




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

DM 2024-01-034
 DEPED MALAYBALAY CITY
 RELEASED
 DATE: 1/18/24 TIME: 9:48
 BY: [Signature]

DIVISION MEMORANDUM

No. 034, s. 2024

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:  ALIENA S. DAJAY, PhD, CESE
 OIC – Office of the Schools Division Superintendent

Date: January 18, 2023

Subject: **VIRTUAL DIVISION IN-SERVICE TRAINING (INSET) ORIENTATION FOR SCHOOL HEADS AND TEACHERS**

1. The Department of Education - Division of Malaybalay will conduct a **Virtual In-Service Training (INSET)** for School Heads and Teachers on January 26, 2024 via Microsoft Teams thru this link <http://tinyurl.com/DIVINSET2024>.
2. The INSET aims to update the following:
 1. Pag-Ibig Fund contribution
 2. PhilHealth contribution
 3. DSWD program for learners
3. Participants of the activity are School Heads, and Teachers of this Division. They are advised to use laptops or any gadgets with internet during the training.
4. Attached is the Matrix of Activities for further reference.





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5. Participants should accomplish two online attendance before 8:00 in the morning and after 5:00 in the afternoon using the link provided on the day of the training and advice to stay in the cluster until the end of the training.
6. Immediate and wide dissemination of this memorandum is desired.
7. Should there be queries contact *Rex C. Dacanay*, Education Program Specialist II of the Human Resource Development at 09177055496.

Copy furnished:

Records Unit/HRD-WWBM

TO BE POSTED IN THE WEBSITE



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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**VIRTUAL DIVISION IN-SERVICE TRAINING (INSET) ORIENTATION FOR SCHOOL HEADS, MASTER
 TEACHERS AND TEACHERS**
 January 26, 2024

TIME	PRELIMINARIES	
8:00 am – 8:10 am		
8:10 am – 8:15 am	Opening Remarks	DR. LORENZO O. CAPACIO, EdD Chief, SGOD
8:15 am – 8:20 am	Statement of the Purpose and Rationale of the Training	MR. RALPH T. QUIROG Chief, CID
TRAINING PROPER		
TIME	TOPIC	PERSON IN-CHARGED
8:20 am – 9:20 am	Pag-Ibig Fund Contribution	MS. LYRA JANE M. ALBORE Supervisor
9:20 am – 10:20 am	Open Forum	
10:20 am – 11:00 am	PhilHealth Contribution	ENGR. CIPRIANO C. PAGAURA Supervisor
11:00 am – 12:00 am	Open Forum	
12:00 am – 1:00 pm	Lunch Break	
1:00 pm – 2:00 pm	DSWD (Program for Learners)	MS. IVY AMOR C. URBINA City Social Welfare Dev't. Coordinator
2:00 pm – 3:00 pm	Open Forum	
Closing Program		
3:00 pm – 5:00 pm	Preliminaries	
	Makabayan Song	Video Presentation
	Prayer	
	Impression (Elementary)	MR. SONNY ROJAS, PII PESPA President
	Impression (Secondary)	DR. SUSAN S. OLANA, PhD DAPSSHI President
	Word of Challenge	DR. ALIENA S. DAJAY, PhD, CESE OIC – Office of the Schools Division Superintendent
	Response	MS. NIDA O. DORIAS, MT I
	Closing Remarks	MR. TEOFILO L. ONTOY JR., PII Linabo Central School
Virtual Host WOODROW WILSON B. MERIDA Senior Education Program Specialist - HRD		



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