Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

DEPARTMENT OF EDUCATION RECORDS SECTION RECEIVED BY: DATE: TIME: LIGAO CITY DIVISION, LIGAO CITY

DEPARTMENT OF EDUCATION RECORDS SECTION RELEASED BY: DATE: 9/14/2026 TIME: LIGAO CITY DIVISION, LIGAO CITY

Office of the Schools Division Superintendent

91426511

September 14, 2026

DIVISION MEMORANDUM

No. 0455 s. 2026

SUBMISSION OF THE 2026 1ST TERM INSET ACCOMPLISHMENT REPORTS

To: Asst. Schools Division Superintendent
CID and SGOD, Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. To ensure proper documentation, monitoring, and evaluation of the implementation of the 2026 1st Term In-Service Training (INSET), all schools shall submit their INSET Accomplishment Report through the link https://bit.ly/4ixBGoh in PDF on or before **September 18, 2026.**

3. All concerned School Heads should ensure that the accomplishment report is complete, accurate, duly certified, and supported by appropriate documentary evidence, including, as applicable:
   a. Approved INSET proposal/program design;
   b. Program of activities;
   c. Participants' profile;
   d. Attendance sheets;
   e. Training documentation and photographs;
   f. Evaluation results; and
   g. Financial and utilization/liquidation documents

3. For information and widest dissemination.

NYMPHA D. GUEMO
Schools Division Superintendent

Enclosure: None
To be indicated in the Perpetual Index
under the following subjects

In-Service Training (INSET Accomplishment Report Schools

SGOD/HRDS
09/14/2026

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