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

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 DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 009, s. 2023

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

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

Date: February 28, 2023

Subject: **SUBMISSION OF INSET COMPLETION REPORT**

1. In line with **Regional Memorandum No. 113**, series of **2023** entitled "**Submission of INSET Completion Report**". All Schools are required to fill up the template by District using the link <https://tinyurl.com/School23inset>. The final date of submission is on March 2, 2023 to give reasonable time for the Division to consolidate the report to be submitted to Regional Office (RO).
2. This Office directs the immediate and wide dissemination of the Memorandum.
3. Should there be queries contact **Rex C. Dacanay**, Education Program Specialist II of the Human Resource Development at 09177055496.

Copy furnished:
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TO BE POSTED IN THE WEBSITE



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