



Republic of the Philippines

Region VII, Central Visayas

Sudlon, Lahug, Cebu City



March 8, 2017

DIVISION MEMORANDUM

NO. 155, s. 2017

**SUBMISSION OF NAMES/LISTS OF NEWLY-HIRED TEACHERS FOR
THE UPCOMING 2017 TEACHER INDUCTION PROGRAM (TIP)**

**TO: Assistant Superintendents
Division/Section Chiefs
Education Program Supervisors/SEPS/EPS/Coordinators
Public Schools District Supervisors (PSDSs)/OICs
School Heads (Elementary/Secondary/Integrated)
All Others Concerned**

1. The office hereby requires all **Public Schools District Supervisors (PSDSs)/OICs** to submit the updated name/s or list/s of **newly-hired teachers** to both elementary and secondary schools including **integrated schools** and **senior high schools** in the district for the upcoming **2017 Teacher Induction Program (TIP)**.
2. Only those hired beginning **August 2016** shall be included in the listing. Those who were hired after August 2016 but were able to attend the previous **Teacher Induction Program /s** are excluded.
3. For the listing in the elementary level, grade level taught (e.g., Grade 1) by the teacher concerned should be indicated. Please see attached sample format/template. For the **Junior and Senior High Schools teachers**, the **field of specialization** and the **subject/s taught (or subject s/he will be teaching)** must also be stated. Please see attached sample format/template.
4. For the **newly-hired senior high school teachers**, it should be indicated whether or not the teacher concerned came from the **private sector/outside of DepEd** or an insider/from DepEd (taught Junior High School before but recently

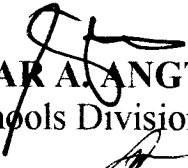
moved to Senior High School) in the “**Remarks**” column. Please see attached sample format/template.

5. The division training team is **only expecting 55 emails (with attachments)** coming from the **55 Public Schools District Supervisors (PSDSs)/55 schools districts**. Sending of multiple emails from **each school/principal is strictly prohibited**. The training team has no assigned staff who will be responsible of retrieving email messages from the **1 133 schools of the division**. In this regard, school heads/principals/TICs especially those from junior and senior high schools must submit first the needed reports/data to their respective district supervisors for the consolidation of the reports/listing.

6. Questions or inquiries as regards to the 2017 Teacher Induction Program (TIP) can be sent directly to Dr. Victor A. Ybañez (SEPS-HRD) in the email stipulated in paragraph seven (7).

7. For time efficiency, the documents/data needed must be submitted via email at v_ybanez@yahoo.com. Please submit the names/file in Excel/Word format (sample attached) on or before **March 27, 2017 (Monday)**.

8. Wide dissemination of and strict compliance of this Memorandum is hereby directed.


RHEA MAR ALANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Attachment # 1

Attachment to Div. Memo # 156

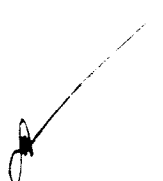
Sample Template (can be converted into a landscape format)

Date

LIST OF NEWLY-HIRED TEACHERS (ELEMENTARY)
District of _____

| Family Name | First Name | Middle Initial | Grade Level Taught | Date Hired | First Day of Service | School & Address | Teacher's Contact No. |
|--------------|------------|----------------|--------------------|------------|----------------------|--------------------------------------|-----------------------|
| 1. Dela Cruz | Juan | V. | Grade 2 | 8/30/16 | 9/2/16 | Dalaguete CES, Dalaguete, Cebu | 09678968011 |
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Name of District Supervisor/OIC
Contact/Cellphone No. _____



Attachment # 2

Attachment to Div. Memo # 155
 Sample Template

 Date

LIST OF NEWLY-HIRED TEACHERS (Junior High School)
 District of _____

| Family Name | First Name | Middle Initial | Field of Specialization | Subjects Taught | Date Hired | 1st Day of Service | School & Address | Teacher's Contact No. |
|--------------------|-------------------|-----------------------|--------------------------------|------------------------|-------------------|---------------------------|--------------------------------|------------------------------|
| 1. Dela Cruz | Juan | V. | English | Values, AP | 8/30/16 | 8/31/16 | Dalaguete NHS, Dalaguete, Cebu | 09678968011 |
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 Name of District Supervisor/OIC
 Contact/Cellphone No. _____

Attachment # 3

Attachment to Div. Memo # 155

Sample Template

Date _____

LIST OF NEWLY-HIRED TEACHERS (Senior High School)
 District of _____

| Family Name | First Name | Middle Initial | Field of Specialization | Subject/s Taught | Date Hired | 1st Day of Service | School & Address | Teacher's Contact No. | Remarks |
|--------------|------------|----------------|-------------------------|-----------------------|------------|--------------------|----------------------------------|-----------------------|---------------------------|
| 1. Dela Cruz | Juan | V. | Math | Integral Calculus | 8/30/16 | 9/1/16 | Dalaguet e NHS, Dalaguet e, Cebu | 09678968 011 | From a Private School |
| 2. Du | John | C. | AP | Politics & Governance | | | Sibonga NHS, Sibonga | 09477604 13 | From DepEd-taught Grade 8 |
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Name of District Supervisor/OIC _____
 Contact/Cellphone No. _____

