Division Memorandum No. 231

To: Assistant Schools Division Superintendent
   Chiefs, SGOD & CID
   Education Program Supervisors
   Public Schools District Supervisors
   SEPS & EPS II
   Elementary and Secondary School Heads
   Concerned Teachers

From: SOCORRO V. DELA ROSA, CESO VI
   Schools Division Superintendent

Subject: DIVISION TEACHERS' INDUCTION PROGRAM (TIP)
         FOR NEW ELEMENTARY, JUNIOR AND SENIOR HIGH
         SCHOOL TEACHERS

Date: November 7, 2017

1. This is to inform the field that there will be a Division Teachers' Induction Program (TIP) for New Elementary, Junior and Senior High School Teachers on December 5-7, 2017 (venue to be announced later).

2. The activity aims to:
   a. orient newly hired teachers on the DepEd structure, vision, mission, core values, mandate, educational laws, programs and projects;
   b. equip the participants with enhanced understanding of the teachers' roles, duties and responsibilities and other educational information needed in the teaching profession;
   c. provide a venue for sharing of effective pedagogical practices and innovations through professional learning;
   d. promote professionalism and personal welfare of teachers;
   e. Re-affirm his/her commitment to the teaching profession.

3. A registration fee of Two Thousand Four Hundred Pesos (Php 2,400.00) which will cover meals (3 breakfast, 6 snacks, 3 lunch, 4 dinner, free flowing water and coffee), accommodation, training kits, certificates, supplies and materials. The said amount shall be automatically deducted from the school MOOE. Participants from Implementing Units (IUs) are expected to pay their registration fee upon registration.
4. Transportation and other incidental expenses shall be charged against school MOOE/ local funds subject to usual accounting and auditing rules and regulations.

5. Participants are expected to be at the venue on DAY O – December 4, 2017, 1:00 P.M. for registration and Opening Program. Likewise, participants are expected to bring their own personal paraphernalia / toiletries.

6. Any concerns/ queries about the TIP may contact the TIP Manager- Miguel C. Ogalinola- Chief, SGOD or the HRD Unit at cp no. 09205067295/ 09988653522.

7. Attached hereto is the list of trainees.

8. For information, guidance and compliance.