



23-09098

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

Office of the Schools Division Superintendent

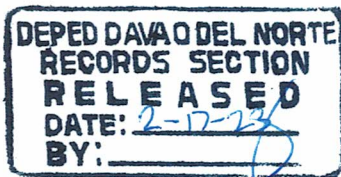
February 16, 2023

DIVISION MEMORANDUM
SGOD-2023-0057

SUBMISSION OF IN-SERVICE TRAINING (INSET) COMPLETION REPORT AND APPROVED INSET PLAN

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Chief Education Program Supervisor, SGOD
Public Schools District Supervisors
School Heads
All others concerned

1. The field is hereby advised to submit to this office through the Schools Governance and Operations Division c/o Ms. Gay P. Taguiran the **approved INSET Plan** for Mid-Year Performance Review, Monitoring and Evaluation (MPRE) held last February 6-10, 2023 and **INSET Completion Report** on trainings conducted during the said period.
2. The report shall be submitted in soft copy using the prescribed template while the approved INSET plan shall be submitted in hard copy. The template for the INSET Completion report can be downloaded through **tinyurl.com/neapinset23**.
3. All school heads are directed to upload the report via google drive <https://bit.ly/2023INSETCOMPLETIONREPORT> following the format (lowercase letters) **myinset2023_davaodelnorte_schoolname_schoolID**.
4. Deadline of submission shall be on or before February 24, 2023.
5. In the conduct of the different Deped Programs, Projects, and Activities (PPAs), the Equal Opportunities Principle (EOP) and strict safety and health protocols shall be observed at all times.
6. Immediate dissemination of this memorandum is desired.



For the Schools Division Superintendent:

REBECCA C. SAGOT

Assistant Schools Division Superintendent

SGOD/gpt

