



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

09 September 2026

DIVISION MEMORANDUM
No. 339 s. 2026

ADDENDUM TO DIVISION MEMORANDUM NO. 324, S. 2026
RE: CONDUCT AND MONITORING OF IN-SERVICE TRAINING (INSET)
FOR SCHOOL YEAR 2026-2027

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors/District In-Charge
School Heads Public Elementary, Secondary & Integrated Schools
All others concerned

1. In reference to **Division Memorandum No. 324, s. 2026**, titled **“Conduct and Monitoring of In-Service Training (INSET) for School Year 2026–2027,”** this Addendum is hereby issued to provide additional information regarding the funding source for the conduct of the said activity.
2. The expenses to be incurred in the conduct of the In-Service Training (INSET) shall be charged against the **HRTD Fund and School Maintenance and Other Operating Expenses (MOOE)**, subject to the usual accounting and auditing rules and regulations.
3. All other provisions of the said Memorandum remain in effect.
4. For information, guidance, and compliance.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
09-2026-620

