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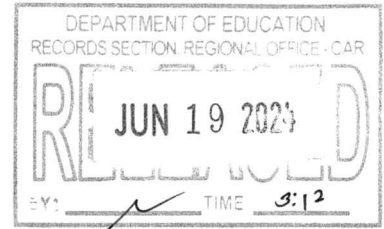
19 JUNE 2024

REGIONAL MEMORANDUM
No. **393.2024**

PARTICIPANTS TO THE PRESENTATION AND FINAL CONSULTATION ON THE DRAFT IN-SERVICE TRAINING (INSET) POLICY

To: Assistant Regional Director
        Schools Division Superintendents
        All Others Concerned

1.   Relative to DM-OUHROD-2024-1087 titled, "Presentation and Final Consultation on the Draft In-service Training (INSET) Policy", the following shall be the official participants on June 24-28, 2024 at NEAP Baguio, Teachers Camp, Baguio City. Due to conflict of activities, original participants mentioned in the memo will be replaced as follows:

Office / SDO	Original Participant	Office SDO	Replacement
Regional Office	Dexter B. Andres	Baguio City	Lourdes B. Lomas-e
Kalinga	Ginadine L. Balagso	Kalinga	Maria Teresa Prieto
Baguio City	Sharon Christianie Castillo		
Benguet	Rachel Baliked		

2.   The participants are requested to confirm their attendance through the registration link **https://bit.ly/INSETWriteshop_RegForm**.

3.   The participants are advised to check in at the venue in the morning of June 24, 2024, and check out on June 28, 2024 11:00AM. The first meal to be served is dinner of June 23, 2024 and the last meal is PM snacks of June 28, 2024.

4.   Board and lodging of participants shall be charged to the NEAP HRD Funds. Travel expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

5.   For queries and clarifications, please contact the Human Resource Development Division (HRDD) OIC Chief Rosita C. Agnasi via 09071734621 or through the email address car.neapr@deped.gov.ph.

6.   Immediate dissemination of and strict compliance with this memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV / Regional Director

/HRDD/RCA/DeAn