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Republika ng Pilipinas
Kagawaran ng Edukasyon
Region 5 (Bikol)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

February 10, 2026

DIVISION MEMORANDUM
No. 214, s. 2026

**SUBMISSION OF ACCOMPLISHMENT REPORT ON THE CONDUCT OF SCHOOL
IN-SERVICE TRAINING (INSET) FOR SY 2025-2026**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
District Personnel Development Committee (DiPDC)
School Personnel Development Committee (SPDC)
All Others Concerned

1. In reference to Division Memorandum No. 1000 s. 2025, titled "Conduct of School Year 2025-2026 In-Service Training for Teachers (INSET)," this Office respectfully requests the Public Schools District Supervisors (PSDS) – Chairpersons of the District Personnel Development Committee (DiPDC) through the School Heads – Chairpersons of the School Personnel Development Committee (SPDC) to submit *1 printed copy of INSET Completion report on or before March 15, 2026* to the Schools Governance and Operations Division – Human Resource Development Section (SGOD-HRD).

2. The following documents shall serve as the required enclosures of the Accomplishment Report:

- a. Program Completion Report
- b. INSET Plan signed by the SDS (including the checklist with signatures of the DPDC Committee).
- c. Training Matrix
- d. Breakdown of Expenses and/or Purchase Order (if applicable)
- e. Daily Attendance Sheet
- f. Released Memoranda and Advisories
- g. Photodocumentation with caption (maximum of five photos per day)
- h. Daily Evaluation Report Result/Consolidated M & E Analysis
- i. Comparative Results of Pre-Test and Post-Test
- j. PD Compliance Monitoring Tool or Contextualized INSET Monitoring Tool (to be accomplished by the PSDS or SDO Monitors).

3. The standard templates may be accessed through the following link: <https://depedctd.github.io/hrd-school/ld-requirements.html>. Upon approval of the Completion Report by the OIC-Schools Division Superintendent, school heads are directed to scan the approved copy of the report and submit it through the designated link assigned to their respective schools at <https://depedctd.github.io/hrd-school/inset-sy-25-26.html>.

4. For dissemination, guidance and strict compliance of all concerned.

[Signature]
MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

HRD/msr/cpg
02/10/2026



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