



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes

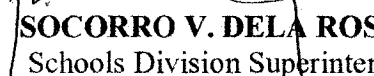


Division Memorandum No. 231

**RELEASED**

DepEd, Division of Catanduanes  
RECORDS SECTION  
Date NOV 07 2017  
Time: 4:18 P.M.  
Initial/Signature: [Signature]

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.