



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

February 10, 2023

DIVISION MEMORANDUM
No. **066** s. 2023

**SUBMISSION OF ACTIVITY COMPLETION REPORT (ACR) ON THE
MIDYEAR SCHOOL-BASED IN-SERVICE TRAININGS (INSETs) FOR THE
SCHOOL YEAR 2022-2023**

TO : Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public School Elementary and Secondary Schools
All Others Concerned

1. DepEd Order No. 34, s. 2022 titled School Calendar and Activities for the School Year 2022-2023 specifically on Item No. 40 re: Five (5)-Day Midyear Break articulates that the five-day mid-year break shall be spent for the conduct of the Midyear Performance Review and Evaluation and the School-Based INSET. The last three days shall be devoted to the conduct of the school-based INSET activities for the teachers' continued professional development and the preparation of their instructional materials.
2. Pursuant to the above mandate, all public elementary and secondary schools are advised to submit an Activity Completion Report (ACR) relative to the conduct of Mid-year School-Based INSET for School Year 2022-2023.
3. All schools are requested to accomplish the Google Form that can be accessed using the link: <https://bit.ly/midyearinsetacr> by supplying details of INSET activities including the link for the soft copy of their ACR on or before February 17, 2022.
4. School-Based INSETs' reports shall be consolidated by the School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) in order to come up with a Division ACR. Said report shall serve as a basis for future planning and policy recommendation on personnel professional development.
5. Attached is the ACR template and can be downloaded via link: <https://bit.ly/acrtemp> for ready reference.
6. For more information, all concerned may contact the SGOD-HRDS or Mr. Jayson M. Santos, SEPS-HRDS at email address: jayson.santos001@deped.gov.ph,



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
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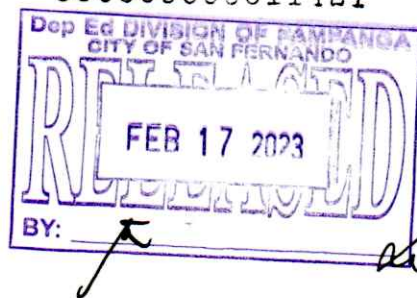
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DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.

7. Immediate dissemination of this Memorandum is desired.

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

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ACTIVITY COMPLETION REPORT

I. BASIC INFORMATION

A. TITLE
B. OBJECTIVES
C. MANAGEMENT TEAM
D. INCLUSIVE DATES
E. VENUE/MODALITY

II. NARRATIVE REPORT

A. ACCOMPLISHMENT (Narrative of the activity. Refer as well with the proposal/design.)
B. PARTICIPANTS (Include all the attendees)
C. ACTIVITY MATRIX (Include the person-in-charge/facilitator/resource speaker. Kindly use a separate sheet for the profile)



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D. BUDGET UTILIZATION (Include the source of fund)
E. PROGRAM EVALUATION RESULTS (Include the results of the evaluation of program : management team, materials, delivery of the activity, facilitators/resource speaker/s, meals, and venue)
F. IMPACT (Include short term or long term, what gap/s were addressed)
G. PHOTOS (Use a separate sheet)

Prepared by:

Proponent

Noted by:

School Head



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