



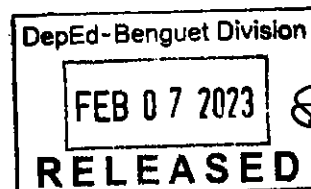
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

February 07, 2023

DIVISION MEMORANDUM

No. 44, s2023

TO: School Governance and Operations Division
Curriculum Implementation Division
Public Elementary and Secondary School Heads
All Others Concerned



SUBJECT: **SUBMISSION OF MID-YEAR IN-SERVICE TRAINING PROPOSALS, MONITORING AND EVALUATION REPORTS, AND COMPLETION REPORTS**

1. Pursuant to DM-OUHROD-2023-0157 re Conduct of Mid-Year In-Service Training of Teachers; this office enjoins ALL schools and districts to strictly adhere to the required processes and templates in the conduct of this activity.
2. Schools (including IUs) shall ALWAYS submit their INSET proposals to the Schools Division Office through the Public Schools Districts Supervisors or District Coordinating Principal for review and recommendation for approval before the conduct of the activity.
3. Human Resource Development Coordinators in the Districts together with the Public Schools District Supervisors shall assist in Monitoring and Evaluating the activity by reminding participants to log-in to this link https://bit.ly/2023SDOBenguet_Evaluation and fill-in the needed information on the last day of the activity.
4. ALL Schools and districts shall use the INSET Completion Report template that can be accessed and downloaded through tinyurl.com/neapinset23. The final date of submission of this report to the Human Resource Development Section shall be on or before February 17, 2023. Failure to comply with this report shall be notified through a separate memorandum.
5. Completion reports shall be submitted in HARD COPIES, signed by the school head and noted by the Public Schools District Supervisors or the District Coordinating Principal. The PSDSs and the DCPs shall consolidate the reports and submit on or before the due date.
6. Enclosure 1 are the list of schools with submitted proposals and budget allotment for Mid-Year INSET. Immediate supervisors and Proponents from these schools are commended of their timely submission and compliance to INSET requirements prior to implementation.
7. Employees with participation to INSET activities scheduled on the weekends shall be entitled to service credits or COCs to be accomplished or processed by their immediate supervisors following rules and guidelines.
8. Immediate and widest dissemination of this memorandum is required.


GLORIA B. BUYA-AO
Schools Division Superintendent

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