



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

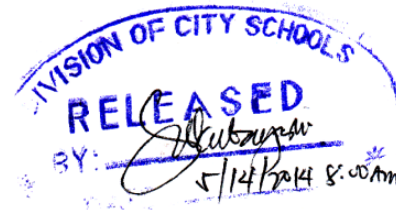
Tel. no. 533-60-85 Fax. no.532-71-17  
E-Mail Address: [depedmandaluyong@gmail.com](mailto:depedmandaluyong@gmail.com)  
Official Website: [depedmandaluyong.wordpress.com](http://depedmandaluyong.wordpress.com)



**MEMORANDUM**

Date : May 13, 2014

To : Assistant Schools Division Superintendent  
Education/District Supervisors  
Principals, Public Elementary Secondary Schools  
Human Resource Management Officer  
Newly-Hired Permanent Teacher-I (Elementary and Secondary)



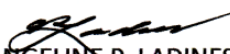
Please be informed that there will be an Oath Taking and Orientation of Newly Permanent Elementary and Secondary Teacher-I on **Tuesday, May 20, 2014, 9:00 AM** at the Division Office Conference Room.

Mr. Efren Consemينو, Principal of Eulogio Rodriguez is requested to prepare a short talk/lecture on Basic Requirements about Teaching and Learning Process, Lesson Planning and Daily Log.

All newly hired teachers whose appointment will take effect from May 15 - June 2 are required to attend. Hence, Principals are advised to inform these teachers on the importance of this event.

Should you have any inquiry you may coordinate with the Personnel Unit of this Office.

For guidance and strict compliance.

  
EVANGELINE P. LADINES  
Schools Division Superintendent

**PROGRAMME**

**OATH TAKING AND ORIENTATION OF NEWLY HIRED TEACHERS**

**Division Office Conference Room**

**May 20, 2014**

**9:00 AM**

- |   |   |  |
|---|---|--|
| Prayer and National Anthem  | - | Ms. EVELYN BRAVO<br>Personnel Unit                                       |
| Introduction of Participants  | - | Ms. ROWENA S. LETADA<br>Personnel Unit                                   |
| Opening Remarks   | - | DR. NERISSA L. LOSARIA<br>Asst. Schools Division Superintendent          |
| Oath Taking Proper  | - | DR. EVANGELINE P. LADINES<br>Schools Division Superintendent             |
| Message   | - | DR. EVANGELINE P. LADINES<br>Schools Division Superintendent             |
| Orientation on Basic Requirement about Teaching and Learning Process, Lesson Planning and Daily Log | - | DR. EFREN S. CONSEMINO<br>Principal, Eulogio Rodriguez Integrated School |
| Orientation on Basic Policies : (EFA, No Collection Policy, Anti-Bullying and Positive Discipline   | - | DR. NERISSA L. LOSARIA<br>Asst. Schools Division Superintendent          |
| Orientation on Personnel Matters  | - | MARIAN A. SORIANO<br>Human Resource Management Officer-I                 |

**Ms. MENCHIE KUBAYASHI**

**Emcee**