



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

Office of the Schools Division
Superintendent

September 9, 2026

DIVISION MEMORANDUM

No: 737 s. 2026

**CONDUCT OF SCHOOL- BASED INSET FOR TEACHING PERSONNEL OF SDO
TAGBILARAN CITY**

TO: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the Department of Education's commitment to the continuous professional development of teachers, this Office announces the conduct of the **In-Service Training (INSET)** on **September 14-15, 2026**. (Except for DCPNHS-JHS)

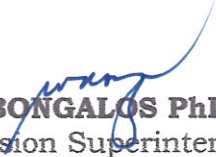
The said training aims to:

- a. enhance the professional knowledge, skills, and competencies of teachers.
 - b. provide updates on current DepEd policies, programs, and initiatives;
 - c. strengthen instructional leadership and classroom practices; and
 - d. promote collaboration and sharing of best practices among participants.
2. Participants to this activity are all teaching personnel and other identified school personnel as may be determined by the school head who will served as member of Program Management Team
 3. School Heads and members of the Members of the Program Management Team are directed to make the necessary preparations and logistical arrangements to ensure the successful implementation of the activity. They shall likewise:
 - a. ensure the availability and adequacy of training facilities, equipment, and materials;
 - b. monitor attendance and participation of all concerned personnel;
 - c. provide technical and administrative support throughout the activity; and
 - d. ensure the smooth and orderly conduct of the training by addressing concerns that may arise before, during, and after the activity.



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4. Expenses relative to the conduct of the activity shall be charged against school MOOE or any other School Funds subject to existing accounting and auditing rules and regulations.
5. All concerned are enjoined to give this activity their full support and cooperation to ensure the attainment of its objectives.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/fct