




Republic of the Philippines
Department of Education
REGION III - CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP-ED SDO N.E.
RELEASED
MAY 19 2023
RECORDS SECTION

MEMORANDUM

TO : Assistant Schools Division Superintendents
Chiefs of Division, CID and SGOD
Division Unit Heads
All Others Concerned

FROM :  **ENGR. EDGARD C. DOMINGO, PhD, CESO V**
Schools Division Superintendent

SUBJECT : **SUBMISSION OF INSET DOCUMENTATION**

DATE : May 19, 2023

1. Relative to the division's preparation for the validation of the four core HR systems for the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Level II Maturity, the Technical Working Group will produce a video presentation showing the division's best practices. Hence, all INSET proponents from the Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD), and Office of the Schools Division Superintendent (OSDS) are instructed to forward the following to Google Drive (Link will be forwarded on the division group chat):
 - Scanned copy of the approved training proposal, division memorandum, pretest and posttest, M&E reports (Levels 1 and 2), and accomplishment report;
 - Raw pictures and videos (not downloaded from Facebook or Messenger) of the INSET (from planning meetings to post-evaluation) to maintain the image resolution;
 - Scanned copy of the sample Certificate issued; and
 - For NEAP-recognized programs, a scanned copy of the Certificate issued by NEAP.
2. The deadline for submission will be on Wednesday, May 24, 2023.
3. For information, guidance, and compliance.

DUM 2023 Submission of INSET Documentation
3-4/ITG 19-05-2023



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