



Republic of the Philippines

**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

**MEMORANDUM**

SGOD-2026-048

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary, Secondary, and Integrated School Heads  
All Others Concerned

**FROM:** **LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

**SUBJECT: SUBMISSION OF IN-SERVICE TRAINING FOR TEACHERS (INSET) REPORTS FOR SCHOOL YEAR 2025-2026**

**DATE:** March 10, 2026

1. In view of Memorandum SGOD-2025-173 titled "Guidelines on the Conduct of the School Year 2025-2026 In-Service Training for Teachers (INSET)" and Memorandum SGOD-2025-189 titled "Guidance on the Conduct of School Year 2025-2026 In-Service Training for Teachers (INSET) in view of Unnumbered DepED Memorandum dated October 23, 2025," all public elementary, secondary, and integrated schools in the Division are expected to have conducted their INSET sessions from January to March 2026.
2. As part of the monitoring and evaluation, and reporting of INSET activities, school heads shall submit the following reports on or before March 27, 2026:
  - 2.1. INSET Implementation Data (accessible through [bit.ly/INSETImplementationDataMdq2025](http://bit.ly/INSETImplementationDataMdq2025)); and
  - 2.2. List of Participants (template and submission bin accessible through [bit.ly/INSETReportsMdq2025](http://bit.ly/INSETReportsMdq2025)).
3. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).
4. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA



**Address:** T. Roque St., Malusak, Boac, Marinduque  
**Tel. No.:** (042) 754-0247 • **Fax No.:** (042) 332-1611  
**Email:** [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
**Website:** <https://depedmarinduque.com>