



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 Schools Division of Cebu City

Office of the Schools Division  
 Superintendent

SEP 26 2022

DIVISION MEMORANDUM  
 No. 864 s. 2022

**QATAME ASSIGNMENT FOR THE SY 2022-2023 IN-SERVICE TRAINING (INSET)  
 FOR TEACHERS**

TO: **Assistant Schools Division Superintendent**  
**Functional Division Chiefs**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Public Elementary & Secondary School Principals**  
**Public Elementary & Secondary School Teachers**  
**SDO Section Heads and Staff**  
**All Others Concerned**

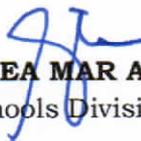
1. In connection with the Division Memorandum No. 827, s. 2022, dated September 13, 2022, entitled “SY 2022-2023 IN-SERVICE TRAINING (INSET) for Teachers”, this Office hereby directs the following personnel to serve as QATAME during the said INSET for teachers which will be conducted on September 28- October 1, 2022, to wit:

**INSET 2022  
 MONITORING ASSIGNMENT LIST**

District	Day 1	Day 2		Day 3		Day 4		Day 5					
		Date	AM	PM	Date	AM	PM	Date	AM	PM	Date	AM	PM
ND 1	Friday	Aug. 12, 2022	FERNANDEZ	FERROLINO	Sept. 30, 2022	GABALES	MANZANADES	Oct. 1, 2022	MANAWATAO	HARAYO			
ND 2	Friday	Aug. 12, 2022	LESONDATO & MENDOZA	PADIGOS	Sept. 30, 2022	MANAWATAO	HARAYO	Oct. 1, 2022	PATIÑO	F. RAMIREZ & OPONE			
ND 3	Friday	Aug. 12, 2022	CATINGUB & OPEÑA	HARAYO	Sept. 29, 2022	PATIÑO	PADIGOS	Oct. 1, 2022	OPLÉ	FERROLINO			
ND 4	Friday	Aug. 12, 2022	SESPEÑE & FLORES	MANZANADES	Sept. 29, 2022	OPLÉ	FERROLINO	Sept. 30, 2022	PADIGOS	RAMIREZ AND BUSELAK	Oct. 1, 2022	CATINGUB & OPEÑA	LESONDATO & F. RAMIREZ
ND 5	Friday	Aug. 12, 2022	BACULI & PALATA	OPLÉ	Sept. 30, 2022	MANZANADES	GABALES	Oct. 1, 2022	HARAYO	MANAWATAO			
ND 6	Friday	Aug. 12, 2022	CHIN & OUANO	PATIÑO	Sept. 30, 2022	HARAYO	MANAWATAO	Oct. 1, 2022	FERROLINO	MANZANADES			
ND 7	Friday	Aug. 12, 2022	RAMIREZ AND BUSELAK	MANAWATAO	Sept. 30, 2022	PADIGOS	PATIÑO	Oct. 1, 2022	MANZANADES	GABALES			
ND 8	Friday	Aug. 12, 2022	F. RAMIREZ & OPONE	GABALES	Sept. 30, 2022	FERROLINO	OPLÉ	Oct. 1, 2022	BACULI & PALATA	CHIN & OUANO			
SD 1	Friday	Aug. 12, 2022	FERROLINO	FERNANDEZ	Sept. 30, 2022	F. RAMIREZ & OPONE	SESPEÑE & FLORES	Oct. 1, 2022	LESONDATO & MENDOZA	PADIGOS			
SD 2	Friday	Aug. 12, 2022	PADIGOS	LESONDATO & MENDOZA	Sept. 30, 2022	RAMIREZ AND BUSELAK	CATINGUB & OPEÑA	Oct. 1, 2022	FERNANDEZ	OPLÉ			
SD 3	Friday	Aug. 12, 2022	HARAYO	CATINGUB & OPEÑA	Sept. 30, 2022	CHIN & OUANO	LESONDATO & MENDOZA	Oct. 1, 2022	SESPEÑE & FLORES	FERNANDEZ			
SD 4	Friday	Aug. 12, 2022	MANZANADES	SESPEÑE & FLORES	Sept. 29, 2022	BACULI & PALATA	FERNANDEZ	Sept. 30, 2022	CATINGUB & OPEÑA	PATIÑO			

SD 5	Friday	Aug. 12, 2022	Sept. 29, 2022	OPLÉ	BACULI & PALATA	Sept. 30, 2022	SESPÉÑE & FLORES	F. RAMIREZ & OPONE	Oct. 1, 2022	RAMIREZ AND BUSELAK	LESONDATO & MENDOZA	
SD 6	Friday	Aug. 12, 2022	Sept. 29, 2022	PATIÑO	CHIN & OUANO	Sept. 30, 2022	CATINGUB & OPEÑA	RAMIREZ AND BUSELAK	Oct. 1, 2022	GABALES	BACULI & PALATA	
SD 7	Friday	Aug. 12, 2022	Sept. 29, 2022	MANAWATAO	RAMIREZ AND BUSELAK	Sept. 30, 2022	LESONDATO & MENDOZA	CHIN & OUANO	Oct. 1, 2022	F. RAMIREZ & OPONE	CATINGUB & OPEÑA	
SD 8	Friday	Aug. 12, 2022	Sept. 29, 2022	GABALES	F. RAMIREZ & OPONE	Sept. 30, 2022	FERNANDEZ	BACULI & PALATA	Oct. 1, 2022	CHIN & OUANO	SESPÉÑE & FLORES	

2. Refer to the online form for the specific venues of the said INSET at <https://tinyurl.com/INSET2022deets>.
3. The Assistant Schools Division Superintendent and the Chief Education Supervisors shall monitor and visit the schools on the said dates while all the Public Schools District Supervisors are to monitor and supervise their respective schools.
4. For the Quality Assurance, Monitoring and Evaluation (QAME) on the said training, the Division Monitoring Team may get the forms from Mr. John Paul Lesondato. An online evaluation results analysis report shall also be submitted to him a week after the conduct of the INSET. Said report shall also be attached to the online INSET Completion Report. All templates for the said INSET are available at [gg.gg/054insetforms](http://gg.gg/054insetforms). Teacher participants shall accomplish the online report on the attendance in L&D program through [gg.gg/sdccldpreport](http://gg.gg/sdccldpreport) at least two days after the Midyear/Semestral Break INSET. All documents of the INSET shall be uploaded to the LDIS Repository in the Cebu City website.
5. The Division Monitoring Team shall be provided with meal allowance of Two Hundred Pesos (Php 200.00) per day chargeable against the Division MOOE funds subject to the usual accounting and auditing rules and regulations.
6. The Participants, PMT and Monitoring Team members who shall render service/s on Saturday/s shall be entitled to a service credit/compensatory overtime credit (COC) subject to applicable existing guidelines and policies.
7. This Memorandum also serves as **Travel Order**.
8. Immediate dissemination of, and compliance with this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, ED.D**  
 Schools Division Superintendent