



May 6, 2019

**DIVISION MEMORANDUM**

No. 255, s. 2019

**TEACHERS INDUCTION PROGRAM 2019**

To: **Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/Elem.& Sec. School Heads  
Elementary/Secondary Public School Teachers  
And All Others Concerned**

1. In line with the Implementation of Teacher Induction Program (TIP) for the newly hired teachers, this Office will conduct a Three-day Teachers Induction Program (TIP 2019) in all districts of Cebu Province Division on May 16-18 , 2019.
2. The Public Schools District Supervisors (PSDS) are directed to take the lead in organizing this activity. They are directed to submit the following to the SGOD HRD (Attention: Dr. Margarita A. Nierra/Mr. Louie Monteroso)
  - 2.1 Pre-training Date - District Instructional Design which includes budget proposal, training matrix and list of Newly-hired teachers to be reviewed by Dr. Margarita A. Nierra.
  - 2.2 Post training Date (June 3, 2019) – Training completion Report to be submitted are as follows (Kindly used long bond paper size in all documents - this will be submitted to PRC):
    - 2.2.1. Training Terminal Report
    - 2.2.2. Approved Instructional Design
    - 2.2.3. Actual Program of Activities
    - 2.2.4. Opening and Closing Program
    - 2.2.5. Filled up Attendance Sheet (Name & PRC License No.)
    - 2.2.6. Attendance/List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)
    - 2.2.7. Summary of Evaluation of Speakers in tabular form
    - 2.2.8. Pictures in a minimum of 4 pictures in a page (collage form)
    - 2.2.9. Sample filled-up Evaluation Form

2.3 The said completion report should be submitted in a long white plastic folder.

3. Districts with approved CPD Credit Units by the Professional Regulation Commission (PRC) shall strictly followed the format given to them for the Completion Report as well as the procedure in the conduct of the said training.
4. This Memorandum serves as **Authority to Travel** of the participants, speakers and the members of the training team.
5. Meals which include lunch (80.00), two snacks (P70.00), training materials, and transportation expenses of participants whose residences are located at least 15 kilometers away from the training venues shall be charged to the **School MOOE** subject to the usual accounting and auditing rules and regulations.
6. Wide dissemination of and strict compliance of this Memorandum is desired.

  
RHEA MARIA ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent  
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E-mail Add : [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)  
Schools Division Superintendent : ( 032) 255-6405 Admin/legal : ( 032) 253-7847  
Asst. Schools Division Superintendent : ( 032) – 414-7457 Accounting Section : (032) 254-2632  
Disbursing Section : (032) 253-7847  
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