



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

06 Feb 2023

DIVISION MEMORANDUM
SGOD No. **024**, s. 2023

**CONDUCT OF SCHOOL-BASED IN-SERVICE TRAINING (INSET) OF TEACHERS
AND SUBMISSION OF SCHOOL-BASED INSET REPORT**

To: Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary Schoolheads
All Others Concerned

1. All concerned are enjoined to comply with the guidelines on the **Conduct of Mid-Year In-Service Training of Teachers** and the conduct of Monitoring and Evaluation (M & E) activities as provided for in the attached **Memorandum DM-OUHROD-2023-0157** dated February 02, 2023. Please see Enclosure No.1 for more details.
2. Anent this, all public schools are required to submit their School-based INSET Report using **Form 1-School-based In-Service Training (INSET) Report** (Please Enclosure No. 2) on or before **February 15, 2023** at this link **<https://bit.ly/School-basedINSETReport2023>** for consolidation.
3. Immediate dissemination of this memorandum is directed.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

Encl.: As stated

References: Memorandum DM-OUHROD-2023-0157

To be indicated in the Perpetual Index
under the following subjects:

TRAINING TEACHERS

ABB/DM- school-based INSET for teachers and submission of INSET report
0000/February 06, 2023

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