



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0042

To: Assistant Schools Division Superintendent
 Chief Education Supervisor (SGOD)
 Chief Education Supervisor (CID)
 Public Elementary and Secondary Schools Heads/Principals
 PD Program/INSET/LAC Coordinators
 All Concerned Personnel

Subject: **Technical Assistance on PRC Completion Report and Monitoring and Evaluation of INSET**

Date: January 23, 2025

In reference to DM-OUHROD-2024-1576 dated August 16, 2024 titled **“Guidelines on the conduct of Regional Office, Schools Division Office and School Based Professional Development Programs FY 2024”**, this guideline ensures effective and efficient development and implementation of school-based PD programs through quality assurance and PRC accreditation.

With this, this office through the SGOD-Human Resource and Development Section (HRDS) will conduct a technical Assistance on PRC Completion Report uploading, and Monitoring and Evaluation of INSET Report on January 27, 2025, 2:00 in the afternoon via online platform.

All School Heads are directed to assign teachers to take charge of the assigned classes of the identified teacher participants. This is in compliance to DepEd Order no. 9, s. 2005 of no disruption of classes policy

For information and guidance.


JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent

RELEASED

JAN 27 2025