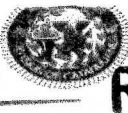


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**RELEASED**

Division Memorandum No. 87

Office, Division of Catanduanes  
RECORDS SECTION  
Date MAR 27 2018  
Time 7:15 Pm  
Initial/Signature: [Signature]

To : **Assistant Schools Division Superintendent  
Chief SGOD & CID  
Public Schools District Supervisors  
Senior Education Program Specialists- HRD & M&E  
Education Program Supervisors II- ALS, HRD& M& E**

From : **SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent [Signature]

Subject : **Planning Conference for the Municipal  
Implementation of Teachers' Induction Program**

Date : **March 26, 2018**

1. This is in connection with the Teachers' Induction Program that was conducted last February 2018 at Amenia Beach Resort, Palawig, San Andres, Catanduanes. It was noted that still, there are training modules that need to discuss with the TIP participants.
2. In this connection, TIP team members are requested to deliver the said modules preferably this May, 2018. To ensure that the program shall be conducted smoothly, a one (1) day Planning Conference of TIP team members will be held on April 3, 2018, 8:00 A.M. – 5:00 P.M. at Rhaj Inn, Gogon, Virac, Catanduanes.
3. Participants to this activity are selected SDO Personnel with their specific functions:
  - ASDS- Leads in the implementation of TIP in schools and in the Division
  - Chief, SGOD- Division TIP Manager; co-leads the planning and implementation of TIP; provides TA to TIP players on administrative content
  - Chief, CID- Provides TA to TIP players on curriculum – related concerns
  - PSDS- Facilitators/Municipal TIP Manager
  - SEPS & EPS II/ALS- Prepares and submits profile of prospective ALS inductees; coordinates with mentors and mentees on TIP related processes involving ALS Mobile teacher inductees
  - SEPS & EPS II/HRD Collects and consolidates data on the prospective inductees; coordinates with the school heads, mentors and mentees about TIP related processes in the schools/division.
  - SEPS & EPS II/M&E Monitors & Evaluates the conduct of the activity

4. For your information, guidance and compliance.