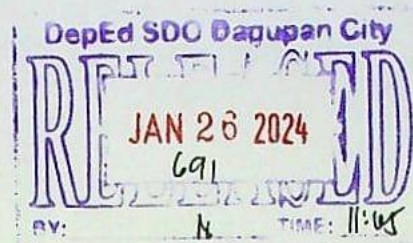




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 42, s. 2024

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads/School Leaders
School L&D Coordinators
Other concerns

FROM: The Schools Division Superintendent

DATE: January 24, 2024

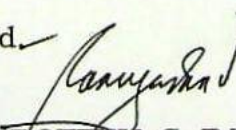
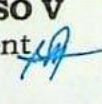
**SUBJECT: SUBMISSION OF THE 2024 MIDYEAR INSET REPORTING
AND MONITORING**

In compliance with Regional Memorandum No. 093, s. 2024 titled **Monitoring Tool for the 2024 MIDYEAR INSET**, all school leaders and L&D coordinators are enjoined to submit the soft copy of the following required documents:

- Approved INSET Proposal (Document/PDF)
- Authority To Conduct (Document/PDF)
- Training Matrix (Document/PDF)
- Approved Action Plan (Document/PDF)
- School INSET Report (Excel)
- SDO INSET Report (Excel)
- RO INSET Report (Excel)

All needed documents/reports shall be uploaded through the link: <http://tinyurl.com/INSET2024sdodc>. Report templates can be downloaded via the link: <http://tinyurl.com/INSET2024Templates>. **Deadline of submission is on February 7, 2024.**

For guidance and compliance of all concerned.


DR. ROWENA C. BANZON, CESO V
Schools Division Superintendent 

Reference: RM No. 0093, s. 2024

Encl.: none

To be indicated in the Perpetual Index
under the following subjects:

HRD L&D INSET MONITORING
HRDS/is/DM_ INSET REPORTING and MONITORING
January 24, 2024