



Department of Education  
Region III – Central Luzon  
**DIVISION OF CITY SCHOOLS**  
Angeles City



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November 10, 2014

**DIVISION MEMORANDUM**

No. 71, s. 2014

**ATTENDANCE OF SCHOOL HEADS IN THE TEACHER INDUCTION PROGRAM  
(TIP) - THIRD BATCH**

TO: Public Elementary and Secondary School Heads

1. This is to inform that public elementary and secondary schools heads are expected to attend the Teacher Induction Program (TIP) – Third Batch on November 24-26, 2014 at the Subic International Hotel, SBMA, Olongapo City.
2. School Heads attending the said activity are expected to:
  - a. assist in the preparation of the Individual Performance Commitment and Review Form (IPCRF);
  - b. observe during the conduct of sessions per learning area;
  - c. facilitate group activities.
3. Please be guided by the schedule below:
  - a. Assembly time and place: 6:30a.m – 7:00a.m., Division Office
  - b. Departure time for Subic: 7:00a.m
4. Expenses relative to the attendance of the school heads in the said event shall be charged against the TIP Funds subject to the usual accounting and auditing procedure.
5. Dissemination of this memorandum is highly desired.

**LUZ C. ARRIOLA**  
Schools Division Superintendent