



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

November 7, 2024

DIVISION MEMORANDUM

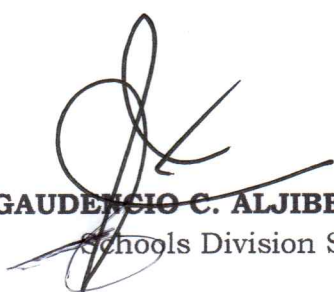
No. 326 s. 2024

**VIRTUAL ORIENTATION ON SESSION GUIDE WRITING, PRESENTATION, AND
FACILITATION SKILLS FOR THE SCHOOL-BASED INSET
SY 2024-2025 IMPLEMENTERS**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public School District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Division Pool of Learning Facilitators
INSET SY 2024-2025 Resource Persons
All Others Concerned

1. In preparation for the Midyear INSET for School Year 2024-2025, this Office, through the Schools Governance and Operations Division-Human Resource Development Section (SGOD-HRDS), shall conduct a virtual orientation on session guide writing, presentation, and facilitation skills for the School-Based INSET SY 2024-2025 implementers, on **November 11, 2024, 2:00-5:00 PM**, via **MS Teams**.
2. The objectives of this activity are:
 - a. to equip participants with the skills to design comprehensive and structured session guides that align with INSET objectives, incorporate SMART learning outcomes, and present content in an engaging and logical manner;
 - b. to enhance participants' ability to communicate effectively, design visually appealing materials, and manage presentations; and
 - c. to strengthen participants' facilitation skills to create an inclusive, interactive learning environment that meets diverse needs and fosters engagement.
3. Participants for this activity include all elementary and secondary school heads, the division pool of learning facilitators, and Resource Persons for Quality-Assured School-Led PD Programs as listed in the repository referenced in DM No. 310, s. 2024.

4. The virtual orientation link will be shared through the HRD District Focals group chat for dissemination.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR. PhD, CESO VI
Schools Division Superintendent

Enclosure: As stated

References: DM 310, s. 2024

To be indicated in the Perpetual Index under the following subjects:

MIDYEAR INSET SY 2024-2025

PROFESSIONAL DEVELOPMENT

SGOD-HRDS-PESJr.

DepEd Northern Samar
RELEASED

By: 

Date: 11/8/2024 - 12:01 pm