



Republic of the Philippines
Department of Education
Region 02 (Cagayan Valley)
SCHOOLS DIVISION OFFICE OF ISABELA
Alibagu, City of Ilagan, Isabela 3300



MEMORANDUM

To : Public Schools District Supervisors/Districts In-Charge
Secondary School Heads
All Others Concerned

From : *Reynante Z. Caliguiran*
REYNANTE Z. CALIGUIRAN, PhD, CESO VI
OIC - Schools Division Superintendent

Date : April 30, 2019

Subject: **SUBMISSION OF PROPOSALS FOR THE CONDUCT OF IN-SERVICE TRAINING FOR TEACHERS (INSET) ON MAY 29-31, 2019**

The Schools Division Office of Isabela, in its aim to promote professional growth and continuous improvement among its teaching staff, announces the conduct of the In-Service Training for Teachers (INSET) on May 29-31, 2019 in preparation for the opening of classes for SY 2019-2020.

In relation to this, all schools/districts are hereby required to submit their Learning and Development (L&D) proposals with complete attachments to the Human Resource Development (HRD) Section of the School Governance and Operations Division (SGOD) on or before May 15, 2019. Proposed L&Ds must include topics that are based from the consolidated and analyzed schools' Development Needs on the Individual Performance and Commitment Review. L&D forms may be downloaded from <https://tinyurl.com/LandDforms>

Be reminded that schools/districts are not allowed to conduct INSET without an approved L&D proposal.

Immediate dissemination of this Memorandum is desired.

sgo/ida/eel

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