



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 August 2026

DIVISION MEMORANDUM
No. 557 s. 2026

**SUBMISSION OF MEANS OF VERIFICATION (MOV_s) FOR THE CONDUCT OF
THE FIRST-TERM IN-SERVICE TRAINING (INSET)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with **DepEd Order No. 009, s. 2026**, entitled **Guidelines on the Implementation of the Three-Term School Calendar in Basic Education**, and in support of the professional development and continuous capacity-building of teachers, all public elementary and secondary school heads are hereby directed to ensure the proper documentation and submission of the Means of Verification (MOV_s) for the First Term In-Service Training (INSET), School Year 2026–2027.
2. Schools shall organize the documentary evidence chronologically and compile all required documents into a single PDF file. The compiled MOV_s shall include, but shall not be limited to, the following:
 - a. Approved INSET Program/Training Plan;
 - b. Training/Session Program;
 - c. Attendance Sheet duly signed by participants;
 - d. Training materials, presentations, and other learning resources utilized during the sessions;
 - e. Activity documentation (photos with captions);
 - f. Narrative or Accomplishment Report;
 - g. Evaluation results or participants' feedback, if available; and
 - h. Other relevant supporting documents.

The file shall be named using the following format: **School Name_INSET MOV_s_First Term_SY 2026–2027**

3. The compiled MOV_s shall be submitted **on or before September 21, 2026**, through the official online submission platform. Schools may upload the compiled file by scanning the QR code below or clicking the submission link below.

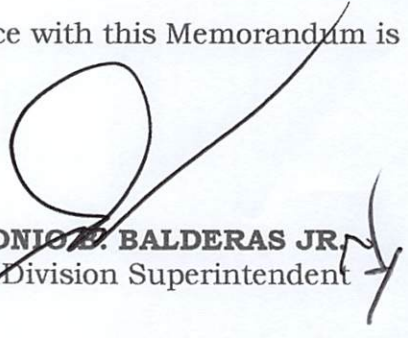


<https://drive.google.com/drive/folders/1fWZzCMgRxfXn9bINFRsOy4qM9EM12xcJ?usp=sharing>



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4. Immediate dissemination of and strict compliance with this Memorandum is directed.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None

Reference: DepEd Order No. 09, s. 2026

To be indicated in the Perpetual Index
under the following subjects:

INSET
MEANS OF VERIFICATION

SGOD- submission of means of verification (movs) for the conduct of the first-term in-service training (inset)
SGO2C244-005399/August 18, 2026