MEMORANDUM

TO: OIC-Office of the Asst. Schools Division Superintendent
    Chiefs, CID and SGOD
    Public School District Supervisors
    Elementary and Secondary School Heads
    All Other Concerned

FROM: DR. ROMMEL C. BAUTISTA, CESO V
      Schools Division Superintendent

SUBJECT: SUBMISSION OF THE LIST OF NEWLY-HIREO TEACHERS

DATE: April 15, 2019

With reference to Regional Memorandum No. 237 s. 2019 re: Submission of the List of Newly-Hired Teachers, this Office requests all elementary and secondary school heads including senior high school to submit list of newly hired teachers on or before May 6, 2019 via email at arlene.tayona@deped.gov.ph.

List must be submitted in excel format and should have the name of the school as the file name. Please follow the attached template.

For the information and compliance of all concerned,
TO: SCHOOLS DIVISION SUPERINTENDENTS

FROM: DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT: SUBMISSION OF THE LIST OF NEWLY HIRED TEACHERS

DATE: April 12, 2019

1. In preparation for the Teachers Induction Program (TIP) to be conducted by the Teacher Education Council (TEC) through the Regional Office, each SDO must submit to the Human Resource Development Division (HRDD) via email at hrd.calabarzon@deped.gov.ph the list of newly hired teachers on or before May 15, 2019.

2. List must be submitted in excel format and another in pdf format with signature of the Schools Division Superintendent. Please follow the attached template.

3. Immediate dissemination of this Memorandum is earnestly desired.
<table>
<thead>
<tr>
<th>No.</th>
<th>Name (First Name, Ml, Surname)</th>
<th>Sex</th>
<th>Date Hired</th>
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Note: By affixing your signature, you are confirming that the information stated above are correct including the spelling of the names.

Prepared by:

________________________
Name and Designation

Certified true and Correct:

________________________
Schools Division Superintendent