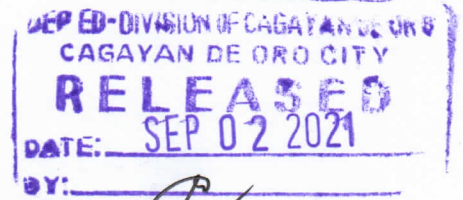


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Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

September 2, 2021

Division Memorandum
No. s. 2021

**Grant of Service Credits during the Conduct of the 2021
School – Based In Service Trainings (INSET)**

To: Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads
This Division

1. This Office recognizes the conduct of School-Based/Cluster In Service Trainings (INSETs) to address the development needs of teaching personnel.
2. With the review and approval of the training designs submitted, the INSETs were conducted in August and September 2021 which is among the preparations for the opening of School Year 2021-2022.
3. Relative to this, the field is hereby informed of the grant of service credits to all teachers and members of the Technical Working Group (TWG) who participated in the INSETs through various online platforms.
4. The following documents shall be submitted prior to the granting of the corresponding service credits:
 - a. Daily Time Record (duly signed by the school head)
 - b. Daily Accomplishment/Narrative Report
5. The school head shall properly endorse the aforesaid documents with a letter addressed to the Schools Division Superintendent requesting for the grant of service credits. A summary of the attendees and members of the TWG with the corresponding number of days shall also be indicated.
6. Immediate and strict compliance to this Memorandum is earnestly desired.


ALICIA E. ANGHAY
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent