



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehiyon V (Bicol)
TANGGAPANG PANSANGAY NG CATANDUANES

06 February 2024

DIVISION MEMORANDUM
 OSDS-SGOD-DM 59, s.2024/CPG

**SUBMISSION OF IN-SERVICE TRAINING (INSET) REPORT
 SY 2023-2024**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID & SGOD
 INSET Monitoring and Evaluation Team Members
 School Heads of Public Elementary and Secondary Schools
 Unit Heads
 All Others Concerned

1. Pursuant to Memorandum DM-OUHROD-2024-0037, re: Guidelines on the Conduct of the INSET for SY 2023-2024, HRD SEPS, SMME SEPS, and school heads are instructed to submit the INSET Report using the prescribed template as required by the DepEd Central Office.

PERSON/S INVOLVE	WHAT TO DO	DEADLINE OF SUBMISSION
School Heads	1. Download the template in a spreadsheet file through https://bit.ly/INSETSchoolReportTemplate 2. Rename the file following this format: SchoolID_SchoolName_District 3. Fill out the template 4. Directly submit/upload the accomplished INSET report to the DepEd Central Office link https://bit.ly/insetreport2024 . 5. Submit/Upload the same document (accomplished INSET Report) for consolidation to the SDO submission link https://bit.ly/insetreport2024sdocatanduanes	February 7, 2024



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HRD SEPS and SMME SEPS	1. Consolidate/ Summarize the School INSET Report. 2. Submit/Upload the consolidated report (SDO INSET PARTICIPANT REPORTING TOOL) to the respective SDO folder submission link provided by DepEd CO.	February 8, 2024
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2. The PSDSs and EPS must monitor compliance of public elementary and secondary school heads in submitting reports.
3. For information and compliance of all concerned.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent



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