



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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Office of the Schools Division Superintendent

February 1, 2024

DIVISION MEMORANDUM

No. 032 s.2024

SUBMISSION OF IN-SERVICE TRAINING (INSET) REPORT FOR SY 2023-2024

To: **Public Schools District Supervisors**
Public Elementary and Secondary School Heads
All others concerned

1. Pursuant to Memorandum DM-OUHROD-2024-0037 titled GUIDELINES ON THE CONDUCT OF THE IN-SERVICE TRAINING FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023 2024, this Office mandates ALL schools to submit their respective **INSET REPORTS** on or before **February 6, 2024**.
2. Anent to, the following steps should be followed:
 - a. Download the Reporting Tool at <http://tinyurl.com/INSETTool2024>.
 - b. Submit the filled out tool at <http://tinyurl.com/SubmitINSETTool>.
3. Reports shall be consolidated by the SGOD-HRD and SMME sections to be uploaded to the DepEd central office link on or before February 9, 2024.
4. Immediate dissemination of and compliance to this Memorandum is desired.


AMADOR D. GARCIA SR., PhD, CESO VI
Schools Division Superintendent

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Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone No.: (074)614-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>

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