



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

January 8, 2024

DIVISION MEMORANDUM

NO: 008 s. 2024

CORRIGENDUM/ADDENDUM TO DM 600 S. 2023 RE: (MID-YEAR IN-SERVICE TRAINING FOR TEACHERS (INSET) AND PERFORMANCE EVALUATION AND TARGET SETTING FOR SY 2023-2024)

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
SEPS, HRDS & M and E
EPS II, HRDS and ALS
School Heads, Teachers and all Others Concerned

1. This Office hereby announces the additional information on the conduct of the forthcoming INSET for SY 2023-2024.
2. Topics for Day 2 and Day 3 must address the training needs of teachers based on the Consolidated Individual Development Plan (Part IV of their IPCRF).
3. Meal expenses are chargeable against HRTD Funds (P80.00/ day/pax). Honorarium for Non DepED speakers is chargeable against School MOOE and other source of fund, subject to the usual auditing rules and regulations.
4. Travelling expenses for those participants who are assigned to another venue (to and from the venue, only) is still chargeable against School MOOE.
5. All other contents on the superseded DM 600 s. 2023 dated December 29, 2023 not emphasized in this Memorandum are still in effect.
6. Immediate and wide dissemination of this Memorandum is highly desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/EQA/SGOD/MMC/fct



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