



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM - 2022 - 02 - 078
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: FEB 17 2022 TIME: 9:15 AM
 BY: _____

DIVISION MEMORANDUM

No. 078, s. 2022

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, SGOD and CID
 Education Program Supervisors
 Public Schools District Supervisors
 All School Heads
 All Others Concerned
 This Division

From: **VICTORIA V. GAZO, PhD, CESO V**
 Schools Division Superintendent

Date: February 16, 2022

Subject: **SUBMISSION OF NARRATIVE REPORTS OR IN-SERVICE TRAINING**

1. In line with the Regional Memorandum No. 77, s. of 2022 re: "**Submission of Narrative Reports on In-Service Training**". This Office is hereby informs the field on the submission of narrative reports by schools not later than **February 25, 2022**.
2. To unify the consolidation, refer to template form attached for your reference and fill up the google form link <https://bit.ly/INSETNARRATIVE> and upload.
3. Should there be queries, *contact Mr. Rex C, Dacanay, Education Program Specialist II*, Human Resource Development at **09175542969**.

Enclosure as stated:

Copy furnished:

Records Unit

HRD

To be posted in the website



**SUBMISSION OF NARRATIVE REPORTS
ON IN-SERVICE TRAINING**

Template

Division of _____

Introduction (200-300 words):

Total Number of In-Service Training Conducted:

Total Number of Participants:

Lumped Training Content/Topics:

- 1.
- 2.
- 3.
- 4.
- 5.

Outcomes:

Observations/Challenges:

Conclusions:

Recommendations:

Prepared by:

Reviewed by:

Approved by:

Schools Division Superintendent

Photo Documentation