



DEPED DIVISION OF CATANDUANES  
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BY: *Don 0:57*  
22 FEB 2023

Republic of the Philippines  
Department of Education  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM**

SGOD-UM-02-22-2023/ESU

To: Chief Education Supervisors  
Public School District Supervisors  
Elementary and Secondary School Heads  
All Other Concerned

From: **SUSAN S. COLLANO**  
Schools Division Superintendent

Date: February 22, 2023

Subject: **Submission of Midyear Break INSET Completion Report**

- Relative to the conduct of the SY 2022-2023 Midyear Break In-Service Training of Teachers this February 06-10, 2023, all schools are required to submit the INSET Completion Reports and accomplish the monitoring tool online.
- Please be guided by the following steps on how to comply with the above requirements:

No.	Step	Link/File name	Remarks
<b><u>NEAP CO-Template of INSET Completion Report (Form No. 1)</u></b>			
1	Access Google Drive via this link :	<a href="https://bit.ly/INSETCompRep2023">https://bit.ly/INSETCompRep2023</a>	
2	Browse to the bottom of the page and open the spreadsheet titled :	<b>INSET Completion Report Template</b>	This template is owned by the NEAP-Central Office, required by the NEAP-ROV. This is <b>Form No. 1</b>
3	Download the template as a Microsoft Excel	<b>INSET Completion Report Template</b>	Download only, do not fill out directly on the template
4	Accomplish the template offline	<b>INSET Completion Report Template</b>	
5	Once accomplished, go back to Google Drive, and create a folder for your school inside the District folder	<a href="https://bit.ly/INSETCompRep2023">https://bit.ly/INSETCompRep2023</a>	Upload only accomplished template





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6	Rename the Excel template like this:	<b>myinset2023_Catanduanes_SchoolName_SchoolID</b>	
7	Upload the template to your respective School Folder	<b>myinset2023_Catanduanes_SchoolName_SchoolID</b>	
<b><u>INSET Program Completion Report (Form No. 2)</u></b>			
8	Additionally, upload a softcopy of the INSET Program Completion Report in the same School Folder where you upload Form No. 1	See attached template of the <b>NEAP Program Completion Report (NEAP-PCR)</b> <b>Upload the NEAP-PCR:</b> <ol style="list-style-type: none"> <li>1. in an editable <b>Word</b> document</li> <li>2. in <b>PDF</b> (scanned, with SDS signature in PCR)</li> <li>3. with <b>MOVs</b> (attachments in Word or PDF)</li> </ol>	This form is required by SDO Catanduanes. Include the MOVs (attachments) in uploading. This is <b>Form No. 2</b>
9	Rename the scanned file like this:	<b>INSET2023_ProgComRep_SchoolName</b>	
<b><u>INSET2023 Data-Report (Form No. 3)</u></b>			
10	Access this Google Sheet:	<a href="https://bit.ly/INSETDataReport2023">https://bit.ly/INSETDataReport2023</a>	This is <b>Form No. 3</b>
11.	Fill out the needed information directly on the Google Sheet opposite your school name.	<a href="https://bit.ly/INSETDataReport2023">https://bit.ly/INSETDataReport2023</a>	Your user access is Editor.

3. Accomplish Form 1 on or before **February 25, 2023**. Accomplish Form 3 and upload the scanned copy of Form 2 with MOVs on or before **March 17, 2023**.

4. There will be a coordination meeting regarding INSET Completion Reports, tomorrow **February 23, 2023, via Microsoft Teams at 02:00 PM**. School heads are expected to attend. The link will be sent thru Group Chats of School Heads.

5. For inquiries and comments regarding the forms, please contact Ms. Carol Gil at [carol.gil001@deped.gov.ph](mailto:carol.gil001@deped.gov.ph) or [hrd.ctd@deped.gov.ph](mailto:hrd.ctd@deped.gov.ph).

6. For dissemination and strict compliance.

ESU/SGOD-UM-02-22-23/Submission of Midyear Break INSET Completion Report

