

14 October 2025

DIVISION MEMORANDUM

No. 513, s. 2025

ADDENDUM TO DIVISION MEMORANDUM NO. 502, S. 2025
Reiteration of the Call for Submission of Learning and Development (L&D)
Proposals for the Conduct of In-Service Training (INSET) Week
for School Year 2025-2026

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
All Public School Heads
All Concerned

1. In connection to Division Memorandum No. 502, s. 2025 (Reiteration of the Call for Submission of Learning and Development (L&D) Proposals for the Conduct of In-Service Training (INSET) Week for School Year 2025-2026), this Office informs the field that:

- a. proponents shall use the prescribed PDP Template with the new link <https://tinyurl.com/pdpPinset>. The accomplished proposal should be submitted in both hard copy and soft copy—the hard copy to the HRD Section, SGOD – SDO Calbayog City, and the soft copy through email at hrd@calbayog.ph.education ; and
- b. the expenses to be incurred in the conduct of the In-service Trainings (INSETs) during the INSET WEEK may be charged to School MOOE/local Funds or may avail the Division HRTD Fund provided that the proposal submitted is quality assured and approved, and upon the availability of funds.

2. District supervisors and District Adopters are enjoined to monitor the conduct of School INSETs and submission of Activity Completion Reports (ACRs).

3. All other provisions related to this Issuance are still in effect and enforced.

4. Immediate dissemination of and strict compliance with this Memorandum are highly desired.




MARGARITO A. CADAYONA, JR. PhD, CESO VI
Schools Division Superintendent