



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Advisory No. **052**, s. 2026

March 17, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

SUBMISSION OF 2025-2026 INSET REPORTS

Relative to the Regional Memorandum No. 771, s. 2025, titled **Guidelines on the Conduct of the School Year 2025-2026 In-Service Training (INSET) for Teachers** and to the Advisory titled **Submission of Report on the Conducted School Year 2025-2026 In-service Training of Teachers**, this Office, through the School Governance Operations Division – Human Resource Development Section, announces the submission of the **District/Sub-Office Implementation Data and Consolidated Completion Report** on or before March 19, 2026.

Title of Report	Template	Submission Link
Implementation Data	https://tinyurl.com/DistrictINSETImplementaionData	https://tinyurl.com/BatangasINSETSubmission
Consolidated Completion Report	See attached template	

For more details, please contact Evelyn C. De Sagun and/or Leoncia B. Maramot at SGOD – HRD Section through L and D 2.0 Group Chat or HRD and PSDS Group Chat.

ECS/Submission of 2025-2026 INSET Reports/ R2-150269/ 0317/2026



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PD PROGRAM COMPLETION REPORT FORM

PD Program Owner:		
Contact Person:	Designation:	
Contact No.:	Email Address:	
Program Title:		
Date of Conduct:		
Venue:		
Total No. of Participants:	Male:	Female:
Executive Summary: <i>May include the program description and its objectives, and the daily proceedings of the conduct of the program.</i>		
M and E Analysis <i>Analysis should include:</i> <ul style="list-style-type: none">• Summary of results from the participants' evaluation of the program (level 1)• Summary of results from the participants' learning of the program (pre/post-test) <i>Strengths and areas for improvement should be identified in this section</i> <i>*Use separate page if necessary</i>		
General Comments and Issues Encountered <i>In this section make any general comments about the program and identify any issues encountered in relation to:</i> <ul style="list-style-type: none">• its delivery<ul style="list-style-type: none">- resource persons/learning facilitators- participants- content of program- delivery strategies- training materials• its management<ul style="list-style-type: none">- prior to delivery- during the training proper		



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Other issues

Photo Documentation

- *Must be PDF File*
- *5 pictures per day only*
- *Each day should contain descriptions*

Recommendations

In this section discuss any recommendations you may have to improve future programs and for policy actions. Suggestions may cover program management, facilitation, session guides, resource materials, other concerns.

I hereby declare the information provided in this program completion report is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made. I further allow DepEd-NEAP to investigate the authenticity of all the documents submitted.

I agree that DepEd-NEAP to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Sign off by the Program/Course Manager or its equivalent.

P/C Manager:
Signature:
Date: