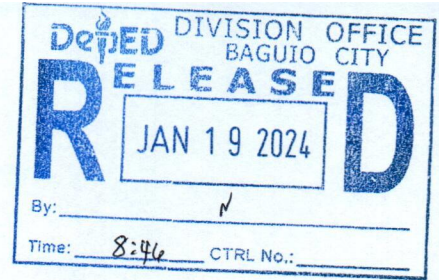




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



January 18, 2024

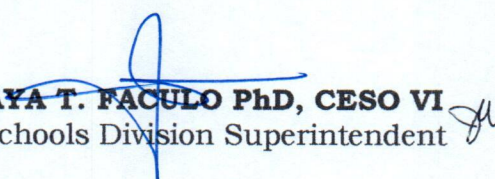
**DIVISION MEMORANDUM**

No. 041-2024

**SUBMISSION OF INSET COMPLETION REPORT**

To: **All Chief Education Supervisors**  
**Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**  
**Others Concerned**

1. Pursuant to DM-OUHROD-2014-0037, on the conduct of In-Service Training for Teachers (INSET) for School Year 2023-2024, this Office instructs all Schools to submit the INSET completion report conducted in January 2024 on or before **February 9, 2024**.
2. School Heads are advised to submit the required data and information relative to INSET via google through this link <http://tinyurl.com/2024INSETreport>
3. PSDSs shall monitor compliance of public elementary and secondary school heads in their respective areas of responsibilities.
4. The SGOD HRDS SEPS and SMME SEPS shall be responsible in reporting and submission of the needed data to the Central Officer tracker.
3. Immediate dissemination of and compliance with this Memorandum is desired.

  
**SORAYA T. FACULO PhD, CESO VI**  
OIC- Schools Division Superintendent

