelo H. Del Pilar High School	Agnes R. Bernardo - DEPS Racquel D. Salazar - PSDS
Calumpit North	FMMES Secondary	Gilbert M. Agapito - PSDS Perlita G. Pagdanganan - DEPS
Calumpit South	Calumpit Central School Secondary	Alexander C. Cruz - PSDS Ariston E. Manuel - DEPS
Hagonoy East	Mother of Perpetual Help School	Alexander I. Adonis - PSDS Ma. Lourdes J. Patag - SEPS
Hagonoy West	Hagonoy Municipal Gym	Francisco B. Macale - DEPS Lourdes T. Villena - PSDS
Paombong	San Roque National High School	Paul J. Candelaria - PSDS Armando Nabong, Jr. - EPSA
Pulilan	Bajet-Castillo High School	Marinella T. Pengson - DEPS Cecille E. Cruz - EPS II
	Pulilan Central School	William C. Ortega - PSDS
	Sta. Peregrina High School	Ma. Lorena B. Cardenas - PSDS Julie-Ann C. Cruz - EPSA
<b>EDDIS 2</b>	<b>Venue</b>	<b>Monitors</b>
Bustos	Bustos Central School	Priscila SM. Navarro - PSDS
Plaridel	Plaridel Central School	Ma. Dulce Regina C. Flores - PSDS Marilene G. Ramos - SEPS
<b>EDDIS 3</b>	<b>Venue</b>	<b>Monitors</b>
DRT	Sapang Bulac Elementary School	Carlito G. Dela Cruz - PSDS
San Ildefonso North	San Ildefonso North Central School	Ana-Liza M. Villanueva - PSDS Mylene S. Isidro - EPSA



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San Ildefonso South	Pinaod Central School	Edelmira S. Dorega – PSDS
San Miguel Central	Vedasto R. Santiago National High School	Eleseo E. Godoy – DEPS Rafael Rubio - PSDS
San Miguel North	San Miguel North central School	Leonora V. Bergado - PSDS
San Miguel South	San Miguel Municipal Gymnasium	Jay Arr V. Sangoyo – DEPS Edelmira S. Dorega - PSDS
San Rafael East	San Rafael Central School	Marissa V. Ortega - PSDS
San Rafael West	Victory Coliseum (San Rafael Municipal Compound)	Ma. Nina P. Avendano - PSDS
<b>EDDIS 4</b>	<b>Venue</b>	<b>Monitors</b>
Marilao North	Prenza Elementary School	Corazon Dela Rosa – OIC Edgardo C. Macarasig - EPSA
Marilao South	AFGBMTS	Priscila P. Iliscupidez - PSDS
Obando	Obando Central School	Anabell R. Palomo - PSDS
<b>EDDIS 5</b>	<b>Venue</b>	<b>Monitors</b>
Balagtas	Balagtas National Agricultural High School	Lorelina G. Sierra - PSDS
Bocaue	Bocaue Central School	Rainelda M. Blanco - DEPS Jonar C. David - PSDS
Guiguinto	Guiguinto Central School	Ma. Neriza M. Fanuncio – PSDS
	Guiguinto National Vocational High School	Virgilio L. Laggui – DEPS Ma. Jesusa V. Pampilon – EPS II
Pandi North	Virginia Ramirez Memorial High School	Joel I. Vasallo – DEPS Maribel Perez – SEPS
Pandi South	MC Bernardo Memorial Elementary School	Teresita B. Alquiza – PSDS Esperanza F. Perez - PSDS
<b>EDDIS 6</b>	<b>Venue</b>	<b>Monitors</b>
Angat	Angat Municipal Gymnasium	Guillermo J. Flores - PSDS
Norzagaray East	Sapangkawayan Elementary School	Maximo C. Herrera – PSDS Shiela Marie F. Castillo - EPSA
Norzagaray West	JIL-Partida	Nora G. Manalo - PSDS



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Santa Maria Central	Sta. Maria Central School	Cecilia P. Buenaventura - PSDS
Santa Maria East	Parada Elementary School Parada National High School	Marilou V. Cruz - PSDS Anastacia N. Victorino - DEPS
Santa Maria West	Cornelia M. De Jesus Memorial School	Angelita C. Baltazar - PSDS



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**MONITORING AND EVALUATION VISIT CHECKLIST**

Professional Development Program Provider:		
Contact Person:	Designation:	
Contact No.:	Email Address:	
Program/Course Title:		
Date of Conduct:		
Venue:		
Total No. of Participants:	Male:	Female:

Instruction: Please put a check (/) mark on the requirements that have already been satisfied. Otherwise, put a cross (x) mark. Write your remarks if necessary.

Requirements	Status	Remarks
1. <b>PARTICIPANTS:</b> are the accepted attendees the intended participants?		
2. <b>LEARNING DESIGN:</b> to what extent was the delivered training program compliant to the design.		
3. <b>DELIVERY APPROACH:</b> to what extent was the conducted training program compliant to the delivery approach and modality.		
4. <b>RESOURCE EXPERTS/ RESOURCE PERSONS AND FACILITATORS:</b> to what extent was the conducted training program compliant to the roster of resource persons.		
5. <b>RESOURCE PACKAGES:</b> to what extent were the learning resource packages compliant to the design in terms of content, format, and style.		
6. <b>LEARNING EVALUATION:</b> to what extent were the learning assessment carried out vis-à-vis the design.		
7. <b>PROGRAM MANAGEMENT:</b> to what extent were the training programs managed by the program provider.		
8. <b>LEARNING ENVIRONMENT:</b> to what extent was the venue for face-to-face/online training.		





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**LIST OF RESOURCE PERSONS / SUBJECT-MATTER EXPERTS**  
 (Attachment to the PD Compliance Tool; To be filled out by the M&E Officer)

**Title of the PD Program:** \_\_\_\_\_  
**Venue of the PD Program:** \_\_\_\_\_  
**Implementation Level (Regional/ Division/ School):** \_\_\_\_\_  
**Region:** \_\_\_\_\_  
**School Name (if applicable):** \_\_\_\_\_  
**Implementation Dates:** \_\_\_\_\_  
**Division:** \_\_\_\_\_  
**Name of the M&E Officer:** \_\_\_\_\_  
**Designation & Office:** \_\_\_\_\_

**Instructions:** Fill out all the required fields below. This checklist is an attachment to the PD Compliance Tool and will be used in identifying the Resource Persons for the implementation as Learning Experts. Please put a check (✓) mark if the Resource Person was identified in the list of RPs who attended the MATATAG Training for Trainers and if his/her specialization/ educational background is relevant to the topic he/she will discuss. If one of the two indicators was not met, put an (✗) mark.

Please write the names in **CAPITAL LETTERS** following the format: *Last Name, First Name, Middle Initial*.

COMMON TOPICS (PLENARY SESSIONS)			Specialization/Educational Background	Remarks
(/	Title of the Session	Name of the Resource Person/s		
<b>SESSION 1</b>				
<b>SESSION 2</b>				

**NAME AND SIGNATURE OF THE M&E OFFICER**

Date: \_\_\_\_\_



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