



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**


December 11, 2020

**DIVISION MEMORANDUM**  
No. 635, s. 2020

**ADDENDUM/CORRIGENDUM TO DM 617, S. 2020 IN-SERVICE TRAINING  
OF TEACHERS (INSET) 2020**

**TO : ASST. SCHOOLS DIVISION SUPERINTENDENTS**  
**Chiefs of SGOD and CID**  
**EDUCATION PROGRAM SUPERVISORS**  
**PSDSs/ACTING PSDSs**  
**ELEMENTARY & SECONDARY SCHOOL HEADS**  
**ALL OTHERS CONCERNED**

1. Pursuant to the Division Memorandum No. 624, s. 2020 dated December 7, 2020 entitled **“Advise on the Conduct of the In-Service Training in Schools”**, the In-Service Training of Teachers (INSET) are advised to be done virtually (virtual INSET) by the use of different technology platforms and with adherence to the IATF health and safety protocols.
2. Expenses relative to the conduct of the INSET such as communication/data allowance (per DM No. 626 and DO No. 38 s. 2020) and travel expenses shall be charged to the School MOOE/local funds, subject to the usual accounting and auditing rules and regulations.
3. Participants can claim travel reimbursement of Daily Travel Expenses lunch @ Php 180.00, if they report other than their respective schools to connect/attend their virtual INSET.
4. Furthermore, those participants who opted to report at their respective classrooms to attend virtual INSET may be included for the procurement of meals and snacks from a philgeps registered caterer.
5. For homebased participants only communication allowance shall be claimed.
6. Immediate and wide dissemination of this Memorandum is directed.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent 