



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Office of the Schools Division Superintendent

October 01, 2024

DIVISION MEMORANDUM

No. 229, s. 2024

**ORIENTATION ON THE GUIDELINES OF THE CONDUCT OF
IN-SERVICE TRAINING (INSET) FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Education Program Specialists
Public Schools District Supervisors/ OIC PSDSs
Elementary and Secondary School Heads
District Learning and Development Coordinators
All Others Concerned

1. In consonance with the DM-OUHROD-2024-1576 and Regional Memorandum No. 956 s. 2024 regarding the Guidelines on the Conduct of Regional Office, Schools Division Office, and School-developed Professional Development Programs for FY 2024 issued on August 16, 2024, this Office through the Human Resource Development Section (HRDS) and School Governance and Operations Division (SGOD) will conduct an orientation to the **public schools district supervisors/OIC public schools district supervisors and district learning and development coordinators** on **October 8, 2024, 1:00PM - 5:00PM** at Bulwagan ng Karunungan, 3F DepED SDO Sorsogon Building, Balogo, Sorsogon City.
2. This activity aims to orient the participants on the guidelines of the conduct of the 3-day School-based In-Service Training (INSET) for teachers this school year 2024-2025.
3. Expenses relative to the conduct of this activity shall be charged against local funds/school MOOE subject to the usual accounting rules and regulations



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4. For questions and clarifications, please contact Dr. Florencio P. Bermundo, Chief SGOD.
5. Widest dissemination of and compliance with this Memorandum are enjoined.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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