



## DepEd – DIVISION OF QUEZON

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"Creating Possibilities, Inspiring Innovations"



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Division Memorandum

DM No. 295, s. 2019

### NON-TEACHING INDUCTION PROGRAM

TO: Assistant Schools Division Superintendents, CID & SGOD Chiefs, Public Schools District Supervisors, Elementary and Secondary School Heads, Non-Teaching Personnel, All Others Concerned

1. DepEd Quezon will conduct Induction Program for newly hired non-teaching personnel on November 27-28, 2019 at Sevilla's Farm & Resort Brgy. Domoit Lucena City. This live-out seminar will officially start at 8:00 am after the registration at 7:00 am.
2. This training aims to:
  - a. appreciate the value of providing service beyond the technical requirements of their jobs
  - b. provide an opportunity to get to understand and intend the duties and responsibilities embedded in the KRA.
  - c. support the implementation of service commitment given in our vision-mission
3. The participants to this training are the Newly Hired Non-teaching Personnel from November 2018 to October 2019 they shall register on the given link: [tinyurl.com/2019NIP](http://tinyurl.com/2019NIP).
4. Food and accommodation expenses will be charged against Division HRTD fund while traveling and incidental expenses shall be charged against local fund/ MOOE subject to the usual accounting and auditing rules and regulations.
5. For information, guidance and strict compliance.

  
**MERTHEL M. EVARDOME, CESO V**  
Schools Division Superintendent


hrdrvm/10/30/19

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