



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



August 2, 2017

DIVISION MEMORANDUM

NO. 498, s. 2017

**SUBMISSION OF NAMES/LIST OF NEWLY-HIRED TEACHERS FOR
THE 2017 TEACHERS' INDUCTION PROGRAM (3RD BATCH)**

**TO: Assistant Superintendents
Chiefs, Education Program Supervisors/SEPS /EPS/Coordinators
Public Schools District Supervisors/OICs/Caretakers
Elementary/Secondary Schools Heads/TICs (Including Integrated Schools)
All Others Concerned**

- 1. The Office hereby directs all Public Schools District Supervisors (PSDSs)/OICs to submit the name/s or list of newly-hired teachers for the 2017 Teachers' Induction Program (TIP)-3rd Batch. Only those newly-hired teachers who never attended the previous induction programs of the Division must be included in the listing (date hired starting August 2016).**
- 2. For senior high school, only those who came from the private sector and state universities and colleges (SUCs) must be included. Thus, teachers who were previously teaching junior high subject offerings in the Division and who were subsequently promoted or moved to senior high school were not considered newly-hired (for purposes of induction).**
- 3. In the submission of data, only the PSDS is the authorized person to do, if s/he authorizes somebody in the district, s/he must ensure perfection or accuracy on the data submitted. Haphazard submission of documents resulting to erroneous, incomplete, repetitive and spurious data is strictly prohibited. Reminder is hereby given that in the exercise of a delegated function or authority, this cannot be further delegated (delegata potestas non potest delegari/delegatus non potest delegare).**

A handwritten signature in black ink, appearing to be a stylized name.

4. Submission of partial or incomplete listing is not allowed. Schools (particularly high schools with a weird/unique culture who most of the time bypassed the PSDSs) are hereby directed to submit the needed data in the District Office for proper consolidation. Data from individual schools will not be accepted. The L&D Section/Unit has a very limited manpower, thus, only 55 email messages will be retrieved from the 55 schools districts.

5. PSDSs must instruct their District Guidance Coordinators that in the encoding or preparation of the listing, the names of the teachers must be separated by level (one for elementary, junior high and/or senior high school).

6. For time efficiency the documents/data needed must be submitted via email at jhergy05@yahoo.com cc v_ybanez@yahoo.com. Please submit the names/file in MS Excel format (sample attached) on or before August 17, 2017 (Thursday).

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


RHEA MARA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

