



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division
Superintendent

March 3, 2021

DIVISION MEMORANDUM

NO. 052, s. 2021

CONDUCT OF IN-SERVICE TRAINING (INSET)

(Based on DepEd Order No. 012, s. 2021)

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. As per DepEd Order No. 012, s. 2021 entitled Amendment to DepEd Order No. 030, s. 2020 (Amendment to DepEd Order No. 007, s. 2020, School Calendar and Activities for School Year 2020-2021), **In-Service Training (INSET) is scheduled on March 15 – 19, 2021.**
2. In line with this, **school heads are advised to submit their Training Design and Matrix on or before March 10, 2021.**
3. **School Heads are required to use the Division's Tracking System (DocTracS) Application when submitting your documents.**
4. Wide and immediate dissemination of this memorandum is desired.


PORTIA M. MALLORCA, PhD, CESO V
Schools Division Superintendent



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph