



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



Office of the Schools Division Superintendent

August 31, 2023

DIVISION MEMORANDUM  
No. 418 s. 2023

SUBMISSION OF SY 2022-2023 INSET MATRIX AND LAC IMPLEMENTATION PLAN  
FOR PRIME-HRM EVIDENCE REQUIREMENTS

TO: All Public School District Supervisors  
All Elementary & Secondary School Heads  
This Division

1. Relative to the PRIME-HRM evidence requirements needed by the Civil Service Commission Regional Office X, you are hereby directed to submit scanned copy of SY 2022-2023 INSET Matrix and LAC Implementation Plan.
2. Submit the complete scanned document to this link <https://shorturl.at/fhlCI>.
3. Deadline of submission is on **September 4, 2023**.
4. In adherence to Equal Opportunity Principle (EOP) inclusive and fair treatment shall be accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. For immediate dissemination and compliance.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

INSET      LAC

ATB/ DM – submission of sy 2022-2023 inset matrix and lac implementation plan  
August 31, 2023



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Mobile No:** +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)  
**Email Address:** [cagayandeoro.city@deped.gov.ph](mailto:cagayandeoro.city@deped.gov.ph)