



June 29, 2018

Regional Memorandum

202.2018

JUN 29 2018

ORIENTATION OF NEWLY-HIRED TEACHERS ON TEACHER INDUCTION PROGRAM

**TO: Schools Division Superintendents
 Heads, Public Elementary and Junior & Senior High Schools
 All Others Concerned**

- Pursuant to Republic Act 10533 or the Enhanced Basic Education Act of 2013 Section 7 which shall mandates the Department of Education through the Teacher Education Council in collaboration with relevant partners in government, academe, industry, and nongovernment organizations (NGOs), DepEd, CAR through the School Division Offices shall conduct a simultaneous **Orientation of Newly-Hired Teachers on Teacher Induction Program** with the theme; **"TIP: A Step Towards Becoming a Proficient and Committed Teacher"** on July 17, 2018. .
- The objectives of this orientation are for the newly-hired teachers to gain deeper understanding on DepEd Order 43, s.2017 and strengthen commitment on the teaching profession.
- In this connection, SDOs are requested to submit the list of newly-hired teachers for the downloading of funds to defray food expenses, supplies and materials on or before July 2, 2018 thru the following email address; car@deped.gov.ph or hrdd.depedcar@gmail.com
- The TIP Core Group of the Central Office and the Regional Office shall monitor the conduct of the simultaneous TIP orientation. The compositions of the TIP Core Team are as follows;

	Division	Regional Monitoring Team	Central Office Monitoring Team
1	Abra	Margie Gardingan Thelma Dalay-on	Jayson Penafiel and TEC Staff
2	Apayao	Emma Gabol Marjorie Valdez	
3	Baguio	Jayson Penafiel Emilia Faustino	
4	Benguet	Jayson Penafiel Emilia Faustino	
5	Ifugao	Rosmarie Dalang Romulo Basa	
6	Kalinga	Patricio Dawaton Florence Balictan	
7	Tabuk City	Jennifer Ande Carmel Meris	
8	Mt. Province	Jeanie Claire Piggangay Angela Apopot	

5. A Completion Report including the technical and financial reports shall be submitted to the Regional Office 10 days after the orientation.
 - a. Technical report - which shall contain names and number of participants (Annex 1), original copy of signed attendance sheets (Annex 2), evidence of the receipt of training materials (Annex 3), Evaluation forms (Annex 4), activity report/proceedings, and photo documentation (soft and hard copies); and
 - b. Financial report - details of expenditures which include breakdown of food expenses, supplies and materials, balance of funds reflected in the attached template of the financial report in Annex 5, and other relevant documents following required accounting and auditing rules and regulations.
7. Meals, snacks, accommodation, travel expenses and other incidental expenses of the Regional Monitoring Team shall be charged against local funds subject to the usual accounting rules and regulations.
8. Immediate and widest dissemination of this Memorandum to all concerned is desired.


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Regional Director