



Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE of KABANKALAN CITY
City of Kabankalan

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DIVISION MEMORANDUM
No. 04, s. 2019

TO: Public Schools District Supervisor
Elementary & Secondary School Heads
All Others Concerned

FROM: *J. M. Ortillo*
MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent *J. M. Ortillo*

SUBJECT: Teacher Induction Program (TIP) – Modules 3-6

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1. In preparation for the upcoming Teacher Induction Program (TIP) – Modules 3-6, Elementary & Secondary School Heads are requested to submit the list of participants to the Human Resource Development Unit – SGOD on or before February 15, 2019 using the format:

Name of Participants	Live-in	Live-out

2. Participants to the said training are those newly hired teachers who have completed TIP Modules 1 & 2 conducted last August 2018.
3. Travel expenses of the participants to and from the venue will be charged against local funds while food and accommodation during the training is chargeable against the HRTD Fund subject to the usual government and accounting rules and regulations.
4. Participants, Trainers and Management Staff shall be entitled to service credits in accordance with the provisions of DepEd Order No. 53, s. 2003. On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO) per CSC and DBM Circular No. 2, s. 2004.
5. Immediate dissemination of this Memorandum is highly desired.