



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2023-0034

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Chief, Education Program Supervisor, SGOD
Education Program Supervisors, CID
Education Program Supervisor, SGOD
Public Schools District Supervisors
Concerned Public School Heads, Integrated, Elementary and Secondary Schools
Concerned Division Section Heads

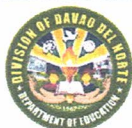
Subject: **Reiteration of the Implementation of Mid-Year Performance Review and Evaluation and School-Based INSET**

Date: February 3, 2023

In view of the DepEd Order No. 034 series of 2022 entitled "School Calendar and Activities for the School Year 2022-2023", item number 40 which states that the five-day mid-year break shall be spent for the conduct of the **Mid-Year Performance Review and Evaluation and School-Based INSET**. Further, the first two days shall be spent in evaluating the school's progress in the implementation of the educational programs, project and activities, as well as in reviewing the performance of the teachers and the school staff to address concerns through cooperative effort. The last three days shall be devoted to the conduct of the school-based INSET activities for the teachers' continued professional development and the preparation of their Instructional Materials. With this, it is advised that all schools in this Division shall implement the above-cited activities.

Following are the suggested for the five-day mid-year break this coming **February 6-10, 2023**:

Day	Activity	Description	Expected Reports
1	Evaluation of the implementation of the Programs, Activities and Projects (PAPs) outlined in the Annual Implementation Plan (AIP)	Performance Evaluation of the PAPs outlined in the AIP from August 2022 to present.	- 1 Page Narrative Report of PAPs Implementation evaluation process - SMEA Document of the 3 KRAs and the SOE
2	Performance Review, Mentoring and Coaching of Teachers	Evaluation of the Teachers' Performance for the first semester based on the IPCRF	- Filled-out Performance Mentoring and Coaching Form
3-4	INSET	Implementation of the LAC Sessions and Trainings outlined in the AIP	- 1 Page Narrative Report of INSET with 1 page attachment of picture





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5-6	Sports Activities	District Sports Meet and Selection of Players for the upcoming Division Sports Meet	- List of Qualified Athletes for the Division Sports Meet
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Division Personnel from the Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD) will conduct monitoring on these activities.

This office reiterates the strict observance of the IATF health protocols such as social distancing and wearing of face masks and face shield.

In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.

Immediate dissemination of and compliance with this memorandum is desired.

ALLAN G. FARNAZO

Director IV

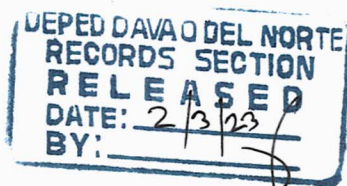
and Concurrent Officer-In-Charge

Office of the Schools Division Superintendent

For the Schools Division Superintendent:


REBECCA C. SAGOT, CESO-VI

Assistant Schools Division Superintendent



SGOD/ncj

