



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

February 13, 2023

DIVISION MEMORANDUM

No. 85, s. 2023

**SUBMISSION OF INSET COMPLETION REPORT ON SCHOOL-BASED
IN-SERVICE TRAINING (INSET) FOR TEACHERS SY 2022-2023**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
All School Heads
All Others Concerned
This Division

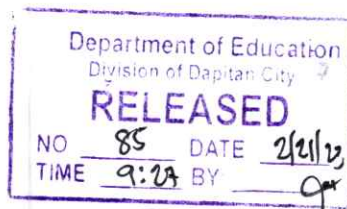
1. Pursuant to the **Memorandum DM-OUHROD-2023-0157 re: Conduct of Mid-Year In-Service-Training for Teachers (INSET)** dated February 2, 2023, all schools are directed to submit **INSET Completion Report** using the prescribed template from Central Office.
2. The prescribed template from Central Office can be accessed through this link: **tinyurl.com/neapinset23**. Please follow the procedures in downloading the INSET Completion Report Files.
3. The deadline of submission of the hard copy to the Division Office will be on **February 27, 2023**, while the soft copy in excel form shall be uploaded through this link: **bit.ly/2023INSETCompletionReport**.
4. Schools shall still submit the Training Completion Report as stipulated in Division Memorandum No. 55, s. 2023 aside from the Central office INSET Completion Report.
5. Attached is a copy of the INSET Completion Report from the Central Office.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitanctv.net

dapitancty@deped.gov.ph
fb.com/DepEdDapitanCty



Form 1: School-based In-Service Training (INSET) Report

Fill in the yellow cells with the requested information. Choose from the options in the green cells (drop-down).

I. SCHOOL PROFILE

Region:		School Head:	
Division:		Contact No. and/or Email Address:	
School:			
School ID:			

II. CONDUCT OF INSET

Date/s of Conduct	Total Duration (in hours)	Venue	Total INSET Funds Utilized (Mid-year INSET)	Participants		NEAP-Recognized	CPD-Accredited SDO-Reviewed	Quality Assurance	Remarks
				Male	Female				
					Total				

INSET Topics	Delivery Modality	PPST Strands Addressed							
		Domain 1	Domain 2	Domain 3	Domain 4	Domain 5	Domain 6	Domain 7	
	Remarks:								
	Remarks:								

INSET Topics	Delivery Modality	PPST Strands Addressed					
		Domain 1	Domain 2	Domain 3			
	Remarks:						

