



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600



DIVISION MEMORANDUM

No. 202 s. 2017

TO : SGOD Division, CID Division, Secondary and Elementary School Heads
Newly Hired Teachers
All Concerned

FROM :  **FELIPE L. BALLITOC**
OIC- Schools Division Superintendent 

SUBJECT : **Conduct of 2017 Teachers Induction Program**

DATE : July 21, 2017

1. To orient newly hired teachers and school heads on DepEd laws, programs, processes and system and at the same time familiarize them with their roles, duties, responsibilities and accountabilities, the Teacher Induction Program will be conducted on July 25 - 28, 2017 at the Highlander Hotel and Resort, Solano, Nueva Vizcaya.
2. Participants to this seminar are the attached list of newly hired teachers. Arrival at the venue and registration of participants is on July 25, 2017 at 1:00 PM to 2:00 PM followed by the Opening Program and sessions at 3:00 PM onwards.
3. Food and accommodation shall be charged against HRD fund while transportation and incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations. **Participants are advised to bring their own writing paraphernalia.**
4. Participants who intend to bring their babies during the training are advised to make arrangements with the hotel management for their (baby & yaya) food and accommodation at their own expense.
5. For information, dissemination and strict compliance.

