



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

November 8, 2021

DIVISION MEMORANDUM

No. 360, s. 2021

NON-TEACHING INDUCTION PROGRAM (NTIP) 2021

To: Assistant Schools Division Superintendent/PDC Chair
CID and SGOD Chiefs
District Heads
Public Elementary and Secondary School Heads
Unit Heads
Non-Teaching Personnel
All Others Concerned

1. This Office, through the Human Resource Development Section (HRDS), shall conduct a limited face-to-face **Non-Teaching Induction Program (NTIP)** for newly hired non-teaching personnel on **November 24, 25, & 26, 2021** at a venue to be announced in a subsequent memorandum.
2. The objectives of this activity are the following:
 - a. orient the newly hired non-teaching personnel to the DepED thrusts, mandates, programs and projects;
 - b. capacitate the newly hired non-teaching personnel in developing their KSAs vis-à-vis their respective KRAs;
 - c. understand non-teaching personnel welfare and benefits;
 - d. foster love for public service.
3. The participants of this activity are the 126 newly hired non-teaching personnel and 22 members of the Program Management Team.
4. Attached are the list of participants, program management team, activity matrix, and sample confirmation letter of the participants. Participants must accomplish the online registration and health assessment checklist through the link <https://tinyurl.com/NTIP2021> to ensure the safety of everyone on or before November 21, 2021.
5. All involved individuals are advised to observe minimum health standards and follow health protocols of the Inter-Agency Task Force (IATF) and the Department of Health (DOH) before, during, and after the conduct of the activity. Anyone who experiences any COVID19 symptoms or has been exposed to a probable or confirmed



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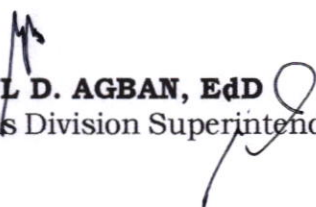


COVID19 case before the conduct of the activity shall inform the management for proper coordination and appropriate action.

6. This Memorandum shall serve as the Travel Authority of the participants.

7. Expenses incurred relative to the conduct of the activity such as meals, accommodation, supplies and materials, and travel and other incidental expenses shall be charged against Sub-Allotment Release Order no. RO-8-21-0380 and local funds/MOOE subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of and compliance with this Memorandum are desired.


RAUL D. AGBAN, EdD
OIC-Schools Division Superintendent