



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY

**Office of the Schools Division Superintendent**

**Division Memorandum**

No. \_\_\_\_\_ s. 2020

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Field Staff and All Others Concerned

From: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Date: November 19, 2020

Subject: **SCHOOL-BASED IN-SERVICE TRAINING (INSET)**

In line with OUCI 307, 2020 on the stated schedule of In-Service Trainings (INSET) on December 14- 19, 2020, this Office advises the school heads to submit INSET Proposals thru the Public Schools District Supervisors (PSDS) assigned in every cluster on or before November 27, 2020.

The INSET Proposals shall be based from all or any of the following indicators:

- a. Policy Directions of the SDO;
- b. Needs of Teachers;
- c. Observance of Health Protocols;
- d. Transition from normal to new normal education; and
- e. Achievement results in NAT, NCAE (SY 2017-2018), and other tests.


The SGOD and CID Chiefs are enjoined to facilitate the preparation of Monitoring Tools on the following:

- a. INSET Process;
- b. Content; and
- c. INSET L & D Package.

The Information Technology Officer (ITO) is directed in the creation of a link for submission to and consolidation of the Monitoring Reports by the SGOD- Monitoring and Evaluation Unit. The SGOD and CID shall have the analyses and presentation of the Reports.

Links, teams, M & E Tools, and cluster assignments of all concerned shall be posted in the SDO Group Chat.

For the information, guidance, and compliance of all concerned.

  
**AGUEDO C. FERNANDEZ, CESO VI**  
Asst. Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent



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