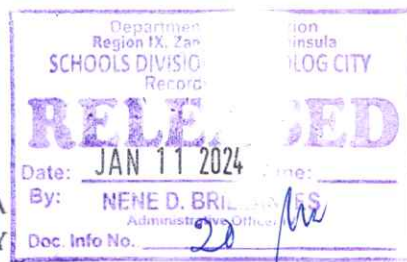




Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



January 11, 2024

DIVISION MEMORANDUM

No. 20, s. 2024

**GUIDELINES IN THE IMPLEMENTATION OF INSET AND INTRODUCTION
OF CATCH-UP FRIDAYS FOR SY 2023-2024**

To: *Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
All School Heads and Teaching Personnel
All others concerned*

1. In accordance with DepEd Order No. 022, s. 2023, titled "School Calendar and Activities for the School Year 2023-2024," and DM 001, s. 2004, titled "Implementation of Catch-up Fridays," this memo provides detailed instructions for the upcoming mid-year break scheduled from January 24 to 30, 2024, with the initiation of CATCH-UP Fridays on January 12, 2024.
2. Please take note of the specific dates outlined in both directives:

January 12, 2024: Commencing on this date, DepEd will enforce Catch-up Fridays across Elementary and Secondary schools and Community Learning Centers (CLCs). All Fridays in January 2024 will be dedicated to the "Drop Everything and Read" (DEAR) activity and orientation for field officials. This time will also serve as an opportunity to gather feedback from implementers regarding the guidelines of Catch-up Fridays.

January 19 and 26, 2024: DEAR activities will continue on January 19, 2024, and on January 26, 2024, an orientation for reading facilitators and other key officials in schools will be conducted, coinciding with the last day of the In-Service Training (INSET) as scheduled in D.O. 22, s. 2023.

January 24, 25, 29, and 30: These dates will be allocated for In-Service Training (INSET) aimed at teachers' professional growth and the preparation of instructional materials. Topics covered during this period will include:

- a. Identification of teachers' training needs based on the Individual Performance Commitment and Review Form (IPCRF) for the School Year 2022-2023.
 - b. Analysis of results from proficient and highly proficient teachers' performance appraisals.
 - c. Sharing findings from the latest self-assessment tool (E-SAT) to understand teachers' priorities and skills.
3. We encourage schools to integrate these topics into the INSET activity plan, ensuring comprehensive coverage of the required training.



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4. Your adherence to these guidelines is crucial for the continuous improvement of our education system. If you have questions or require further information, please contact the CID Chief through her email address at amelinda.montero@deped.gov.ph or 0977-802-0994.
5. Thank you for your unwavering dedication to the ongoing enhancement of our educational programs.
6. Immediate dissemination of this memorandum is requested.


MA. LIZA R. TABILON EdD., CESO V
Schools Division Superintendent 