



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
NO. 023, s. 2022

JAN 24 2022

CONDUCT OF MID-YEAR INSET

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

1. This Office, through the HRD Section announces the conduct of Mid-Year In-Service Training (INSET) on February 2 – 4, 2022.
2. School Heads are advised to strictly adhere to DepEd Order No. 029, s. 2021 dated Aug. 5, 2021, especially on Enclosure No. 1, item No. 22 on the conduct and duration of the School-Based INSET.
3. School Heads are likewise requested to devise mechanisms to ensure smooth and efficient conduct of the activity. The conduct of Online or Blended INSET is highly encouraged.
4. Only fully-vaccinated teachers are allowed to be in school to attend the School-based INSET. Indoor gathering is limited to 30% of the venue capacity. Meeting area must be well-ventilated, and health and safety protocol must be observed.
5. All participants must fill-up a health declaration form and temperature checked upon entry.
6. The submission of Training Design and Training Matrix is due on January 27, 2022, to be submitted to the HRD Section through DocTracS or via email at eulyne.lucerna@deped.gov.ph.
7. Meals and snacks during this activity are chargeable against the School MOOE subject to the usual accounting, and auditing rules and regulations.
8. For any query or clarification, contact HRD Section at CP No. 0917-5302414 or messenger account, Docs Lucerna.
9. Immediate dissemination of and compliance with this Memorandum are desired.

NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

