



RELEASED
DepEd Division of Catanduanes
RECORDS SECTION
Date: **NOV 09 2016**
Time: **4:20 P.M.**
By: *[Signature]*

Division Memorandum
No. 129, s. 2016

To : Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

From : *[Signature]*
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Subject : **Submission of Completion Report on the Conduct of
2016 In-Service Training (INSET)**

Date : November 9, 2016

1. With reference to Division Memorandum No. 113, s. 2016 re.: the conduct of the Division In-Service Training (INSET) S.Y. 2016 and DepEd Order No. 23, s. 2016 Enclosure No. 2 Paragraph 5 states that *"at the end of the Second Quarter, a semestral break shall be observed to evaluate individual teachers and their collective performance, as well as to conduct the INSET activities in support of their continuing professional development"*; thus, you are hereby requested to submit a Completion Report on the Conduct of 2016 In-Service Training (INSET) on or before November 16, 2016 at SGOD c/o Human Resource Development (HRD) Section.
2. The Training Completion Report template/format is as follows:
 - I. Title of Activity/Training
 - II. Date of Training
 - III. Venue
 - IV. Name of Trainers/Resource Speakers/Facilitators
 - V. Number of Participants
 - VI. Training Objectives
 - VII. Narrative Report
 - A. Introduction
 - B. Brief Summary of Activities from Day 1 to Day 3
 - C. Issues Encountered
 - D. Suggestion and Recommendation
 - VIII. Attachments:
 - A. Program
 - B. Training Matrix
 - C. Attendance Sheets
 - D. Pictorials
 - E. Sample Outputs
 - F. Budget Report (if applicable)
- Prepared by: Signature over printed name
Designation
- Submitted by: Signature over printed name
Designation (Public Schools District Supervisor/Secondary School Head)
3. For your information, guidance and compliance.