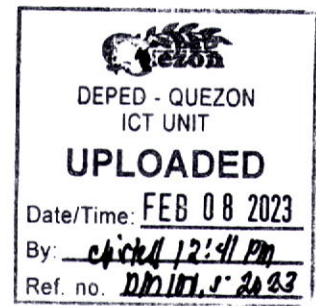




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



07 February 2023

DIVISION MEMORANDUM

DM No. 106, s. 2023

SUBMISSION OF SCHOOL-BASED IN-SERVICE TRAINING COMPLETION REPORT

To: Assistant Schools Division Superintendents
Division Chiefs
School Heads In-Charge of Governance and Operations
District HRD Coordinators/Focal Persons
All Others Concerned

1. In relation to the conduct of **School-Based In-Service Training (INSET) for Teachers School Year (SY) 2022-2023** as per DepEd Memorandum (DM)-OUHRDO-2023-0157 titled Conduct of Mid-Year In-Service Training of Teachers, this Office through the Human Resource Development Section (HRDS) advises all public elementary and secondary schools regarding the **submission of school-based INSET completion report**.
2. To facilitate the submission of the school completion reports on INSET, the District Human Resource Development (HRD) focal persons shall consolidate the report and submit to the HRDS by uploading the said file through **tinyurl.com/DistINSET-SumCR23** not later than **February 16, 2023**.
3. The District HRD focal persons, in coordination with the Public Schools District Supervisor (PSDS), shall inform schools regarding the submission of the completion report in the district level to facilitate the consolidation of the report.
4. Please be advised of the following templates to be used in the submission.

Completion Report Template	Link where to download
School	tinyurl.com/SchINSETCR23
District	tinyurl.com/DistINSETCR23

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Website: www.depedquezon.com.ph



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5. Relative to this, the HRDS will conduct a **technical assistance with the District HRD focal persons** on **February 13, 2023, 1:00 p.m.** via Zoom, to shed light in the preparation of the said report.
6. The HRD focal persons shall register online through **tinyurl.com/DistHRDmeeting23** not later than **February 10, 2023** to confirm their attendance to the meeting. The meeting link will be sent to their registered email address prior to the meeting proper.
7. Immediate and widest dissemination of this Memorandum is highly desired.

 **ELIAS A. ALICAYA JR., EdD**
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent


ELIZABETH M. DE VILLA
Chief Education Supervisor

hrdmgd02/07/2023

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