



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**QATAME REPORT**

Title of Training/Program/Activity: Mid-Year In-Service Training 2024

Venue: Renato P. Dragon Hall

Inclusive Dates: January 24-26 & 29-30, 2024

Reference:

Participants: (No. of Participants and General Description):  
368 teaching staff, 10 teaching related and 24 non-teaching personnel (total of 402 participants)

Proponent: Mr. Rodel Q. Amita

What is the daily overall rating of the sessions and facilitators?

Day	Title of Session	Name of Facilitator	General Rating for Session	General Rating for Facilitator	Summary of Comments and Suggestions
1	Microsoft 365 Production	Dr. Cyda P. Patam	3.79  Completely satisfied	3.79  Completely satisfied	Suggestions raised focus on more hands-on activities in exploring Microsoft 365.  “The topic is very useful for the teachers”
1	Catch-Up Fridays	Ms. Anavy L. Cellona / Assigned and Trained Master Teacher in Specific Learning Area	3.79  Completely satisfied	3.79  Completely satisfied	Optimism and creativity promote varied techniques in bridging learning gaps among students  Preparation for Catch Up Friday involves crafting appropriate teaching guides and learning materials to enhance teaching and student engagement.



Document Reference Code:

**DOC-MNE-FR-008**

Revision No.:

**Rev.01**



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					<p>“The speaker is accepting different opinions and experience form teachers and the session is very interactive.”</p> <p>“The speaker was good because she got the attention of all the teachers”</p>
1	Child Rights Policy: Adopting the Right-Based Education Framework for Philippine Basic Education	Ms. Jaquelyn F. Ticoy/ Assigned and Trained Master Teacher in Specific Learning Area	3.79  Completely satisfied	3.79  Completely satisfied	Awareness of child protection policies and students' rights underscores the importance of creating a safe and respectful learning environment.
2	Strategic Excellence in Research Writing Proposal	Mr. Raymundo Constantino / Assigned and Trained Master Teacher in Specific Learning Area	3.82  Completely satisfied	3.81  Completely satisfied	<p>The training about research was done excellently.</p> <p>Suggestion focus on conducting more research trainings to enhance skills of the teachers</p> <p>“The speaker was very knowledgeable and I learned a lot from him. Congratulations.”</p>



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3	Performance Monitoring and Coaching PMCF Utilization	Ms. Helen D. Alcantara / Assigned and Trained Master Teacher in Specific Learning Area	3.86  Completely satisfied	3.85  Completely satisfied	The session was very informative not only for Master teacher but also for teachers who are said to be mentors  Promotes collaborative efforts in enhancing teaching and learning process
4 & 5	Departmentalized Activities				
	SITE AVERAGE FOR SESSIONS AND FACILITATORS :		3.81	3.81	

**Adjectival Rating:**

- 1 – 1.75 – needs improvement
- 1.76 – 2.5 – slightly satisfied
- 2.6 – 3.25 – moderately satisfied
- 3.26 – 4 – completely satisfied

**Major Observations/ Findings:**

The findings of this evaluation showed that the majority of the attendees were utterly delighted with the delivery of the lecture and facilitation of the session, with an average rating score of 3.81 for the session and facilitator. Based on the teachers' comments, the training received generally positive feedback with some suggestions for improvement. There were expressions of gratitude towards the speakers and organizers, acknowledging the relevance and effectiveness of the topics covered. Suggestions included the need for more time on certain topics, clearer presentation materials, and more hands-on activities, particularly regarding

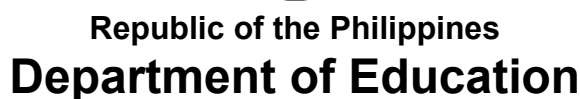


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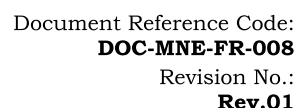
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1. What is the overall rating of the daily PROGRAM MANAGEMENT of the training/program/activity?





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OPERATIONS		
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Adjectival Rating:

- 1 – 1.75 – needs improvement
- 1.76 – 2.5 – slightly satisfied
- 2.6 – 3.25 – moderately satisfied
- 3.26 – 4 – completely satisfied

Major Observations/ Findings:

The result of this evaluation showed that the attendees were completely satisfied with the program management as reflected with the average score of 3.79. The program management team were recognized in selecting topic and assigning expert facilitators. The team was very responsive also with the needs of speaker and participant.

2. Are there critical incidents that should be addressed by the Training Program Provider/Management?

CRITICAL INCIDENT/S BASED ON STAR	Training Provider	Venue of Training	Action Taken by the Program Management	Status
The participants who are sitting at the back can't clearly view the presentation	GMATHS	RPD Hall	The PMT suggested nearsighted attendees to be seated in front row, and a follow training on Microsoft will be conducted	Resolved
There were technical issues on audio and slide presentation during opening program	GMATHS	RPD Hall	Call up for the assistance of technical committee	Resolved

Major Observations/Findings:

The program management team resolved the identified challenges by communicating with the concern personnel and giving reminders to the participants



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ANALYSIS OF THE END-PROGRAM EVALUATION

	AVERAGE RATING PER CRITERIA (Values from “1.0” – “4.0” )						
	Program Management	Attainment of Objectives	Delivery of Content	Provision of Support Materials	Program Management Team	Training Venue/ Accommodations	Meals
	3.79	3.79	3.80	3.79	3.79	3.80	3.79
SITE AVERAGE*:	3.79						

Adjectival Rating:

1 – 1.75 – needs improvement

1.76 – 2.5 – slightly satisfied

2.6 – 3.25 – moderately satisfied

3.26 – 4 – completely satisfied

\*Average of ALL 7 criteria within a training site/venue

Top three (3) responses based on participant feedback (include frequency count beside every major category):

**SIGNIFICANT LEARNING**

“Hoping that there will be another session next time per department for Microsoft 365 Production.Emphasis is placed on applying the knowledge gained, particularly in utilizing Microsoft 365 tools for efficient task management and instructional design.”

“The learning outcomes aim to equip educators with strategies for effective teaching and management, fostering a loving and supportive learning environment.Interesting topics that refreshes each teacher to know the rights of his/her learners.”

“Overall, the training aims to enhance professional development, improve teaching practices, and empower educators to address challenges effectively in their respective roles.”

**FURTHER LEARNING**

“The learning impact will affect to my work by being prepared in all aspects of being a teacher from teaching and management. I intend to share insights gleaned from the training sessions emphasize the utility of Microsoft 365 in streamlining work tasks. “



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“I will properly implement and conduct the new program of the DepEd which is Catch-Up Friday; a deeper understanding of the purpose behind initiatives of this program was discussed thoroughly and the legal framework within DepEd underscore the importance of maintaining a well-rounded educational environment.”

“It helps me to look for possible solutions to the problem I have encountered through research and intend to participate with my colleagues.”

COMMENTS/SUGGESTIONS FOR TRAINING/PROGRAM/ACTIVITY IMPROVEMENT

“The writings on the presentation/slides are too small, it is hard to read the important info especially I am near sighted and sits on the back”

“Bigger and conducive training environment. In Microsoft 365 session, it would be better if done by department”

“We hope that this INSET can be accredited to CPD units. The school should consider allotting budget for training materials and a seminar that has CPD units for PRC renewal and professional growth and development”

**3. RECOMMENDATIONS FOR FUTURE TRAINING/PROGRAM/ACTIVITY IMPROVEMENTS:**

Congratulations to the Program Management Team for the successful conduct of the training.

For the improvement of the succeeding seminar related to this, the following recommendations were made:

- Always remind the participants on protocols of accomplishing attendance, registration and evaluation link before the session proper to address the concerns about time of accomplishment.
- The program management team should remind every member to be watchful of their duties specifically on the technical support needed by the speaker in presenting his lecture.
- Continue to engage highly competent speakers to ensure effective delivery/facilitation of the lecture and sessions.



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- Highly suggested to register School-based INSET to CPDAS so that teachers can used the CPD units acquired for PRC Renewal and promotion.

4. RECOMMENDATIONS FOR POLICY ACTION:

None

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School QAME Associate

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Training Coordinator

Date: February 01, 2024

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