



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

10 February 2023

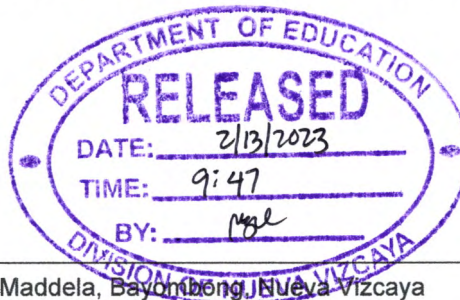
DIVISION MEMORANDUM  
No. **43**, s. 2023

**CALL FOR SUBMISSION OF TERMINAL REPORTS FOR THE CONDUCTED  
DISTRICT IN-SERVICE TRAININGS (INSET)**

To: Office of the Assistant Schools Division Superintendent  
School Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. In compliance to the standards of Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) L&D Level 3 (Integrated System), the Office calls for submission of terminal reports of all District INSET held on February 6-10, 2023.
2. Reports are expected to be submitted ON or BEFORE **12NN of February 17, 2023**. All documents must be in compliance to **Division Memorandum No. 133, s. 2022** Re *Division Learning and Development Guidelines and Utilization of Human Resource Development ISO Forms*.
3. Likewise, Liquidation Report of Cash Advance for District INSET, with the complete required documents, is expected to be submitted on same date.
4. For information, guidance and strict compliance.

  
**RACHEL R. LLANA PhD, CESO V**  
Office of the Schools Division Superintendent



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